

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

(213) 590-5691

**Date:** January 26, 1988

**To:** Presidents

**From:** W. Ann Reynolds  
Chancellor

*W Ann Reynolds*

**Subject:** Authorization — Approval of 1988 Summer Session Course Fees  
Executive Order No. 519

I am transmitting to you five (5) copies of Executive Order No. 519 which delegates authority to each President regarding 1988 Summer Session Course Fees upon written acceptance of such delegation by execution of Attachment C. (If Attachment C to Executive Order No. 474 or 505 has been previously 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 Assistant Vice Chancellor, Academic Affairs, Research and Development.

WAR:rp

Attachment

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

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

**Executive Order No.:** 519  
**Title:** Authorization — Approval of 1988 Summer Session Course Fees  
**Effective Date:** January 26, 1988  
**Supersedes:** Executive Order No. 505

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 immediately, the Summer Session Course Fees set forth below are approved. Each campus President is authorized to establish, increase and decrease Special 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 specified in "A" below are authorized by this Executive Order and do not require individual action.

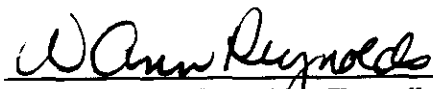
Fee Category	Semester Unit	Quarter Unit
<b>A. Standard Course Fees</b>		
1. Regular Course	\$73.75	\$49.25
2. Administrative (Contract) Course	\$22.25	\$14.75
<b>B. Special Credit Course Fees</b>		
1. Activity	\$73.75 — \$115.75	\$49.25 — \$ 77.25
2. Administrative (Contract)	\$22.25 — \$ 37.50	\$14.75 — \$ 25.00
3. Field Study	\$73.75 — \$115.75	\$49.25 — \$ 77.25
4. Independent Study	\$73.75 — \$115.75	\$49.25 — \$ 77.25
5. Individual Study	\$73.75 — \$115.75	\$49.25 — \$ 77.25
6. Internship	\$73.75 — \$115.75	\$49.25 — \$ 77.25
7. Laboratory	\$73.75 — \$177.00	\$49.25 — \$118.00
8. Lecture/Discussion	\$73.75 — \$ 88.50	\$49.25 — \$ 59.00
9. Seminar	\$73.75 — \$115.75	\$49.25 — \$ 77.25
10. Workshop	\$73.75 — \$ 88.50	\$49.25 — \$ 59.00
11. Student Teaching	\$73.75 — \$132.75	\$49.25 — \$ 88.50

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 necessary for the academic quality and fiscal stability of those courses and the summer session program as a whole.
2. In those cases where the new or revised fee falls within the ranges shown in the Special Course Fees section of this Executive Order, the President shall do the following *prior* to implementing the new or revised fee:
  - a. The campus shall develop detailed cost and enrollment estimates for the course(s) to be supported by the new or revised fee. These estimates shall be committed to writing on Attachment A to this Executive Order in sufficient detail to justify the fee.
  - b. The President shall ensure that a copy of the completed Attachment A form and all cost and enrollment estimate documentation upon which the fee action was based is maintained on file for audit and other purposes for at least three years after a new or revised fee is implemented. Random audits will be made to ensure compliance and continued delegation is contingent upon audit results.
  - c. At the time the new or revised fee is approved by the President, a copy of the completed Attachment A form shall be sent to the Assistant Vice Chancellor, Academic Affairs, Research and Development in the Office of the Chancellor.
3. In those cases where the new or revised fee is beyond (below or above) the ranges shown in the Special Credit Course Fees section of this Executive Order, the campus shall do the following *prior* to implementation of the new or revised fee:
  - a. The campus shall calculate the new or revised fee on the basis of estimated costs and enrollments. These estimates shall be committed to writing in sufficient detail to justify the fee.
  - b. The campus shall submit to the Assistant Vice Chancellor, Academic Affairs, Research and Development and the Vice Chancellor for Business Affairs, a completed Request for Fee Authorization form (Attachment B to this Executive Order) signed by the President. This request shall be mailed at least fifteen (15) working days prior to the intended implementation date of the new or revised fee.
  - c. The campus shall not publicize, collect or otherwise implement the fee until it has received signed approval of the Vice Chancellor for Business Affairs.
  - d. The President and campus Office of Extended/Continuing Education shall ensure that a signed copy of the approved Request for Fee Authorization (Attachment B) and all other materials used to support the fee are maintained on file for audit and other purposes for at least three years after implementation of the new or revised fee.
4. The President may authorize a fee higher than the upper limits specified in "B" 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 this Executive Order and should be reported on the prescribed form (Attachment A to this Executive Order) to the Assistant Vice Chancellor, Academic Affairs, Research and Development.
5. If the President wishes to accept the delegation contained in this Executive Order, he/she should sign two copies of the Acceptance of Authorization form (Attachment C to this Executive Order) and return them to the Assistant Vice Chancellor, Academic Affairs, Research and Development. The Assistant Vice Chancellor will obtain the Chancellor's signature and send the President a copy

**Executive Order No. 519**

of the form bearing both signatures. Formal acceptance of the delegation contained in this Executive Order (evidenced by maintaining a signed copy of Attachment C on file) is necessary for the President to be able to implement fees (other than the Standard Course Fees) in conformance with this Executive Order. If the President has previously accepted in writing the authorization contained in Executive Order No. 474 or 505 and wishes to retain this authorization, no action is necessary.

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

**Date:** January 26, 1988

**Attachments:** (A) Record of Summer Session Course Fee Changes  
(B) Request for Authorization to Change Summer Session Fees Beyond Those Authorized  
(C) Acceptance of Authorization



**REASONS FOR FEE CHANGE**

**INSTRUCTIONS**

**Side 1:**

This form can be used to report fee changes for individual courses or whole categories of courses (e.g., all Lecture/Discussion courses). If the latter is intended it should be explicitly noted on this form. The budget should include all costs, enrollments and revenue for all the courses affected by the fee change(s) reported on this form.

**Side 2:**

In the upper part of this side the campus should explain why this fee change is being made. This should be done in narrative form to supplement the budgetary numbers provided on Side 1.

Campus

Date

REQUEST APPROVAL NO.

THE CALIFORNIA STATE UNIVERSITY
REQUEST FOR AUTHORIZATION TO CHANGE 1988 SUMMER SESSION
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 519

This form can be used to report fee changes for individual courses or whole categories of courses (e.g., all Lecture/Discussion courses). If the latter is intended it should be explicitly noted on this form. The budget should include all costs, enrollments and revenue for all the courses affected by the fee change(s) reported on this form.

Input boxes for New Fee, Change in Existing Fee, Effective Date of Fee, and Expiration Date.

Table with columns: Department, Course Number, Course Title, Unit Value, Estimated Enrollment, Course Fee Category, Curr. Fee Level, Max. of Range, Fee Per Unit (Basic, Accommodation Services, Total).

Estimated Course Costs

Instructional Costs

Personal Services: Instructor Salaries, Coordinator Salaries, Student Assistants, Staff Benefits, Operating Expense and Equipment, Supplies and Services, Travel, Equipment, Total Instructional Cost.

Support Costs

Personal Services, Staff Benefits, Operating Expense and Equipment, Supplies and Services, EE/CE Office Overhead, Total Support Costs, Contingency, TOTAL COST.

This request is submitted in compliance with Executive Order No. 519

President's Signature

This request is approved: Vice Chancellor, Business Affairs

Estimated Units Enrolled

TOTAL REVENUE \$

BACKGROUND DATA AND INFORMATION

Reserves

1. Campus Reserve Was \$ \_\_\_\_\_ as of June 30, 198\_\_ and \_\_\_\_\_ % of Prior Year (198\_\_/8\_\_) Expenditures.
2. Undedicated Campus Reserve Amount as of This Date Is \$ \_\_\_\_\_
3. Amount Received From Systemwide Reserve Last Year Was \$ \_\_\_\_\_

Operating Results

4. Operating Surplus for Last Complete Year of Operation Was \$ \_\_\_\_\_ and \_\_\_\_\_ % of That Year's Operating Revenue.
5. Projected Surplus for This Current Year Is \$ \_\_\_\_\_

Rate of Fee Increase

6. Rate of Fee Increases Over the Last 3 Completed Years.

	198__/8__ Average Fee	198__/8__ Average Fee	Percentage Increase
Summer Session	\$ _____	\$ _____	\$ _____
Extension	\$ _____	\$ _____	\$ _____

Competition

7. Campus Primary Competition for "Fee-Request" Courses Comes From:

Campus	Fee Charged (Estimated)
_____	\$ _____
_____	\$ _____
_____	\$ _____

Primary Reasons for Fee Increase

8. Primary Reason(s) for Requesting This Fee Increase (Please Complete).

Impact of Denial of Request

9. Consequences if This Fee Request Is Denied.



THE CALIFORNIA STATE UNIVERSITY

ACCEPTANCE OF AUTHORIZATION.

The conditions, limitations and authority contained in Executive Order No. 519 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*  
\_\_\_\_\_  
W. Ann Reynolds/Chancellor

ACCEPTED:

\_\_\_\_\_

Name \_\_\_\_\_

President \_\_\_\_\_