UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

Academic Affairs
Office of the Dean
Graduate Division

APPLICATION FOR FILING FEE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

This petition must be filed with the Graduate Division (UOB Room 140) no later than September 1 (for Fall Quarter); December 1 (for Winter Quarter); March 1 (for Spring Quarter); June 1 (for Summer)

A student who has completed all degree requirements, except for filing the dissertation and the final defense, may use Filing Fee status in their final quarter instead of paying full registration fees. When a student is on Filing Fee status, it is expected that a full draft of the dissertation has been read and approved by the dissertation committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required.

After the application for Filing Fee is approved, tuition and fees are removed and the Filing Fee is assessed (approximately $179). Students on Filing Fee status do not pay regular tuition and fees, nor do they enroll in coursework. Therefore, they are not entitled to University student privileges or use of University facilities except for the Library. Also they may NOT be employed with any student employment title that requires enrollment such as GSR, TA or Associate-In. Nor may they receive University fellowships/loans. Students on Filing Fee status are not enrolled in the medical insurance program, but may purchase Health Insurance (albeit at a higher rate) if enrolled in GSHIP the previous quarter. To enroll, contact The Student Health Insurance Office at 951-827-5683.

Only <u>one</u> quarter of Filing Fee status will be approved. Students who fail to complete their programs during the quarter on Filing Fee status must enroll and pay full fees the following quarter.

Name:_____ SID:_____

Phone: _____ Email:_____

Major:_____ Quarter of Filing Fee:_____

Student Signature:_____
Date

==========

REQUIRED SIGNATURES INDICATING APPROVAL:

Dissertation Chair:_____ Graduate Advisor:_____

International Services (if foreign):_____ Graduate Dean:_____

Revised: 10/12/2016

Instructions/Information

Registration/Filing Fee Status

During the quarter in which you graduate you must be either registered or on Filing Fee status. The Summer Session may be an exception--see below. Filing Fee applications are available at www.graduate.ucr.edu/pub_forms.html. Students on Filing Fee do not enroll in coursework and pay one-half of the Student Services Fee. After the Filing Fee application is approved, tuition and fees are adjusted to reflect the correct payment amount (approximately $179). Since students on Filing Fee do not enroll in course work or pay registration fees, service as a TA, GSR or any other student employment title that requires enrollment is prohibited. Eligibility for any student privileges or the use of University facilities (except for the Library) is also restricted. **When a student is on Filing Fee status it is expected that a full draft of the dissertation has been read and approved by the committee, that only minor revisions need to be made, and that no more that twelve hours of faculty time will be required.**

Summer Session

To file during the summer months free of charge, you must have been registered every quarter of the previous academic year. If you were not, i.e., were on leave or withdrawn for one or more quarters, you may use Filing Fee in the summer. If you have already used Filing Fee you will be required to register for 2 units of Summer Session.

Ph.D. Candidates

Notice of graduation intent does not need to be filed before the completion of your dissertation. Submitting a rough draft of your dissertation for format review lets the Graduate Division know you are ready to graduate. When the rough draft is reviewed, you will receive instructions regarding the necessary paperwork you are required to file for graduation. You can also find these instructions at www.graduate.ucr.edu/Dissertation.html.

Commencement Ceremony

The Commencement Ceremony is held once a year at the end of the spring quarter. In March, the Office of Event Management and Graduate Academic Affairs will send out notification to all eligible students. Check www.commencement.ucr.edu for updated information.

Transcript & Diplomas

The degree will be posted on your transcript by the Registrar's Office approximately 6-8 weeks after the degree conferral date. Diplomas are not available for approximately 6 months after the last day of the quarter in which you graduate. The Registrar's Office will notify you by email once the diploma is available. If you would like the diploma mailed to you, please contact the Registrar's Office at reghelpdesk@ucr.edu. Make sure to always update your address on R'Web if you move.

Certificate of Completion

Once you have completed all requirements for the degree a certificate of completion will be emailed to you from the Graduate Academic Affairs office.