

Date: September 25, 2018

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

From: Fiona M. Doyle, Vice Provost for Graduate Studies and
Dean of the Graduate Division



Re: Minimum Enrollment in Summer Sessions to File for Graduate Degrees

I write to inform you of a reduction in the minimum number of units required for certain students to file their dissertation or thesis for a graduate degree during the summer. As of 2019, students will be required to enroll in one (1) unit in Summer Sessions. The minimum since 2007 has been three (3) units.

This enrollment requirement **ONLY** applies to students who were not registered in the immediately-preceding spring semester, or who already held Filing Fee status previously. These students must register for one unit with Summer Sessions if they plan to submit their dissertation or thesis by the final day of the summer term.

As before, students who were registered in the immediately-preceding spring semester, and who are otherwise eligible for Filing Fee status in the fall, may file their dissertation or thesis by the final day of the summer term without registering for any summer units.

I hope that this will ease the financial burden on graduate students who are in the final stage of completing their degree requirements.

International students must consult the Berkeley International Office well in advance of planning to file so that specific enrollment and visa requirements are met.

All other deadlines and procedures relating to Filing Fee remain as stated in the *Guide to Graduate Policy*.

This memo supersedes the memos of *April 8, 2015: Re-Statement of Filing Fee Policies* and *April 8, 2015: Filing Fees for Graduate Degree Conferral in Summer* with regard to the minimum number of units of enrollment required in Summer Sessions.

Current Filing Fee policies for the fall and spring semester have not changed and can be found here: <http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d2-filing-fee>.