July 26, 2004

MEMORANDUM

TO:       Dr. James E. Lyons, Sr., President
           California State University, Dominguez Hills

FROM:     Charles B. Reed
           Chancellor

SUBJECT:  Miscellaneous Course Fee for Art Section 493 and Laptop
           Penalty Fees — Executive Order Number 913

Attached is a copy of Executive Order No. 913, which authorizes California
State University, Dominguez Hills to establish Miscellaneous Course Fee for
Art Section 493 and Laptop Penalty Fees.

It was determined that the Application Processing Fee-College of Health and
Human Services requested is a Category I fee (fee that must be paid to apply,
enroll or attend the university), and we are not establishing new Category I
fees at this time. Also, the Miscellaneous Course Fees for Nursing Online
Courses and Physical Education Online Course have not been established
because the fees would not be consistent with General Fund supported
education.

In accordance with policy of the California State University, the campus
president has responsibility for implementing executive orders where
applicable and for maintaining the campus repository and index for all
executive orders.

If you have questions regarding this executive order, please call the Budget
Office at (562) 951-4560.

CBR/cc

Attachment

cc:     CSU Presidents
       Executive Staff, Office of the Chancellor
Executive Order No. 913

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4560

Executive Order: 913
Effective Date: July 26, 2004
Supersedes: No Prior Executive Order
Title: Miscellaneous Course Fee for Art Section 493 and Laptop Penalty Fees; California State University, Dominguez Hills

This executive order is issued under the authority granted by Education Code Sections 89035 and 89700, Standing Orders of the Board of Trustees, Chapter III, Sections 1, 2 and 6-f-1, and Board of Trustees’ Resolution RFIN 03-04-00, and consonant with Executive Order Number 740.

Effective July 26, 2004, California State University, Dominguez Hills is authorized to establish Category III, Miscellaneous Course Fee for Art Section 493 and Laptop Penalty Fees. The Miscellaneous Course Fee for Art Section 493 is established at a rate of $25 and will cover laboratory costs that include zip disks and CD-ROMS. The Laptop Penalty Fees are established at a rate of $5 per hour for late return of laptop computers and a fee range of $1,500 to $3,000 to replace damaged or unreturned laptop computers.

Revenue collected from miscellaneous course fees is to be deposited either in the General Fund or in a local trust account, depending on the nature of the fee. In accordance with Education Code Section 89721(g), revenue collected may be deposited in a local trust account where the fee is required of those persons who, at their option, use the services or facilities, or are provided the materials, for which the fee is collected. In other words, if the student has the option to procure the service or materials for which the fee is charged on the open market or some other way separate from the university and still fulfill the requirements of the university, the revenue may be deposited in trust. Revenue so deposited shall be used solely to meet the costs of providing these services, materials, and facilities. Otherwise, in accordance with Section 89724(a) of the Education Code, revenue collected from miscellaneous course fees shall be deposited in the State Treasury and credited to the General Fund for the support of the university in addition to such other amounts as may be appropriated therefor by the Legislature.

Revenue collected from Laptop Penalty Fees shall be deposited in the State Treasury and credited to the General Fund in accordance with Section 89724(a).

Date: July 26, 2004

Charles B. Reed, Chancellor