

Date: April 8, 2015

To: Department Chairs, Head Graduate Advisors, Graduate Student Affairs Officers

From: Fiona M. Doyle, Dean of the Graduate Division



Re: **Re-Statement of Filing Fee Policies**

With the implementation of conferral of graduate degrees in Summer, it is timely to restate the Graduate Division's Filing Fee policy. This memo supersedes the memo of *April 5, 2002: Revised Filing Fee Regulations*.

The Filing Fee is a reduced fee, equivalent to one-half of the Student Services Fee, for doctoral students who have completed all requirements for the degree except for filing the dissertation (Plans A and B) and presenting the Final Defense (Plan A). It is also available to master's students with no requirements remaining except for filing the thesis (Plan I) or taking the final comprehensive exam (Plan II). Filing Fee is available for Fall and spring semesters only. Filing Fee status applies for the length of the semester for which it is approved and expires on the deadline for submission of a dissertation or thesis.

To be eligible for Spring Filing Fee status, a student must be registered in the prior Fall semester. To be eligible for Fall Filing Fee status, a student must be registered in the prior Spring semester or in the prior Summer Session for at least three units.

The Filing Fee may be used only once during a student's career. Students who do not complete the final degree requirements during the semester for which the Filing Fee is approved must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements for completion.

*The Filing Fee is not a form of registration.* Students who wish to use University services that are supported by registration fees must pay those fees. By University of California policy, students on Filing Fee status are not eligible to hold academic appointments (AI-GS, GSI, GSAR or GSR) because they are not registered.

Students who do not complete filing while on Spring filing fee may register for three units in the Summer Session to file the thesis or dissertation before the end of summer instruction. Starting in 2015, such students will receive a degree in August.

Students on Filing Fee status may be eligible to purchase Student Health Insurance (SHIP) under certain circumstances but must consult the SHIP Office for current policy and procedure.

*For international students,* Filing Fee status can satisfy the SEVIS requirement only if the student has obtained the signature of the Berkeley International Office (BIO) student advisor. International students must consult BIO well in advance of application for Filing Fee status.