Date: February 25, 1988
To: Presidents
From: W. Ann Reynolds
   Chancellor
Subject: Authorization — Approval of 1988/89 Extension Course Fees
   Executive Order No. 522

I am transmitting to you five (5) copies of Executive Order No. 522 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 or 507 has
been previously submitted, please ignore Attachment C to this Executive Order.) The Presi-
dent 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: If
Attachment

Distribution: Vice Presidents, Academic Affairs
   Vice Presidents, Business Affairs/Administration
   Deans, Extended/Continuing Education
   Business Managers
   Chancellor's Staff
Executive Order No.: 522

Title: Authorization — Approval of 1988/89 Extension Course Fees

Effective Date: February 25, 1988

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, 1988. 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

<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>$56.50</td>
<td>$37.75</td>
</tr>
<tr>
<td>2. Activity Course</td>
<td>$73.50</td>
<td>$49.00</td>
</tr>
<tr>
<td>3. Science Laboratory Course</td>
<td>$113.00</td>
<td>$75.25</td>
</tr>
<tr>
<td>4. Administrative (Contract) Course</td>
<td>$17.00</td>
<td>$11.25</td>
</tr>
<tr>
<td><strong>B. Special Credit Course Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Activity</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>2. Administrative (Contract)</td>
<td>$17.00 - $32.25</td>
<td>$11.25 - $21.50</td>
</tr>
<tr>
<td>3. Directed Study</td>
<td>$56.50 - $113.00</td>
<td>$37.75 - $75.25</td>
</tr>
<tr>
<td>4. Field Study</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>5. Independent Study</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>6. Individual Study</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>7. Internship</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>8. Laboratory</td>
<td>$56.50 - $144.00</td>
<td>$37.75 - $96.00</td>
</tr>
<tr>
<td>9. Lecture/Discussion</td>
<td>$56.50 - $78.00</td>
<td>$37.75 - $52.00</td>
</tr>
<tr>
<td>10. Seminar</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>11. Workshop</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>12. Student Teaching</td>
<td>$56.50 - $107.25</td>
<td>$37.75 - $71.50</td>
</tr>
<tr>
<td><strong>C. Concurrent Enrollment Course Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Activity</td>
<td>$56.50 - $101.25</td>
<td>$37.75 - $67.50</td>
</tr>
<tr>
<td>2. Laboratory</td>
<td>$56.50 - $144.00</td>
<td>$37.75 - $96.00</td>
</tr>
<tr>
<td>3. Lecture/Discussion</td>
<td>$56.50 - $78.00</td>
<td>$37.75 - $52.00</td>
</tr>
</tbody>
</table>
D. Non-Credit Course Fees

Courses, Conferences, Workshops, Seminars, etc., per student Estimated Cost

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 extension program as a whole.

2. 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.

3. 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 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, 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. 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. 522

5. 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 or 507 and wishes to retain this authorization, no action is necessary.

W. Ann Reynolds, Chancellor

Date: February 25, 1988

Attachments: (A) Record of Extension Course Fee Changes  
(B) Request for Authorization to Change Extension Fees Beyond Those Authorized  
(C) Acceptance of Authorization
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>Fee Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<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 Cost $ 

**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. 522 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
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.
THE CALIFORNIA STATE UNIVERSITY
REQUEST FOR AUTHORIZATION TO CHANGE 1988/89 EXTENSION FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 522

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>Currr. Fee Level</th>
<th>Max. of Range</th>
<th>Basic</th>
<th>Accommodation Services</th>
<th>Total</th>
</tr>
</thead>
</table>

**Estimated Course Costs**

**Institutional Costs**

Personal Services:
- Instructor Salaries $__________________
- Coordinator Salaries ____________________
- Student Assistants _____________________

Staff Benefits
- ____________________

Operating Expense and Equipment
- Supplies and Services ____________________
- Travel ____________________
- Equipment ____________________

Total Instructional Cost $__________________

**Support Costs**

Personal Services:
- ____________________

Staff Benefits
- ____________________

Operating Expense and Equipment
- Supplies and Services ____________________
- EE/CE Office Overhead ____________________

Total Support Costs $__________________

Contingency $__________________

TOTAL COST $__________________

Estimated Units Enrolled ____________________

TOTAL REVENUE $__________________

This request is submitted in compliance with Executive Order No. 522

President’s Signature

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>Rate of Fee Increase</th>
<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>
<td>$__________________</td>
</tr>
<tr>
<td>Extension</td>
<td>$__________________</td>
<td>$__________________</td>
<td>$__________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Fee Charged (Estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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. 522 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

Executive Order No. 522: Authorization — Approval of Extension Course Fees