

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

(213) 590-5501

**Date:** December 6, 1983

**To:** Presidents

**From:** W. Ann Reynolds  
Chancellor

*W Ann Reynolds*

**Subject:** Authorization — Approval of 1983-84 Extension Course Fees  
Executive Order No. 426

I am transmitting to you five (5) copies of Executive Order No. 426 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, 294, 355, or 394 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.

WAR:st  
Attachment

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**Distribution:** Vice Presidents, Business Affairs or Administration  
Vice Presidents, Academic Affairs  
Deans, Extended/Continuing Education  
Business Managers  
Chancellor's Office Staff

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**400 Golden Shore**  
**Long Beach, California 90802-4275**

**Executive Order No.:** 426

**Title:** Authorization — Approval of 1983-84 Extension Course Fees

**Effective Date:** January 1, 1984

**Supersedes:** Executive Order No. 394

This Executive Order is issued pursuant to Education Code Sections 89704, 89708, and 89709 and Sections 1, 2, and 6 (1) of Chapter III of the Standing Orders of the Board of Trustees of The California State University.

Effective January 1, 1984, the Extension Course Fees set forth below are approved. Each campus President is authorized to establish, increase and decrease Special Credit 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 Credit Course Fees specified in "A" below are authorized by this Executive Order and do not require individual action.

Fee Category	Semester Unit	Quarter Unit
<b>A. STANDARD CREDIT COURSE FEES</b>		
1. Lecture/Discussion Course	\$41.25	\$27.50
2. Activity Course	\$53.75	\$35.75
3. Science Laboratory Course	\$82.50	\$55.00
4. Administrative (Contract) Course	\$12.25	\$ 8.25
<b>B. SPECIAL CREDIT COURSE FEES</b>		
1. Activity	\$41.25 — \$ 74.00	\$27.50 — \$49.25
2. Administrative (Contract)	\$12.25 — \$ 23.25	\$ 8.25 — \$15.50
3. Directed Study	\$41.25 — \$ 82.50	\$27.50 — \$55.00
4. Field Study	\$41.25 — \$ 74.00	\$27.50 — \$49.25
5. Independent Study	\$41.25 — \$ 74.00	\$27.50 — \$49.25
6. Individual Study	\$41.25 — \$ 74.00	\$27.50 — \$49.25
7. Internship	\$41.25 — \$ 74.00	\$27.50 — \$49.25
8. Laboratory	\$41.25 — \$105.25	\$27.50 — \$70.00
9. Lecture/Discussion	\$41.25 — \$ 56.75	\$27.50 — \$37.75
10. Seminar	\$41.25 — \$ 74.00	\$27.50 — \$49.25
11. Workshop	\$41.25 — \$ 74.00	\$27.50 — \$49.25
12. Student Teaching	\$41.25 — \$ 78.75	\$27.50 — \$52.50
<b>C. NON-CREDIT COURSE FEES</b>		
Courses, Conferences, Workshops, Seminars, etc., per student		Estimated Cost

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 or she 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, 294, 355, or 394 (which is being superseded by this Executive Order) and wishes to retain the delegation, no action is necessary.*



W. Ann Reynolds, Chancellor

Date: January 1, 1984

- 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  
RECORD OF 1983-84 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. 426 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

ATTACHMENT A  
Executive Order No. 426

**THE CALIFORNIA STATE UNIVERSITY  
REQUEST FOR AUTHORIZATION TO CHANGE 1983-84 EXTENSION  
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 426**

Campus \_\_\_\_\_

Date \_\_\_\_\_

REQUEST NO. \_\_\_\_\_

New Fee

Change in Existing Fee

Department	Course Number	Course Title	Unit Value	Course Fee Category	Request Fee Per Unit		
					Basic	Accommodation 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. 426

\_\_\_\_\_  
 Campus Authorized Signature

This request is approved: \_\_\_\_\_  
 Chancellor's Office

ATTACHMENT B  
 Executive Order No. 426

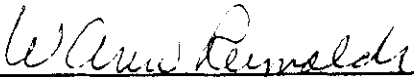
**THE CALIFORNIA STATE UNIVERSITY  
ACCEPTANCE OF AUTHORIZATION**

The conditions, limitations and authority contained in Executive Order No. 426 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.

  
\_\_\_\_\_  
W. Ann Reynolds, Chancellor

ACCEPTED:

\_\_\_\_\_  
Name

\_\_\_\_\_  
President