


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

(213) 590-5691

Date: July 25, 1991
To: Presidents
From: Ellis E. McCune
Acting Chancellor
Subject: Authorization — Approval of 1991/92 Special Session Course Fees
Executive Order No. 578



I am transmitting to you five (5) copies of Executive Order No. 578 which delegates authority to each President regarding Special Session Fees upon written acceptance of such delegation by execution of Attachment B. 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.

EEMcC:lmf
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.: 578

Title: Authorization — Approval of 1991/92 Special Session Fees

Effective Date: August 1, 1991

Supersedes: No Prior Executive Order


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.

The Special Session Fees set forth below are approved for all special session courses beginning on or after August 1, 1991. Subject to the terms and conditions specified below, each campus President is authorized to establish, increase and decrease all Special Credit Course Fees (Category B, below) and Fees (Category C, below) except for fees in connection with courses offered as part of external degree programs. The Standard Credit Course Fees (Category A, below) are authorized by this Executive Order and do not require individual action. Once the campus President has accepted the delegated authority, the President may establish, increase and decrease fees for Standard Credit Course Fees for local campus purposes.

Fee Category	Semester Unit	Quarter Unit
A. Standard Credit Course Fees		
1. Regular Course	\$ 84.75	\$56.50
2. Administrative (Contract) Course	\$ 25.50	\$17.00
B. Special Credit Course Fees		
1. Activity		
2. Administrative (Contract)		
3. Directed Study		
4. Field Study		
5. Independent Study		
6. Individual Study		
7. Internship		
8. Laboratory		
9. Lecture/Discussion		
10. Seminar		
11. Workshop		
12. Student Teaching		
C. Contractually Funded Course(s)/Program(s)		
(Fees not paid by individual students)		
Per course/programnegotiated amount	

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

1. All monies derived from fees set in accordance with the terms of this Executive Order shall be used exclusively for the support and development of self-supporting instructional programs and to support student accommodation service costs (meals, refreshments, lodging, student travel, etc.).
2. Campuses shall avoid setting fees that generate excessive surpluses.
3. 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 special sessions program as a whole.
4. 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.
5. 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 (Item C) 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.
6. 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 B 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 B on file) is necessary for the President to be able to implement fees (other than the Standard Credit Course Fees) in conformance with this Executive Order.



Ellis E. McCune, Acting Chancellor

Date: July 25, 1991

Attachments: (A) Record of Special Session Fee Changes
(B) Acceptance of Authorization

Campus _____

Date _____

DOCUMENT APPROVAL NO. _____

**THE CALIFORNIA STATE UNIVERSITY
RECORD OF 1991/92 SPECIAL SESSION FEE CHANGES
EXECUTIVE ORDER NO. 578**

This form can be used to report fee changes for individual courses or whole categories of courses (e.g., all Regular 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	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. 578 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 \$ _____

REASONS FOR FEE CHANGE

INSTRUCTIONS

Page 1

This form can be used to report fee changes for individual courses or whole categories of courses (e.g., all Regular 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.

Page 2

In the upper part of this page 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 Page 1.

THE CALIFORNIA STATE UNIVERSITY
ACCEPTANCE OF AUTHORIZATION

The conditions, limitations and authority contained in Executive Order No. 578 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