

REGULATIONS FOR FILING FEE

The Filing Fee was established expressly to assist those students **WHO HAVE BEEN ADVANCED TO CANDIDACY** and who have completed all requirements for degrees, including all research associated with the thesis or dissertation, except filing theses or dissertations and/or taking final examinations (master's comprehensive or doctoral final examinations). Completion of formal course work or residence requirements does not entitle you to apply for Filing Fee status. **FILING FEE STATUS IS FOR ONE QUARTER ONLY.**

Filing Fee is a reduced fee paid in lieu of registration fees. The Filing Fee for the 2011-2012 academic year is currently \$162. Fees are subject to change without prior notification. The fee must be paid at the Cashier's Office (this application must be presented for validation) **before** the application is filed with the Office of Graduate Studies.

If you are eligible to use the Filing Fee option, you must obtain the signature of your Committee Chairperson and Graduate Adviser and return the application to the Office of Graduate Studies. **Engineering Majors**, with the exception of those in Biomedical Engineering and Electrical and Computer Engineering, must also obtain the signature of the Engineering Associate Dean, Research and Graduate Studies.

Submission Deadline: The completed form, with appropriate signatures and fee paid validation, must be submitted to Graduate Studies no later than the first day of the quarter that Filing Fee status is to become effective. If you have not enrolled in any coursework or 299 units, or in any way generated registration fees, you may have until the last day of late registration to submit this form. Please consult the Class Schedule and Registration Guide for actual dates.

If you have any questions regarding the Filing Fee option, please call Graduate Studies at (530) 752-0650.

When on Filing Fee status you may not:

1. Use any university facilities (e.g. Student Health Services, Housing, library, Campus Recreation, laboratories, desk space). However, you may purchase a library card and/or health insurance, if you wish.
2. Make demands upon faculty time other than the time involved in the final reading of the thesis/dissertation or in holding final examinations.
3. Receive a fellowship or financial aid.
4. Take course work of any kind.
5. Conduct your dissertation research.

ADDITIONAL INFORMATION

6. You may hold an academic appointment title (e.g., Graduate Student Researcher [GSR], Teaching Assistant [TA], Associate In_ [AI], and similar titles) for one quarter only.
Please note: During a non-registered quarter you are responsible for purchasing your own health insurance. Contact Student Health Services at (530) 752-6055
7. If you have not filed your thesis/dissertation by the quarter indicated on your application, and/or taken the final examination: you may be required to readmit, register and pay full fees in order to fulfill all degree requirements; you may be required to take additional coursework and/or examinations; you may be required to re-advance to candidacy; or you may be terminated from the graduate program. If you have not completed your degree requirements due to extenuating circumstances, you may request a one quarter extension of Filing Fee. Please contact your program to request a Time Extension Request form.
8. The Filing Fee option preserves your candidacy status with the University; however, you are no longer considered a full-time registered student by the University. You should BE AWARE that many loan agencies do not recognize this status and may require early repayment of student loans. In addition, if you are an international student, be sure you check with Services for International Students and Scholars for advice on how Filing Fee status affects your visa.
9. **If you have already enrolled in courses, including 299 research units, for the quarter Filing Fee will begin, it is YOUR RESPONSIBILITY to drop those courses and withdraw from the quarter by submitting a Petition to Withdraw to the Office of the Registrar PRIOR to the first day of the quarter for which you wish to go on Filing Fee and prior to submitting the filing fee application to Graduate Studies. Failure to do so will result in financial obligation.**
10. If you have a UC Davis e-mail account and you wish to retain your e-mail account, you will want to complete a Temporary Affiliate Form at <http://taf.ucdavis.edu>. For further information regarding the TAF and e-mail account, please contact IT-Express at (530) 752-HELP. If your e-mail account is a departmental account, you will need to contact your department regarding retaining it.

UC DAVIS

OFFICE OF GRADUATE STUDIES

250 Mtrak Hall - One Shields Ave.
Davis, CA 95616
(530) 752-0650
ucdavisgradstudies.edu

FILING FEE APPLICATION

Instructions

1. Complete application and obtain departmental certification from Graduate Adviser. **All Engineering students, except those in Biomedical Engineering or Electrical and Computer Engineering, must also obtain approval from the Associate Dean of Engineering;**
2. Pay Filing Fee at Cashier's Office; 3) File with Graduate Studies for final action.

Name: _____
(Type or Print) Last First Middle

Mailing Address: _____
Number Street

City State Zip Phone Number E-Mail

Degree Objective: _____ Graduate Program: _____ Student ID#: _____

Filing Fee Status begins with _____ Quarter, 20_____. (The first quarter I did not/will not pay registration fees.)

During the quarter, I plan to complete my degree by:

Master's Comprehensive Examination or Submission of Thesis Submission of Doctoral Dissertation

STUDENTS PLEASE NOTE: Filing fee status is for one quarter only. If you have not filed your thesis/dissertation by that quarter, and/or taken the final examination, you may be required to readmit, register and pay full fees in order to fulfill all degree requirements. You may be required to take additional coursework and/or examinations. You may also be required to re-advance to candidacy or you may be terminated from the graduate program.

I have read all of the attached regulations and understand that I am not entitled to student use of University facilities such as laboratories, libraries, health services, or Campus Recreation, nor to make demands upon the time of faculty members supervising my dissertation or thesis, other than the time required for the final reading and/or for attendance at the final examination. I am also aware that I am not entitled to future (re)admission to the graduate program.

Applicant's Signature: _____ Date: _____

DEPARTMENT CERTIFICATION

The Filing Fee application will not be processed if this section is incomplete.

We hereby certify that the student is eligible for Filing Fee status during _____ Quarter 20_____.

We certify that the above named student has fulfilled all formal requirements for the _____ degree (including the residence requirements, advancement to candidacy and all research) except the filing of the thesis or dissertation and/or the final examination and that s/he should complete her/his objective during the quarter specified.

Thesis/Dissertation Committee Chairperson Signature: _____ Date: _____
(Not required for Master's Comprehensive Exam Plan II)

Print Thesis/Dissertation Committee Chairperson's Name: _____

Graduate Program Adviser Signature: _____ Date: _____

Print Graduate Program Adviser's Name: _____

Engineering Associate Dean, Research and Graduate Studies Signature: _____ Date: _____

Print Engineering Associate Dean, Research and Graduate Studies Name: _____

GRADUATE STUDIES SECTION

Student is enrolled in course work for the quarter, Filing Fee is to begin: Yes No Student is making satisfactory progress: Yes No

Student is in good academic standing: Yes No Cumulative G.P.A.: _____

Associate Dean of Graduate Studies Signature: _____ Date: _____

Staff Initials: _____