

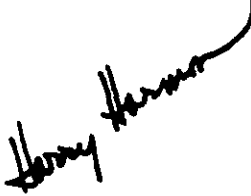
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

**Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512**

Date: July 31, 1981

To: Presidents

From: Harry Harmon
Executive Vice Chancellor



Subject: Authorization – Approval of 1981-82 Extension Course Fees – Executive Order No. 355

I am transmitting to you five (5) copies of Executive Order No. 355 which delegates authority to each President regarding Extension Course Fees upon written acceptance of such delegation by execution of Attachment C. (If Attachment C to Executive Order No. 253, 275 or 294 has already been submitted, please ignore Attachment C to this Executive Order.) The President is responsible for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

Please address any questions you may have regarding this Executive Order to the State University Dean, Extended Education.

HH:md

Attachment

Distribution: Vice Presidents for Business Affairs or Administration
Vice Presidents for Academic Affairs
Deans of Continuing Education/Extended Studies
Business Managers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 355
Title: Authorization – Approval of 1981-82
 Extension Course Fees
Effective Date: September 1, 1981
Supersedes: Executive Order No. 294

This Executive Order is issued pursuant to Education Code Sections 89704, 89708, and 89709 and Sections 1 and 6 (1) of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective September 1, 1981, each campus President is authorized to establish, increase and decrease Extension Course Fees (except for fees in connection with courses offered as part of external degree programs) in amounts falling within the limits specified in "B" below. The Standard Course Fees indicated in "A" below are authorized by this Executive Order and do not require individual action.

Fee Category	Semester Unit	Quarter Unit
A. STANDARD CREDIT COURSE FEES		
1. Lecture/Discussion Course	\$39.00	\$26.00
2. Activity Course	\$50.75	\$33.75
3. Science Laboratory Course	\$78.00	\$52.00
4. Administrative (Contract) Course	\$11.50	\$ 7.75
B. SPECIAL CREDIT COURSE FEES		
1. Activity	\$39.00 – \$66.00	\$26.00 – \$44.00
2. Administrative (Contract)	\$11.50 – \$20.75	\$ 7.75 – \$14.00
3. Directed Study	\$39.00 – \$74.00	\$26.00 – \$49.50
4. Field Study	\$39.00 – \$66.00	\$26.00 – \$44.00
5. Independent Study	\$39.00 – \$66.00	\$26.00 – \$44.00
6. Individual Study	\$39.00 – \$66.00	\$26.00 – \$44.00
7. Internship	\$39.00 – \$66.00	\$26.00 – \$44.00
8. Laboratory	\$39.00 – \$93.75	\$26.00 – \$62.50
9. Lecture/Discussion	\$39.00 – \$50.75	\$26.00 – \$34.00
10. Seminar	\$39.00 – \$66.00	\$26.00 – \$44.00
11. Workshop	\$39.00 – \$66.00	\$26.00 – \$44.00
12. Student Teaching	\$39.00 – \$70.25	\$26.00 – \$47.25
C. NON-CREDIT COURSE FEES		
Courses, Conferences, Workshops, Seminars, etc., per student	Estimated Cost	

Executive Order No. 355

Actions taken pursuant to this Executive Order are subject to the following requirements:

1. The President shall determine those courses for which a new or revised fee is essential to assure academic quality and fiscal stability.
2. The campus shall detail the costs to be supported by the fee (including faculty salaries, faculty and staff travel, support services, materials, etc.), and specify the estimated course enrollment. A record of these details shall be maintained by the campus Office of Continuing Education.
3. The President shall determine the amount of new or revised fees on the basis of estimated course costs and anticipated enrollments.
4. These actions shall be performed *prior* to the time the course and fee are implemented.
5. Each course fee change shall be recorded on the prescribed form (Attachment A to this Executive Order) and maintained on file by the President. At the time each course fee change is approved, copies of the prescribed form shall be submitted to the State University Dean, Extended Education, and the Vice Chancellor for Business Affairs for purposes of post-audit review and for reporting to the Board of Trustees.
6. The President may authorize a fee higher than the upper limits specified above only if the portion of the fee exceeding the upper limit is fully budgeted to support student accommodation services costs (meals, refreshments, lodging, student travel, etc.). Such a larger fee is authorized by the Executive Order and should be reported on the prescribed form (Attachment A to this Executive Order) to the State University Dean, Extended Education, and the Vice Chancellor for Business Affairs.
7. Requests for Extension Course Fees that are beyond the scope of this delegation shall be submitted to the State University Dean, Extended Education, on the attached form (Attachment B to this Executive Order). The completed form is to be submitted at least ten working days prior to first collection of fees. No such fee may be announced or implemented prior to receipt of written authorization from the Chancellor.
8. If the President chooses to accept the delegation contained in this Executive Order and subsequent Executive Orders superseding it, he shall sign the Acceptance of Authorization Form (Attachment C to this Executive Order) and return it to the State University Dean, Extended Education. This acceptance will remain in effect until it is cancelled. The Chancellor will sign the form, and a copy bearing both signatures will be returned to the President. Presidents choosing not to accept the delegation shall indicate this fact by memorandum to the State University Dean, Extended Education. *If the President has already accepted the delegation contained in Executive Order No. 253, 275, or 294 (which is being superseded by this Executive Order) and wishes to retain the delegation, no action is necessary.*



Glenn S. Dumke, Chancellor

Date: July 31, 1981

Attachments: (A) Record of Extension Course Fee Changes
(B) Extension Course Fee Change – Request for Authorization
(C) Acceptance of Authorization Form

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
RECORD OF 1981-82 EXTENSION COURSE FEE CHANGES

Campus			Date		DOCUMENT APPROVAL NO.			
Department	Course Number	Course Title	Unit Value	Estimated Enrollment	Course Fee Category	Authorized Fee Per Unit		
						Basic	Accommodation Services	Total

CERTIFICATION

I certify that the provisions of Executive Order No. 355 have been complied with in determining the fee(s) authorized above and that a full record of estimated course cost detail is on file at this campus.

Authorized Signature

Title

Date

**THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
REQUEST FOR AUTHORIZATION TO CHANGE 1981-82 EXTENSION
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 355**

_____ **Campus** _____ **Date** _____ **Request Number**

New Fee **Change in Existing Fee**

Department	Course Number	Course Title	Unit Value	Course Fee Category	Request Fee Per Unit		
					Basic	Accommodations Services	Total

Estimated Course Costs

Instructional Costs

Faculty Salary \$ _____
 Other Salaries
 (specify): _____
 Staff Benefits _____
 Operating Expense
 (specify): _____

 Total, Instructional
 Costs \$ _____

Support Costs

Support Salaries
 (specify): \$ _____

 Staff Benefits _____
 Operating Expense
 (specify): _____

 Total Support Costs \$ _____
 Contingency \$ _____
 Total Costs \$ _____
 Estimated Units
 Enrolled _____
 Total Revenue \$ _____

This request is submitted in compliance with Executive Order No. 355

Campus Authorized Signature

This request is approved: _____

Chancellor's Office

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
ACCEPTANCE OF AUTHORIZATION

The conditions, limitations and authority contained in Executive Order No. 355 are hereby acknowledged and accepted (as are those of any subsequent Executive Order on this subject) until such time as written notification is provided to the contrary.

I hereby authorize and empower _____
(Name)

President _____ at _____
(Campus)

_____, to act for me under the provisions
of the authorization contained herein.

Glenn S. Dumke, Chancellor

ACCEPTED:

Name

President

Executive Order No. 355 Authorization – Approval of
Summer Session Course Fees