Date: December 16, 1988

To: Presidents

From: W. Ann Reynolds
Chancellor

Subject: Authorization — Approval of 1989 Summer Session Course Fees

Executive Order No. 537

I am transmitting to you five (5) copies of Executive Order No. 537 which delegates authority to each President regarding 1989 Summer Session Course Fees upon written acceptance of such delegation by execution of Attachment C. (If Attachment C to Executive Order No. 474, 505 or 519 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.

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 Education
Business Managers
Chancellor's Staff
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>A. Standard Course Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Regular Course</td>
<td>$77.25</td>
<td>$51.50</td>
</tr>
<tr>
<td>2. Administrative (Contract) Course</td>
<td>$23.25</td>
<td>$15.50</td>
</tr>
<tr>
<td>B. Special Credit Course Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Activity</td>
<td>$77.25 - $121.25</td>
<td>$51.50 - $80.75</td>
</tr>
<tr>
<td>3. Field Study</td>
<td>$77.25 - $121.25</td>
<td>$51.50 - $80.75</td>
</tr>
<tr>
<td>4. Independent Study</td>
<td>$77.25 - $121.25</td>
<td>$51.50 - $80.75</td>
</tr>
<tr>
<td>5. Individual Study</td>
<td>$77.25 - $121.25</td>
<td>$51.50 - $80.75</td>
</tr>
<tr>
<td>6. Internship</td>
<td>$77.25 - $121.25</td>
<td>$51.50 - $80.75</td>
</tr>
<tr>
<td>7. Laboratory</td>
<td>$77.25 - $185.25</td>
<td>$51.50 - $123.50</td>
</tr>
<tr>
<td>8. Lecture/Discussion</td>
<td>$77.25 - $92.50</td>
<td>$51.50 - $61.75</td>
</tr>
<tr>
<td>9. Seminar</td>
<td>$77.25 - $121.25</td>
<td>$51.50 - $80.75</td>
</tr>
<tr>
<td>10. Workshop</td>
<td>$77.25 - $92.50</td>
<td>$51.50 - $61.75</td>
</tr>
<tr>
<td>11. Student Teaching</td>
<td>$77.25 - $139.00</td>
<td>$51.50 - $92.75</td>
</tr>
<tr>
<td>C. Contractually funded course(s)/program(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Fees not paid by individual students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Course/program........................</td>
<td>Negotiated amount</td>
<td></td>
</tr>
</tbody>
</table>
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.
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, or 519 and wishes to retain this authorization, no action is necessary.

W. Ann Reynolds, Chancellor

Date: December 16, 1988

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 1989 SUMMER SESSION COURSE FEE CHANGES
EXECUTIVE ORDER NO. 537

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 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. 537 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

Estimated Units Enrolled 

TOTAL REVENUE $ 

Please Note: Send a completed signed report to the Assistant Vice Chancellor, Academic Affairs, Research and Development, Office of the Chancellor
ATTACHMENT A
Executive Order No. 537
Side 2

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 1989 SUMMER SESSION FEES BEYOND THOSE AUTHORIZED BY EXECUTIVE ORDER NO. 537

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>Curr. Fee Level</th>
<th>Max. Level Range</th>
<th>Request Fee Per Unit</th>
<th>TOTAL COST</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

Estimated Units Enrolled ___________

TOTAL REVENUE $ ___________

This request is submitted in compliance with Executive Order No. 537.

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></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:

   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. 537 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. 537: Authorization — Approval of Summer Session Course Fees