

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 automatically entitle you to apply for Filing Fee status.

Filing Fee is a reduced fee paid in lieu of registration fees. Filing Fee fees for the 2004–2005 academic year are currently \$119.00 for Fall 2004, Winter 2005 and \$118.50 for Spring 2005. Fees are subject to change without prior notification. The fee must be paid at the Cashier's Office (application must be presented for validation) **before** the application is filed with the Graduate Studies Office.

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 Graduate Studies Office. **Engineering Majors**, with the exception of those in Biomedical Engineering and Electrical & Computer Engineering, must also obtain the signature of the Engineering Associate Dean of Research and Graduate Studies.

Submission Deadline: The completed form, with appropriate signatures and fee paid validation, must be submitted to the Graduate Studies Office by no later than the first day of the quarter 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., Health Center, Housing, Library, Rec Hall, 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. If you have not already had one quarter of non-registered student appointment (e.g., while on PELP status), you may hold an academic appointment title (e.g., Research Assistant, Teaching Assistant, Postgraduate Researcher, Associate In, and similar titles) for one quarter only.

Please note: During a non-registered quarter you are responsible for purchasing your own health insurance. Contact the Student Health Center.

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 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. 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 status. Failure to do so will result in a financial obligation.**
10. If you have a UC Davis e-mail account, and wish to retain your e-mail account, you must contact IT EXPRESS on the first floor of Shields Library for a Temporary Affiliate form, which must be approved by your department. If your e-mail account is a departmental account, you will need to contact your department regarding retaining your e-mail account.

UNIVERSITY OF CALIFORNIA, DAVIS
GRADUATE STUDIES

FILING FEE APPLICATION

Instructions: 1) Complete application and obtain departmental certification from Graduate Adviser. **Engineering students**, except those in Biomedical and Electrical & Computer, 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.

(Type or Print)

Name _____
Last First Middle

Mailing Address _____
Number Street

City State Zip Phone Number E-Mail Address

Degree Objective _____ Major _____ Student ID#: _____

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

During the _____ Quarter, _____ (year), I plan to complete my degree by:

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

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 service, or gymnasium, 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.

Signature of applicant

Date

DEPARTMENTAL CERTIFICATION

(to be completed by student's graduate program adviser)

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

STUDENTS PLEASE NOTE: You are eligible for filing fee status **through** _____ **Quarter 20** _____. If you have not filed your thesis/dissertation by that quarter, and/or taken the final examination: you may be required to 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.

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.

APPROVED _____
Signature of Thesis/Dissertation Committee Chairperson (not required for master's comprehensive examination plan II) Date

APPROVED _____
Signature of Graduate Adviser (Please sign and PRINT your name) Date

APPROVED _____
Signature of Associate Dean of Research & Graduate Studies, Engineering Date

GRADUATE STUDIES

APPROVED _____
Signature of Associate Dean of Students, Graduate Studies Date

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 GPA _____

*In accordance with the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is voluntary. This record keeping system was established pursuant to the authority of the Regents of the University of California under Art. IX, Sec. 9 of the California Constitution. The SSN is used to verify your identity in the Student Record System.