

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

(213) 590-5691

Date: February 14, 1991

To: Presidents

From: Ellis E. McCune
Acting Chancellor



Subject: Authorization — Approval of 1991 Summer Session Course Fees
Executive Order No. 564

I am transmitting to you five (5) copies of Executive Order No. 564 which delegates authority to each President regarding 1991 Summer Session Course Fees upon written acceptance of such delegation by execution of Attachment C. (If Attachment C to Executive Order No. 474, 505, 519, 537 or 553 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.

The Commission on Extended Education is now reviewing a proposal to provide the campuses with a broadened delegation in the area of fee setting for both Summer Session and Extension Programs. The pressing campus need for fee information relative to Summer Session 1991 makes it necessary to base fees established by this Executive Order on existing policy. Any new policy affecting Summer Session fees will be effective with the 1992 Summer Session.

Please address any questions you may have regarding this Executive Order to the Assistant Vice Chancellor, Academic Affairs, Research and Development.

EEMcC:pb

Attachment

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.: 564
Title: Authorization — Approval of 1991 Summer Session Course Fees
Effective Date: February 14, 1991
Supersedes: Executive Order No. 553

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
A. Standard Course Fees		
1. Regular Course	\$84.75	\$56.50
2. Administrative (Contract) Course	\$25.50	\$17.00
B. Special Credit Course Fees		
1. Activity	\$84.75 — \$133.25	\$56.50 — \$ 88.75
2. Administrative (Contract)	\$25.50 — \$ 43.25	\$17.00 — \$ 28.75
3. Field Study	\$84.75 — \$133.25	\$56.50 — \$ 88.75
4. Independent Study	\$84.75 — \$133.25	\$56.50 — \$ 88.75
5. Individual Study	\$84.75 — \$133.25	\$56.50 — \$ 88.75
6. Internship	\$84.75 — \$133.25	\$56.50 — \$ 88.75
7. Laboratory	\$84.75 — \$203.50	\$56.50 — \$135.75
8. Lecture/Discussion	\$84.75 — \$101.75	\$56.50 — \$ 68.00
9. Seminar	\$84.75 — \$133.25	\$56.50 — \$ 88.75
10. Workshop	\$84.75 — \$101.75	\$56.50 — \$ 68.00
11. Student Teaching	\$84.75 — \$152.75	\$56.50 — \$101.75
C. 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 summer session program as a whole.
3. 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.
4. 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.
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.

Executive Order No. 564

6. Item C authorizes the campus to set fees for courses/programs that are funded by contracts between the campus and *outside* (non-CSU) organizations. This provision 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. 474, 505, 519, 537, or 553 and wishes to retain this authorization, no action is necessary.



Ellis E. McCune, Acting Chancellor

Date: February 14, 1991

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

Campus _____

Date _____

DOCUMENT APPROVAL NO. _____

**THE CALIFORNIA STATE UNIVERSITY
RECORD OF 1991 SUMMER SESSION COURSE FEE CHANGES
EXECUTIVE ORDER NO. 564**

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. 564 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. 564

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 1991 SUMMER SESSION
FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 564**

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 Change in Existing 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	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. 564.

 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, 1990___ and _____ % of Prior Year (1989-90) 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. <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">Summer 1988 Average Fee</th> <th style="width: 15%; text-align: center;">Summer 1989 Average Fee</th> <th style="width: 10%; text-align: center;">% Increase</th> <th style="width: 15%; text-align: center;">Summer 1990 Average Fee</th> <th style="width: 10%; text-align: center;">% 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> <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> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		Summer 1988 Average Fee	Summer 1989 Average Fee	% Increase	Summer 1990 Average Fee	% Increase	Summer Session	\$ _____	\$ _____	_____	\$ _____	_____	Extension	\$ _____	\$ _____	_____	\$ _____	_____
	Summer 1988 Average Fee	Summer 1989 Average Fee	% Increase	Summer 1990 Average Fee	% Increase														
Summer Session	\$ _____	\$ _____	_____	\$ _____	_____														
Extension	\$ _____	\$ _____	_____	\$ _____	_____														
Competition	7. Campus Primary Competition for "Fee-Request" Courses Comes From: <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Campus</th> <th style="width: 50%; 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	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. 564 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.



Ellis E. McCune, Acting Chancellor

ACCEPTED:

Name

President

Executive Order No. 564: Authorization — Approval of 1991 Summer Session Course Fees