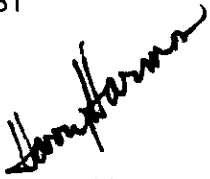


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5725

Date: November 17, 1981

To: Presidents

From: Harry Harmon 
Executive Vice Chancellor

Subject: Delegation of Authority - Graduation and Diploma Fees Executive
Order No. 367

I am transmitting to you a copy of Executive Order No. 367 which delegates to each President the authority to determine the level and nature of the Graduation and Diploma Fees. The purpose of this delegation is to provide flexibility in dealing with funding problems in these areas that have been identified by some campuses. This Executive Order is in lieu of current provisions for a single \$10 fee for both purposes. Previously, Executive Order No. 344 had temporarily delegated authority to the campuses regarding the establishment of these fees. In effect, this executive order continues the provisions of Executive Order No. 344 with one exception. Executive Order No. 344 required both fees to be either mandatory or optional. This Executive Order permits either fee to be mandatory or optional.

Effective immediately each President may establish a separate Graduation Fee and separate Diploma Fee, each up to a maximum of ten dollars. In addition, the President may determine whether these two separate fees should be mandatory or optional to the student.

Distribution: Vice Presidents, Academic Affairs
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Registrars
Chancellor's Office Staff
Administrative Information Center

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November 17, 1981
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When exercising this delegation there are two requirements regarding the handling of the money received that must be observed. The first is that if a fee is made mandatory, then the revenue must be considered a General Fund reimbursement and scheduled for expenditure through the budget.

Secondly, if a fee remains optional, then the revenue may be deposited in trust, pursuant to Education Code Section 89721(g).

Funds received as a General Fund reimbursement and remaining unexpended after June 30, will revert to the General Fund. Funds deposited in trust and remain expended on June 30, are available for subsequent fiscal years.

The considerable discussion concerning these fees requires that information be gathered on the amount and use of the funds received. Records shall be maintained by each campus in such a manner that action taken under this delegation of authority can be readily reviewed or reported when required.

It is your responsibility as President to implement this Executive Order when applicable and to maintain the campus repository and index for all Executive Orders.

HH:mtl

Attachment

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

Executive Order No: 367
Title: Delegation of Authority – Graduation Fee and Diploma Fee
Effective Date: November 17, 1981
Supersedes: Executive Order No. 344

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.

I hereby delegate to the Presidents of The California State University and Colleges the authority to establish the following two fees:

1. **Graduation Fee.** A fee of \$2.00 to \$10.00 may be charged to offset the costs related to campus commencement activities. Specifically, this fee may be used to cover the cost of renting facilities for the graduation ceremony, printing the graduation programs, paying the ushers, and other expenses associated with the graduation ceremony.
2. **Diploma Fee.** A fee of \$2.00 to \$10.00 may be charged to offset the costs related to providing a diploma. Specifically, this fee may be used to cover the cost of printing the original diploma and the cost of mailing the diploma when required. Should a duplicate diploma or a replacement diploma be requested, an additional fee may be collected to recover the monies the Office of the Registrar expends for verifying that the diploma has been earned and for the costs of printing and mailing the diploma. This fee may be in the amount as the original Diploma Fee or for a lesser amount. Similarly, in the case of a student who applies for a diploma and then fails to qualify, when the student reapplies, the additional fee may be charged to cover the cost of reevaluating the student's record, sending duplicates of the transcripts to the departments involved, etc.

The Presidents may also determine whether these fees shall be mandatory or optional. In this case, mandatory means the fees shall be required of all students who are candidates for graduation. Optional means that students may choose not to pay the fee established and thereby not receive the benefits the fee provides.



Glenn S. Dumke, Chancellor

Date: November 17, 1981