Date: February 7, 1986
To: Presidents
From: W. Ann Reynolds
    Chancellor
Subject: Authorization — Approval of 1986 Summer Session Course Fees

I am transmitting to you five (5) copies of Executive Order No. 474 which delegates authority to each President regarding 1986 Summer Session Course Fees upon written acceptance of such delegation by execution of Attachment C. 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.

WAR:rp

Attachment

Distribution: Vice Presidents, Academic Affairs
               Vice Presidents, Business Affairs/Administration
               Deans, Extended Education
               Business Managers
               Chancellor's Staff
Executive Order No. 474

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

Executive Order No.: 474
Title: Authorization — Approval of 1986 Summer Session Course Fees
Effective Date: February 7, 1986
Supersedes: Executive Order No. 450

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.

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>Semester Unit</th>
<th>Quarter Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Standard Course Fees</strong></td>
<td>$64.75</td>
<td>$43.25</td>
</tr>
<tr>
<td>1. Regular Course</td>
<td>$64.75</td>
<td>$43.25</td>
</tr>
<tr>
<td>2. Administrative (Contract) Course</td>
<td>$19.50</td>
<td>$13.00</td>
</tr>
<tr>
<td><strong>B. Special Credit Course Fees</strong></td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>1. Activity</td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>2. Administrative (Contract)</td>
<td>$19.50 — $33.00</td>
<td>$13.00 — $22.00</td>
</tr>
<tr>
<td>3. Field Study</td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>4. Independent Study</td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>5. Individual Study</td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>6. Internship</td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>7. Laboratory</td>
<td>$64.75 — $155.50</td>
<td>$43.25 — $103.50</td>
</tr>
<tr>
<td>8. Lecture/Discussion</td>
<td>$64.75 — $77.75</td>
<td>$43.25 — $51.75</td>
</tr>
<tr>
<td>9. Seminar</td>
<td>$64.75 — $101.75</td>
<td>$43.25 — $67.75</td>
</tr>
<tr>
<td>10. Workshop</td>
<td>$64.75 — $77.75</td>
<td>$43.25 — $51.75</td>
</tr>
<tr>
<td>11. Student Teaching</td>
<td>$64.75 — $116.50</td>
<td>$43.25 — $77.75</td>
</tr>
</tbody>
</table>
Executive Order No. 474

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 necessary for the academic quality and fiscal stability of those courses and the summer session program as a whole.

2. 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 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. Annually on July 30th, the President shall submit to the Chancellor's Office a signed summary report on such fee actions. At that time copies of Attachment A shall be sent to the State University Dean, Extended Education.

3. In those cases where the new or revised fee is beyond (below or above) the ranges shown in the Special 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 State University Dean, Extended Education and the Vice Chancellor for Business Affairs, a 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.

4. 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 State University Dean, Extended Education. The State University Dean will obtain the Chancellor's signature and send the President a copy of the form bearing both
signature. 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.

W. Ann Reynolds, Chancellor

Date: February 7, 1986

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
THE CALIFORNIA STATE UNIVERSITY
RECORD OF 1986 SUMMER SESSION COURSE FEE CHANGES
EXECUTIVE ORDER NO. 000

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:

<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>Curricular Fee</th>
<th>Max. Level Range</th>
<th>Basic Accommodation</th>
<th>Services</th>
<th>Total Fee Per Unit</th>
</tr>
</thead>
</table>

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. 000 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).

Estimated Units Enrolled ___________________

TOTAL REVENUE $ ___________________

President's Signature ___________________
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.
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: ____________________

<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>Cur. Fee Level</th>
<th>Max. Fee Range</th>
<th>Basic</th>
<th>Accommodation Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ___________________
  - BE/CE Office Overhead ___________________
- Total Support Costs $________________
- Contingency $________________
- TOTAL COST $________________

This request is submitted in compliance with Executive Order No. 000.

President’s Signature

Estimated Units Enrolled ________

TOTAL REVENUE $________________

This request is approved: ____________________

Vice Chancellor, Business Affairs
BACKGROUND DATA AND INFORMATION

1. **Campus Reserve** Was $__________ as of June 30, 198_ and ______% of Prior Year (198_/8__) Expenditures.

2. Undedicated Campus Reserve Amount as of This Date Is $_______________.

3. Amount Received From Systemwide Reserve Last Year Was $_______________.

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 $_______________.

6. **Rate of Fee Increases Over the Last 3 Completed Years.**

<table>
<thead>
<tr>
<th>198_/8_ Average Fee</th>
<th>198_/8_ Average Fee</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session</td>
<td>$______________</td>
<td>$______________</td>
</tr>
<tr>
<td>Extension</td>
<td>$______________</td>
<td>$______________</td>
</tr>
</tbody>
</table>

7. Campus Primary Competition for "Fee-Request" Courses Comes From:

   - Campus
     - Fee Charged (Estimated)
       - $______________
       - $______________
       - $______________

8. **Primary Reason(s) for Requesting This Fee Increase (Please Complete).**

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. 474 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)  

______________________________ at _____________________________  
President (Campus)  

______________________________, to act for me under the provisions of the authorization contained herein.

______________________________  
W. Ann Reynolds, Chancellor

ACCEPTED:

__________________________________________  
Name  

__________________________________________  
President  

Executive Order No. 474: Authorization — Approval of Summer Session Course Fees