

From: Julio Vergara and Robin Garrell
Sent: Tuesday, July 10, 2018 11:02 AM
Subject: Revised Filing Fee Policy - Effective Fall 2018



Graduate Council
Graduate Division

July 10, 2018

To: Deans, Directors, and Department Chairs
From: Julio Vergara, Chair of the Graduate Council
Robin L. Garrell, Vice Provost for Graduate Education & Dean, Graduate Division
Re: Revised Filing Fee Policy – Effective Fall 2018

Dear Colleagues,

At its June 8, 2018, meeting the Graduate Council voted to revise the Filing Fee policy effective Fall 2018. The revised policy allows graduate students who have been approved to use a Filing Fee to have the entire academic term to complete their degree requirements. This change moves the usage period from the current deadline of the Friday of second week to the end of the quarter. As a result, **graduate students on Filing Fee will have the same deadline to complete their degree requirements as registered graduate students.**

The Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements except for filing their dissertation or thesis, submitting their capstone project, or taking their comprehensive exam. The eligibility criteria for Filing Fee remain the same, as will the requirement that the appropriate faculty sign the student's petition for Filing Fee status, confirming the student meets all of the following eligibility criteria.

If a student has completed, while registered, all requirements for a degree except for the doctoral final oral examination (defense), master's comprehensive examination, or submission of the master's capstone project, the student may be eligible to pay a Filing Fee during the quarter in which the degree is to be awarded instead of registering. Four conditions must be satisfied to be eligible for this fee:

1. All formal requirements for the degree, except for filing the thesis/dissertation and/or taking the master's comprehensive/doctoral final oral examination or submitting the master's comprehensive capstone project, must be completed before the first day of classes;
2. Since last being registered and up to the first day of classes, the combined use of University facilities and faculty time must not exceed 12 hours;
3. During the quarter in question, the thesis/dissertation committee suggested only stylistic and/or typographical changes in the thesis/dissertation OR, in the case of master's comprehensive examinations OR, in the case of master's capstone projects, the faculty only graded the final comprehensive project; and
4. The student must have been registered in the previous academic term.

While on Filing Fee status, a student may no longer take courses, be employed by UCLA, receive financial support (merit or need-based), or access certain campus services. Information about the Filing Fee and key dates can be found on the [Filing Fee Application web page](#).

Julio Vergara
Chair, Graduate Council

Robin L. Garrell
Vice Provost for Graduate Education
Dean, Graduate Division