


Office of the Provost and Vice President for Academic Affairs

DATE: September 25, 2017

TO: Meredith Kelley
Interim Associate VP for
Enrollment Management
and Services

copy: Cabinet
Jonna Lewis
Marissa Martinez

FROM:



Sylvia A. Alva, Ph.D.
Provost and Vice President
for Academic Affairs

SUBJECT: Delegation of Authority – EXECUTIVE ORDER NO. 461
Waiver and Reduction of Fees for High School Students Participating in Special
Programs

Pursuant to Executive Order No. 461, I am delegating to the Interim Associate Vice President for Student Success, the authority to implement and exercise the provisions of said Executive Order, subject to the conditions expressed therein.

Attachments

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

(213) 590-5547

Date: July 15, 1985

To: Presidents

From: W. Ann Reynolds
Chancellor

W Ann Reynolds

Subject: Waiver and Reduction of Fees for High School Students Participating in Special Programs — Executive Order No. 461

The Board of Trustees at its meeting of May 1985 adopted a resolution authorizing the Chancellor to reduce or waive the State University Fee for high school students admitted to a campus prior to graduation from high school for the purpose of enrolling in special programs designated by the Chancellor. Executive Order No. 461 (attached) implements that resolution and incorporates the provisions of previous orders dealing with the waiver and reduction of other specified fees. Executive Order No. 461 therefore supersedes Executive Order No. 314 and that portion of Executive Order No. 397 that pertains to waiver of the State University Fee.

The purpose of Executive Order No. 461 is to enable the CSU to continue to assist high schools in meeting the needs of gifted students, and to expand CSU efforts to encourage more able students from underrepresented groups to participate in special programs which typically involve minimum use of the resources associated with these fees. Examples of programs that might qualify for waivers or reduction include but are not limited to:

1. Programs which offer collegiate level regular session courses at a high school as part of that school's program for gifted students or enable gifted high school students to take courses at a CSU campus while enrolled at their high school;
2. Programs which allow carefully selected, promising minority high school juniors and seniors to take a course or two while enrolled in high school to encourage (full-time) university attendance following graduation. Step-to-College is an example of this type of program;

Distribution: Vice Presidents, Academic Affairs
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Chancellor's Staff

3. Programs which offer field courses such as science courses during summer or vacation periods in cooperation with a high school; and
4. Programs which offer college courses on campus expressly for selected high school students in cooperation with one or more local high schools.

As provided in Title 5, California Administrative Code, Section 40758, participating students must be recommended by their high school principals and the students' prognoses for success must be judged equivalent to that of freshmen admitted under regular admission standards. It is not intended that this Executive Order be used in conjunction with the routine enrollment of high school students in regularly offered courses whether in special session, extension, or state supported terms.

You will note no reference to reduction or waiver of the Health Facilities Fee. This fee may not be reduced or waived for these programs without further Board action.

Please note that it is necessary to apply for Chancellor's approval to reduce or waive fees. The Executive Order specifies information to be included in the application for fee reduction or waiver for these special programs.

Please call Dr. Ralph Bigelow, Office of Educational Support Services, (213) 590-5547 or ATSS 635-5547, for further information.

WAR:lf

Attachment

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

Executive Order No.: 461
Title: Waiver and Reduction of Fees for High School Students Participating
in Special Programs
Effective Date: July 9, 1985
Supersedes: Executive Order 314 and 397 (in pertinent part)

The Chancellor may waive or reduce certain student fees for special programs for high school students offered by campuses of The California State University. Such special programs must be so designated by the Chancellor and shall be designed to assist high schools in meeting the needs of gifted students, as well as to expand CSU efforts to encourage more able students from underrepresented groups to participate in university studies.

Such waivers and reductions may be made upon application by the campus President and approval by the Chancellor. The request must specify the special program, students to be served, courses to be offered or made available, and the term or terms in which the courses are to be offered or made available. For programs which are expected to be ongoing and afford opportunity to enroll in regularly scheduled classes, the request should indicate the range of courses available to high school students, e.g., all freshman courses not impacted, and the term such programs will commence. Further, the request must specify the particular fee or fees to be waived and the proposed level of fees to be reduced. Requests must be limited to the following fees:

1. The application fee, which may be waived pursuant to Section 41800.1(d) (4), Title 5, California Administrative Code;
2. The State University Fee, which may be waived or reduced pursuant to RFTN 05-85-05, Main Minutes of the Board of Trustees, May 1985;
3. The instructionally related activities fee, which may be waived or reduced pursuant to Section 41800.2, Title 5, California Administrative Code;
4. The Student Body Organization Fee, which may be reduced pursuant to Section 6-c of Chapter III, Standing Orders of the Board of Trustees;
5. The Student Body Center Fee, which may be reduced pursuant to Section 6-d of Chapter III, Standing Orders of the Board of Trustees;
6. Extension Fees and Special Session Fees, which may be reduced pursuant to Section 6-1 of Chapter III, Standing Orders of the Board of Trustees.

Executive Order No. 461

These waivers and reductions may be made notwithstanding the provisions of other executive orders establishing such fees.

Applications for waivers and reductions pursuant to this Executive Order should be addressed to the Vice Chancellor, Academic Affairs, at this office.

A handwritten signature in cursive script that reads "W Ann Reynolds". The signature is written in dark ink and is positioned above a horizontal line.

W. Ann Reynolds, Chancellor

Date: July 9, 1985