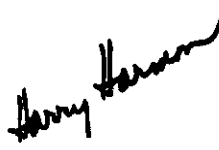


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5512

Date: September 11, 1981
To: Presidents
From: Harry Harmon 
Executive Vice Chancellor
Subject: Delegation of Authority - Establish, Increase, Decrease or Abolish
Instructional Materials, Activities and Facilities Charges -
Executive Order No. 362

I am transmitting a copy of Executive Order No. 362 which
supersedes the provisions of Executive Orders No. 300 and 311.

The review of miscellaneous course fees announced in Executive
Order 311 has been completed and has resulted in a substantial
revision of the policies regarding fees charged in connection
with courses. At the July 7-8, 1981 Board of Trustees meeting the
following two resolutions were adopted:

"RESOLVED, By the Board of Trustees of The California
State University and Colleges, that Chapter III, Section
6, subdivision (i) of the Standing Orders of the Board
of Trustees of The California State University and
Colleges be amended to read:

- (i) The Chancellor is authorized to establish,
increase, decrease, or abolish miscellaneous
fees, in amounts not to exceed ~~ten~~ twenty-five
dollars, for services, materials or facilities.
~~not presently covered by the general Materials~~

HH:mt1

Attachment

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
Business Managers
Chancellor's Office Staff
Administrative Information Center

and Service Fee. The Chancellor shall submit an annual report to the Board summarizing all actions taken pursuant to this provision. In addition, the Chancellor is authorized to establish, increase, decrease or abolish fees in excess of twenty-five dollars when such fees are for the actual or pro rata cost of optional materials, services, or facilities used in connection with courses."

"RESOLVED, By the Board of Trustees of The California State University and Colleges, that it is the intent of the Board of Trustees that the changes authorized by Standing Order, Chapter III, Section 6 (i) be provided at a reasonable cost to students. It is also the intent of the Board of Trustees that an audit be performed at least every three years by the Trustees' Internal Audit staff for adherence to established Board of Trustees' and Chancellor's Office policies."

This Executive Order implements these resolutions with regard to course-related charges and further delegates authority to establish charges consistent with the Executive Order. This Executive Order does not implement these resolutions nor does it delegate authority with regard to noncourse-related charges. Thus, the miscellaneous fee setting authority delegated herein relates only to miscellaneous course fees and not to other kinds of miscellaneous fees.

Prior to establishing any charges permitted by this Executive Order, campus fee approval procedures must be submitted to the Chancellor for review and approval. It is required that the chief campus fiscal officer be included in any established procedure.

In addition, each campus must complete and submit the Acceptance of Delegation form included as an attachment to the Executive Order. Please submit both the fee approval procedure and the Acceptance of Delegation form to the Assistant Vice Chancellor, Budget Planning and Administration.

Any course-related charge that is not established consistent with these policies and the established fee approval procedures will not be considered an authorized charge.

Presidents
September 11, 1981
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Please address any questions you may have regarding interpretation of this Executive Order to the Assistant Vice Chancellor, Budget Planning and Administration.

It is your responsibility as President to implement Executive Order No. 362 where applicable and to maintain the campus repository and index for all Executive Orders.

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

Executive Order No.: 362

Title: Delegation of Authority - Establish,
Increase, Decrease or Abolish Instructional
Materials, Activities and Facilities Charges

Effective Date: September 1, 1981

Supersedes: Executive Orders No. 300 and 311

This Executive Order is issued pursuant to Chapter III, Section 6, Subdivision (i) of the Standing Orders of the Board of Trustees of The California State University and Colleges as revised.

Effective September 1, 1981, authority is delegated to the Presidents, or designees, to establish, increase, decrease or abolish charges for the actual or pro rata cost of optional materials, activities or facilities used in connection with courses.

Students may be charged for instructional materials, activities or facilities only in the following instances:

- A. Instructional materials which have a personal benefit in addition to academic value. Personal benefit means that the student receives a tangible product of some intrinsic value (a value external to the course itself). The determination to establish a charge must consider the fact that funds are allocated for instructional supplies in the General Fund and are intended to cover the basic requirements in all courses.
1. The campus president (or designee) shall determine those courses which involve the student receiving such tangible products.
 2. The student may be charged only for the actual or pro rata cost of the materials involved.

3. The student must have the option of obtaining the materials necessary from any source, as long as the materials meet the instructional requirements.
- B. Field Trips. Students may be charged for certain costs involved with the conduct of field trips. The following are the only costs associated with field trips that may be required of students:
1. Expenses incidental to field trips such as meals, lodging and other personal expenses.
 2. Entrance fees to shows, exhibits, etc.
 3. Actual or pro rata cost of the use of a vehicle.
- C. Use of non-state supported or off-campus facilities and equipment.

This charge is designed to apply particularly to courses in Physical Education and Recreation. However, it is understood that it may apply in other instances, particularly in connection with field trips (see above).

1. The charge must be associated with a course taught by a campus faculty member at non-state supported or off-campus facilities and/or utilizing rented equipment.
 2. The charge must not exceed the actual or pro rata cost of the students' use of the facility or equipment. (Actual cost is defined as the fee charged to campus.)
 3. No portion of the charge may be associated with costs of providing a qualified instructor for the course.
- D. In all cases, the following conditions apply:
1. Courses which involve charges must be identified in the general catalog, and the specific amount stated in the class schedule and course syllabus (if applicable).
 2. Each campus shall maintain an accounting record of the funds received and the disbursements made in connection with these charges. Campus procedures must be established to ensure that charges do not exceed the cost of instructional materials, activities or facilities used. Charges may be determined on a pro rata basis.
 3. Funds received from charges for materials or services must be deposited and maintained in the campus' local trust accounts in accordance with Education Code, Section 89721(g).

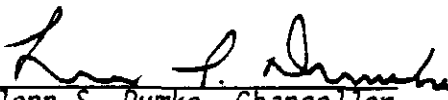
4. Funds received under this Executive Order must be used precisely for the materials, activities or facilities for which the charges were made. If the expenditure was originally made through the General Fund, reimbursement must be made at least quarterly.
5. Campuses must establish fee approval procedures and submit them to the Chancellor's Office for review and approval. In any case, the chief campus fiscal officer must be included in any established procedure.
6. Campuses will be required to submit yearly reports on charges established pursuant to this policy, as well as information copies on approved charges as they are implemented. Periodic campus reviews may be conducted to ensure compliance.
7. The student must have the option of using the services or materials provided by the charge.

The establishment of these charges must be consistent with the expressed intent of the Board of Trustees. Specifically it is the intent of the Board of Trustees that charges authorized under this delegated authority be provided at a reasonable cost to students.

From time to time clarification of the policies expressed in this executive order and/or adoption of additional policies may be issued by Chancellor's Office coded memoranda.

Prior to establishing any charges each campus must submit for approval the fee approval procedure stated in D.4 above. Any subsequent changes to an approved procedure must also be submitted for review.

The attached Acceptance of Delegation form must also be submitted prior to establishing any charges.


Glenn S. Dumke, Chancellor

Date: August 20, 1981

ACCEPTANCE OF DELEGATION

The conditions, limitations and authority contained in Executive Order No. 362 are hereby acknowledged and accepted.

I hereby authorize and empower _____,
(Name)

_____, and _____,
(Title) (Name)

_____, at _____,
(Title) (Campus)

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

Date: _____

Glenn S. Dumke, Chancellor
Trustees of The California
State University and Colleges

ACCEPTED:

Name

President

Name

Title

cc: Academic Affairs, Chancellor's Office