

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

(213) 590-5691

Date: February 17, 1989

To: Presidents

From: W. Ann Reynolds
Chancellor

W. Ann Reynolds

Subject: Authorization — Approval of 1989/90 Extension Course Fees
Executive Order No. 540

I am transmitting to you five (5) copies of Executive Order No. 540 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. 458, 471, 507, or 522 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:sf

Attachment

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Business Affairs/Administration
Deans, Extended/Continuing 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.: 540
Title: Authorization — Approval of 1989/90 Extension Course Fees
Effective Date: February 17, 1989
Supersedes: Executive Order No. 522

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 Extension Course Fees set forth below are approved for all extension courses beginning on or after July 1, 1989. Each campus President is authorized to establish, increase and decrease Special Credit Course Fees and Concurrent Enrollment 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" and "C" 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
A. Standard Credit Course Fees		
1. Lecture/Discussion Course	\$ 59.25	\$39.50
2. Activity Course	\$ 77.00	\$51.25
3. Science Laboratory Course	\$118.25	\$79.00
4. Administrative (Contract) Course	\$ 17.75	\$11.75
B. Special Credit Course Fees		
1. Activity	\$59.25 — \$105.75	\$39.50 — \$ 70.50
2. Administrative (Contract)	\$17.75 — \$ 33.75	\$11.75 — \$ 22.50
3. Directed Study	\$59.25 — \$118.25	\$39.50 — \$ 79.00
4. Field Study	\$59.25 — \$105.75	\$39.50 — \$ 70.50
5. Independent Study	\$59.25 — \$105.75	\$39.50 — \$ 70.50
6. Individual Study	\$59.25 — \$105.75	\$39.50 — \$ 70.50
7. Internship	\$59.25 — \$105.75	\$39.50 — \$ 70.50
8. Laboratory	\$59.25 — \$150.75	\$39.50 — \$100.50
9. Lecture/Discussion	\$59.25 — \$ 81.50	\$39.50 — \$ 54.50
10. Seminar	\$59.25 — \$105.75	\$39.50 — \$ 70.50
11. Workshop	\$59.25 — \$105.75	\$39.50 — \$ 70.50
12. Student Teaching	\$59.25 — \$112.25	\$39.50 — \$ 75.00
C. Concurrent Enrollment Course Fees		
1. Activity	\$59.25 — \$105.75	\$39.50 — \$ 70.50
2. Laboratory	\$59.25 — \$150.75	\$39.50 — \$100.50
3. Lecture/Discussion	\$59.25 — \$ 81.50	\$39.50 — \$ 54.50

D. Non-Credit Course Fees

Courses, Conferences, Workshops, Seminars, etc., per student	Estimated Cost
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E. Contractually Funded Course(s)/Program(s)

(Fees not paid by individual students)
Per course/program.....negotiated amount

Actions taken pursuant to this Executive Order are subject to the following requirements:

1. Campuses shall avoid setting fees that generate excessive surpluses.
2. 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 extension program as a whole.
3. In those cases where the new or revised fee falls within the ranges shown in the Special Credit Course Fee and/or Concurrent Enrollment Course Fee sections 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 and signed 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 and signed Attachment A form shall be sent to the Assistant Vice Chancellor, Academic Affairs, Research and Development in the Office of the Chancellor.
4. In those cases where the new or revised fee is beyond (below or above) the ranges shown in the Special Credit Course Fee and/or Concurrent Enrollment Course Fee sections of this Executive Order, the campus shall do the following *prior* to implementing 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, 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.

Executive Order No. 540

5. 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.
6. Item E authorizes the campus to set fees for courses/programs that are funded by contracts between the campus and *outside* (non-CSU) organizations. This provision (Item E) does not apply to contracts between the campus and its auxiliary organizations (foundations). The campus shall report all fees set under this provision on Attachment A to this Executive Order. The form should be filled out in the usual way, but the contractual party identified and the fees should be expressed in per course/program terms, rather than in per unit terms.
7. 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 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. 458, 471, 507, or 522 and wishes to retain this authorization, no action is necessary.*



W. Ann Reynolds, Chancellor

Date:

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

Campus _____

Date _____

DOCUMENT APPROVAL NO. _____

**THE CALIFORNIA STATE UNIVERSITY
RECORD OF 1989-90 EXTENSION COURSE FEE CHANGES
EXECUTIVE ORDER NO. 540**

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.

New Fee Revised Fee Effective Date of Fee: _____ Expiration Date: _____

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 Costs \$ _____

Support Costs

Personal Services:

_____ \$ _____

Staff Benefits _____

Operating Expense and Equipment

Supplies and Services _____

EE/CE Office Overhead _____

Total Support Costs \$ _____

Contingency \$ _____

TOTAL COST \$ _____

CERTIFICATION

I certify that the provisions of Executive Order No. 540 have been complied with in determining the fee(s) authorized above and that a full record of estimated course costs and enrollments will be maintained on file at this campus for at least three years after implementation of the fee(s).

President's Signature

Please Note: Send a completed signed report to the Assistant Vice Chancellor, Academic Affairs, Research and Development, Office of the Chancellor

Estimated Units Enrolled _____

TOTAL REVENUE \$ _____

ATTACHMENT A
Executive Order No. 540

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 1989/90 EXTENSION
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 540

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, Request 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 Costs \$

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. 540.

President's Signature

This request is approved: Vice Chancellor, Business Affairs

Estimated Units Enrolled

TOTAL REVENUE \$

BACKGROUND DATA AND INFORMATION

Reserves	<p>1. Campus Reserve Was \$ _____ as of June 30, 198__ and _____% of Prior Year (198__/8__) Expenditures.</p> <p>2. Undedicated Campus Reserve Amount as of This Date Is \$ _____.</p> <p>3. Amount Received From Systemwide Reserve Last Year Was \$ _____.</p>												
Operating Results	<p>4. Operating Surplus for Last Complete Year of Operation Was \$ _____ and _____% of That Year's Operating Revenue.</p> <p>5. Projected Surplus for This Current Year Is \$ _____.</p>												
Rate of Fee Increase	<p>6. Rate of Fee Increases Over the Last 3 Completed Years.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">198__/8__ Average Fee</th> <th style="width: 20%; text-align: center;">198__/8__ Average Fee</th> <th style="width: 30%; text-align: center;">Percentage Increase</th> </tr> </thead> <tbody> <tr> <td>Summer Session</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>Extension</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table>		198__/8__ Average Fee	198__/8__ Average Fee	Percentage Increase	Summer Session	\$ _____	\$ _____	\$ _____	Extension	\$ _____	\$ _____	\$ _____
	198__/8__ Average Fee	198__/8__ Average Fee	Percentage Increase										
Summer Session	\$ _____	\$ _____	\$ _____										
Extension	\$ _____	\$ _____	\$ _____										
Competition	<p>7. Campus Primary Competition for "Fee-Request" Courses Comes From:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Campus</th> <th style="width: 40%; text-align: center;">Fee Charged (Estimated)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table>	Campus	Fee Charged (Estimated)	_____	\$ _____	_____	\$ _____	_____	\$ _____				
Campus	Fee Charged (Estimated)												
_____	\$ _____												
_____	\$ _____												
_____	\$ _____												
Primary Reasons for Fee Increase	<p>8. Primary Reason(s) for Requesting This Fee Increase (Please Complete).</p> 												
Impact of Denial of Request	<p>9. Consequences if This Fee Request Is Denied.</p> 												

THE CALIFORNIA STATE UNIVERSITY
ACCEPTANCE OF AUTHORIZATION

The conditions, limitations and authority contained in Executive Order No. 540 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