

April 5, 2002: Revised Filing Fee Regulations

BERKELEY: OFFICE OF THE DEAN OF THE GRADUATE DIVISION

April 5, 2002 (revised May 28, 2002)

To: Deans, Directors, and Department Chairs

From: Mary Ann Mason, Dean

Joseph J. Duggan, Associate Dean

Re: Revised Filing Fee Regulations

The Filing Fee is a reduced fee for graduate students who have completed all requirements for the degree except for filing the master's thesis or doctoral dissertation or taking the final comprehensive examination for the master's degree or the Final Examination for the doctorate. The Filing Fee is not a form of registration or equivalent to registration. If students wish to use University services that are supported by registration fees, they must pay those fees.

The current amount of the Filing Fee is \$178.25, which is equal to one-half the University Registration Fee.

In the past on the Berkeley campus there have been two types of filing fee: one for students who do not hold academic appointments and another for those who do hold such appointments. This second type of filing fee is contrary to University employment policy, which requires that all students holding academic appointments be registered and enrolled in eight units of course work in the terms in which they hold those appointments.

Consequently, in fall semester, 2002, those who are on Filing Fee, and thus are not registered and enrolled, will not be approved for academic student appointments.

Beginning in fall, 2002, all students holding academic student appointments at 25% or more – Graduate Student Researcher, Graduate Student Instructor, Acting Instructor, Reader, Tutor, Nursery School Assistant, and Community Teaching Fellow – will be entitled, as a benefit of employment, to full remission of the Registration Fee, the Educational Fee, and the Health Insurance Fee, covered by the salary source by which the students are paid. The

academic student employee will pay other campus-based fees unless they are qualified to have those fees covered by another funding source.

Henceforth, the Filing Fee will apply for the length of the semester for which Filing Fee status has been approved, up to the deadline for filing for a degree in that semester. These dates vary from year to year, but are approximately December 20 and May 25 of each year.

The Filing Fee may be used only once. However, students currently in graduate programs who have used the Filing Fee to file for a master's degree in spring semester, 2002, or in a prior semester, will be permitted to apply for Filing Fee for the doctoral degree.

Students may file for graduate degrees during the Summer Sessions if they are registered and enrolled. Degrees for which students file in Summer Sessions will be awarded as of the end of the following fall semester. Summer Sessions enrollment, for purposes of the regulations covered in this memo, must be for a minimum of four units. The current fee for Summer Sessions is \$114 per unit for an undergraduate course and \$142 per unit for a graduate level course.

As in the past, to be approved for the Filing Fee, students will have to have been continuously enrolled during all periods of study and research that have required use of University facilities or faculty consultation. Two semesters of approved withdrawal are permitted, but the student must be registered in the semester (or in a Summer Session) immediately preceding the one for which Filing Fee status is requested.

Students must apply for the Filing Fee by the end of the first week of classes of the semester in which they intend to file.

FREQUENTLY ASKED QUESTIONS: Filing Fee Policy changes effective Summer 2002

The Filing Fee is a reduced fee for graduate students who have completed all requirements for the degree except for filing the master's thesis or doctoral dissertation, taking the final comprehensive examination for the master's degree or the Final Examination for the doctorate, and securing the required signatures on the title page. The Filing Fee is not a form of, or equivalent to, registration. To use the Filing Fee in fall, you must have been registered in the previous spring or summer (four units minimum). To use the Filing Fee in spring, you must have been registered in the previous fall.

1. I have been withdrawn for a number of semesters, but am currently registered. Can I use the Filing Fee to file my dissertation next semester? *Yes, if you are otherwise eligible.*
2. I was on Filing Fee last semester, and missed the deadline. Can I use my Filing Fee to hand in my dissertation now – an extension of a week or two, since the university was closed? *No. The Dean will consider exceptions for extending the deadline, however, in situations deemed beyond the student's control.*
3. If I was registered for Spring semester, but am not taking classes in summer, can I go on Filing Fee in Fall semester? *Yes, registration in either Spring semester or a Summer Session will qualify you for Filing Fee in the Fall semester.*
4. What options are open to me if I am ready to submit my dissertation in the summer? *By registering for a minimum of four units of courses in any Summer Session, you will be able to file your dissertation throughout the Summer Sessions period without going on Filing Fee.*
5. How early can I file my dissertation for a December degree? *Dissertations can be filed during the preceding summer.*
6. It is midway through a semester. I am not registered. Can I apply to go on Filing Fee for this semester? *No. The deadline for filing fee is the Friday of the first week of classes. You may register at any time during the semester to be able to file that semester as an enrolled student, or, alternatively, register to be eligible to apply for Filing Fee next semester.*
7. I am currently on Filing Fee for the Spring semester, 2002 (i.e., under the old system). Can I file in summer if my four-month filing window is still open? *Yes. The policy change does not affect those students who are currently on Filing Fee status with a deadline expiring in summer 2002.*
8. If I file my dissertation during the Summer Sessions, when will I receive my degree? *December.*
9. Can I hold a Reader or Tutor title while on Filing Fee? *Yes, because a Reader or Tutor position does not require registration.*

10. I have a GSRA at LBNL. Why do I need to be registered? Why can't I just be on Filing Fee?
You must be registered to hold a GSRA at LBNL, since that title requires registration. Being registered precludes being on Filing Fee.
11. Why did you eliminate the type of Filing Fee on which one could hold a GSI or GSR position?
It was contrary to the U.C. system's academic personnel policy that requires that all students in those positions be registered and enrolled in at least eight units.
12. Does the fee remission program pay the Filing Fee? *No.*
13. To whom should I send my check for Filing Fee? *Don't send a check. You will be billed through your CARS account.*
14. I am a non-resident and have been gone for several years. No one told me about this Filing Fee change. I now have to register and pay over \$7000 in fees. Why can't I use the filing fee?
The new policy on Filing Fee requires registration in the prior term. Another possibility is to register for four units in one of the summer sessions and file as a registered student.
15. Will I be granted use of the Filing Fee for the Spring semester if I was not registered last Fall? *No.*
16. Will I be granted use of the Filing Fee for the Fall semester if I was not registered last Spring or Summer? *No.*
17. Can I receive a university fellowship grant while on filing fee? *No. You must be registered to receive any university funding.*