

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
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Date: February 14, 1989

To: Presidents

From: W. Ann Reynolds *W. Ann Reynolds*
Chancellor

Subject: Executive Order No. 539 - Graduation and Diploma Fees

I am transmitting to you a copy of Executive Order No. 539, issued February 14, 1989, which increases the maximum charge allowable for Graduation and Diplomas to \$20.00 each. The purpose of this increase is to provide better flexibility in dealing with funding contingencies and to better offset the costs associated with commencement exercises and the printing of diplomas.

Effective immediately, each President may establish a separate Graduation Fee and separate Diploma Fee, each up to a maximum of twenty dollars. It shall remain the prerogative of the President to determine whether these two separate fees should be mandatory or optional to the student. In determining the nature of the fees, Presidents should make certain proper accounting requirements are followed.

If a fee is mandatory, then revenue must be considered a General Fund reimbursement and scheduled for expenditure through the budget. General Fund reimbursements that remain unexpended after June 30 will revert to the General Fund. If a fee is optional, revenue may be deposited in trust, pursuant to Education Code Section 89721(g), and unexpended balances as of June 30 are available for expenditure in subsequent fiscal years.

Campuses are also required to continue the maintenance of records on the amount and use of the funds received, which can be readily reviewed or reported when necessary.

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents/Deans of Students
Business Managers
Budget Officers
Financial Managers
Registrars
Chancellor's Office Staff

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It is your responsibility as President to implement Executive Order No. 539 where applicable and to maintain the campus repository and index for all Executive Orders.

WAR:ddr

Attachment

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


Executive Order No.: 539
Title: Delegation of Authority - Graduation Fee and Diploma Fee
Effective Date: February 14, 1989
Supersedes: Executive Order No. 367

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

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

1. **Graduation Fee.** A fee of \$2.00 to \$20.00 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 \$20.00 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 re-evaluating 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.



W. Ann Reynolds, Chancellor

Date: February 14, 1988