

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 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.

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. Campus Recreation, laboratories, desk space). Exceptions: You may continue to use career and professional development services offered through the GradPathways Institute for Professional Development (Graduate Studies) and its partners, including the Internship and Career Center and the University Writing Program, among others. If you wish, you may purchase health insurance and ARC membership.
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 **will** 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 (e.g. medical), you may request a one quarter extension of Filing Fee. Please contact your program to request a Time Extension Request form. Research delays (e.g. new data becoming available, an error found in the work) are **NOT** extenuating circumstances.
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**, the Office of the University Registrar (OUR) will withdraw you from those courses. Fees will be reassessed per the Schedule of Refunds published in the Registration Guide, based on the date that the Filing Fee authorization is received by OUR from the Office of Graduate Studies. If your Filing Fee status is approved by OUR on or after the first day of the term, please note that the Student Health Insurance Program (SHIP) coverage will continue and you will be charged accordingly. If you do not wish to remain enrolled in Davis SHIP, visit this webpage for instructions on filing a Cancellation and Refund Request form: <https://shcs.ucdavis.edu/insurance/ship/eligibility.html>.
10. Students on PELP may not apply for Filing Fee status. You must first return to a registered and enrolled status for at least one quarter before requesting Filing Fee status.

Filing Fee Application

INSTRUCTIONS: 1) Complete application and obtain departmental certification from Department/Graduate Group
 2) Pay Filing Fee at the Cashier's Office (Dutton Hall)
 3) File with Graduate Studies for final action

Student Name: _____ Student ID#: _____ Email: _____

Filing Fee Status during Quarter/Year: _____ Degree Objective and Graduate Program: _____
 (This is the quarter I did not/will not pay registration fees)

Student plans to complete degree this quarter by:

- Master's Comprehensive Exam Master's Thesis Submission Submission of Doctoral Dissertation

GRADUATE PROGRAM/GROUP 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, except for the filing of the thesis or dissertation and/or the final examination the above named student has fulfilled all formal requirements for the _____ **degree** (including the residence requirements and advancement to candidacy). For MS plan I and PhD degrees **all research has been completed and a near-final draft of the thesis/dissertation is currently being reviewed by the committee** and the student should complete her/his objective during the quarter specified.

If the student does not file the thesis/dissertation and/or takes the final examination by the end of the quarter and is required to readmit next quarter the following **funding source** will be used to pay the student's full fees:

Major Professor: _____ (Name) Graduate Program/Group Fellowship: _____ (Name) Student

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

Print Thesis/Dissertation Committee Chairperson's Name: _____

Graduate Program Advisor Signature: _____ Date: _____
(Advisor must have signing authority)

Print Graduate Program Advisor's Name: _____

Graduate Program Coordinator Signature: _____

Print Graduate Program Coordinator's Name: _____

STUDENTS PLEASE NOTE: Filing fee status is for one quarter only. If you have not filed your thesis/dissertation by the end of the quarter, and/or taken the final examination, **you will 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. Your graduate program is not required to readmit you.

If you have already enrolled in courses, including 299 research units, the Office of the University Registrar (OUR) will withdraw you from those courses. Fees will be reassessed per the Schedule of Refunds based on the date that the Filing Fee authorization is received by OUR from Graduate Studies.

I have read all of the attached regulations and understand 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.

International Students, initial to confirm you have notified SISS of your filing fee status: _____

Applicant's Signature: _____ Date: _____

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.: _____ Qtrs. In Residence: _____

Associate Dean of Graduate Studies Signature: _____ Date: _____

Start date: _____ Staff initials: _____