Date: July 31, 1981
To: Presidents
From: Harry Harmon
Executive Vice Chancellor

Subject: Authorization – Approval of 1981-82 Extension Course Fees – Executive Order No. 355

I am transmitting to you five (5) copies of Executive Order No. 355 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. 253, 275 or 294 has already been 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 State University Dean, Extended Education.

HH:md

Attachment

Distribution: Vice Presidents for Business Affairs or Administration
Vice Presidents for Academic Affairs
Deans of Continuing Education/Extended Studies
Business Managers
Chancellor’s Staff
Executive Order No.: 355

Title: Authorization — Approval of 1981-82 Extension Course Fees

Effective Date: September 1, 1981

Supersedes: Executive Order No. 294

This Executive Order is issued pursuant to Education Code Sections 89704, 89708, and 89709 and Sections 1 and 6 (1) of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective September 1, 1981, each campus President is authorized to establish, increase and decrease Extension 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 indicated in "A" below are authorized by this Executive Order and do not require individual action.

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>Semester Unit</th>
<th>Quarter Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. STANDARD CREDIT COURSE FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Lecture/Discussion Course</td>
<td>$39.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>2. Activity Course</td>
<td>$50.75</td>
<td>$33.75</td>
</tr>
<tr>
<td>3. Science Laboratory Course</td>
<td>$78.00</td>
<td>$52.00</td>
</tr>
<tr>
<td>4. Administrative (Contract) Course</td>
<td>$11.50</td>
<td>$7.75</td>
</tr>
<tr>
<td><strong>B. SPECIAL CREDIT COURSE FEES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Activity</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>2. Administrative (Contract)</td>
<td>$11.50 - $20.75</td>
<td>$7.75 - $14.00</td>
</tr>
<tr>
<td>3. Directed Study</td>
<td>$39.00 - $74.00</td>
<td>$26.00 - $49.50</td>
</tr>
<tr>
<td>4. Field Study</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>5. Independent Study</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>6. Individual Study</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>7. Internship</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>8. Laboratory</td>
<td>$39.00 - $93.75</td>
<td>$26.00 - $62.50</td>
</tr>
<tr>
<td>9. Lecture/Discussion</td>
<td>$39.00 - $50.75</td>
<td>$26.00 - $34.00</td>
</tr>
<tr>
<td>10. Seminar</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>11. Workshop</td>
<td>$39.00 - $66.00</td>
<td>$26.00 - $44.00</td>
</tr>
<tr>
<td>12. Student Teaching</td>
<td>$39.00 - $70.25</td>
<td>$26.00 - $47.25</td>
</tr>
</tbody>
</table>

| **C. NON-CREDIT COURSE FEES** | Estimated Cost |
| Courses, Conferences, Workshops, Seminars, etc., per student | |

Page 1 of 2
Executive Order No. 355

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 essential to assure academic quality and fiscal stability.

2. The campus shall detail the costs to be supported by the fee (including faculty salaries, faculty and staff travel, support services, materials, etc.), and specify the estimated course enrollment. A record of these details shall be maintained by the campus Office of Continuing Education.

3. The President shall determine the amount of new or revised fees on the basis of estimated course costs and anticipated enrollments.

4. These actions shall be performed prior to the time the course and fee are implemented.

5. Each course fee change shall be recorded on the prescribed form (Attachment A to this Executive Order) and maintained on file by the President. At the time each course fee change is approved, copies of the prescribed form shall be submitted to the State University Dean, Extended Education, and the Vice Chancellor for Business Affairs for purposes of post-audit review and for reporting to the Board of Trustees.

6. The President may authorize a fee higher than the upper limits specified 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 the Executive Order and should be reported on the prescribed form (Attachment A to this Executive Order) to the State University Dean, Extended Education, and the Vice Chancellor for Business Affairs.

7. Requests for Extension Course Fees that are beyond the scope of this delegation shall be submitted to the State University Dean, Extended Education, on the attached form (Attachment B to this Executive Order). The completed form is to be submitted at least ten working days prior to first collection of fees. No such fee may be announced or implemented prior to receipt of written authorization from the Chancellor.

8. If the President chooses to accept the delegation contained in this Executive Order and subsequent Executive Orders superseding it, he shall sign the Acceptance of Authorization Form (Attachment C to this Executive Order) and return it to the State University Dean, Extended Education. This acceptance will remain in effect until it is cancelled. The Chancellor will sign the form, and a copy bearing both signatures will be returned to the President.

If the President has already accepted the delegation contained in Executive Order No. 253, 275, or 294 (which is being superseded by this Executive Order) and wishes to retain the delegation, no action is necessary.

Date: July 31, 1981

Glenn S. Dumke, Chancellor

Attachments: (A) Record of Extension Course Fee Changes
(B) Extension Course Fee Change – Request for Authorization
(C) Acceptance of Authorization Form
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
RECORD OF 1981-82 EXTENSION COURSE FEE CHANGES

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date</th>
<th>DOCUMENT APPROVAL NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Unit Value</th>
<th>Estimated Enrollment</th>
<th>Course Fee Category</th>
<th>Authorized Fee Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Basic</td>
</tr>
</tbody>
</table>

### CERTIFICATION

I certify that the provisions of Executive Order No. 355 have been compiled with in determining the fee(s) authorized above and that a full record of estimated course cost detail is on file at this campus.

Authorized Signature ___________________________ Date ______________

Title __________________________
### Request for Authorization to Change 1981-82 Extension Fees Beyond Those Authorized by Executive Order No. 355

**Campus** | **Date** | **Request Number**
--- | --- | ---

- **New Fee**  
- **Change in Existing Fee**

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Unit Value</th>
<th>Course Fee Category</th>
<th>Request Fee Per Unit</th>
<th>Accommodations Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Estimated Course Costs**

**Instructional Costs**
- **Faculty Salary** $__________
- **Other Salaries** (specify):
- **Staff Benefits**
- **Operating Expense** (specify):
- **Total, Instructional Costs** $__________

**Support Costs**
- **Support Salaries** (specify): $__________
- **Staff Benefits**
- **Operating Expense** (specify):
- **Total Support Costs** $__________
- **Contingency** $__________
- **Total Costs** $__________
- **Estimated Units Enrolled**
- **Total Revenue** $__________

This request is submitted in compliance with Executive Order No. 355

**Campus Authorized Signature**

This request is approved: __________________________

Chancellor’s Office

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**ATTACHMENT B**

Executive Order No. 355
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

ACCEPTANCE OF AUTHORIZATION

The conditions, limitations and authority contained in Executive Order No. 355 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.

_________________________, Chancellor

ACCEPTED:

__________________________
Name

__________________________
President

Executive Order No. 355 Authorization — Approval of Summer Session Course Fees