

## HCAP Graduate Student Funding Guidelines

HCAP is committed to fairness and equity in graduate student support as they progress toward degree attainment. These guidelines apply to graduate assistantship<sup>1</sup> positions, tuition support<sup>2</sup>, and health insurance coverage for graduate students.

### Eligibility Criteria

- Must be in ‘good standing’
- Credit Hour Enrollment<sup>3</sup>: PhD Students: 9/9/3; MS Students: 6/6/1

### Minimum Requirements

- No student employees can be hired for more than 19 hours per week
- Student employees must be compensated at or above rates as listed in Table 1.

**Table 1: Grad Student Employee Hiring Guidelines**

	PhD Students	Master’s Students
<b>Minimum Employee Pay<sup>4</sup> (12 months preferred)</b>	4.5 months: \$9,375 9 months: \$18,750 12 months <sup>5</sup> : \$25,000	4.5 months: \$5,625 9 months: \$11,250 12 months: \$15,000
<b>Tuition</b>	<i>Required:</i> Approx. \$12,000 <sup>6</sup> (12 mon.)	<i>Optional:</i> Approx. \$8,700 <sup>7</sup> (12 mon.)
<b>Health Insurance<sup>8</sup></b>	Up to \$3,500 per year	Up to \$3,500 per year

Optional support for PhD or Master’s students:

1. *\$1,000 Competitive Scholarships*: Enables in-state tuition eligibility for the student throughout the entire academic year; Supplied as direct financial support to student account; Not considered compensation for services.
2. *Stipend*: Supplied as direct financial support to provide for the student's living expenses; Not considered compensation for services.

An appointment letter including responsibilities and compensation should be signed by the Supervising Manager and student employee before hiring. No change of pay structure or hours will be allowed once an appointment is entered; a new appointment will be required.

<sup>1</sup> Salaried positions: Research (GRA); Teaching (GTA I or II); Service (GSA); Paid hourly: Administrative (GAA).

<sup>2</sup> Financial support for tuition and fees based on enrollment hours.

<sup>3</sup> 9/9/3: At least nine credit hours in long semesters and three credit hours in summer; 6/6/1: At least six credit hours in long semesters and one credit hour in summer. Students in their graduating semester can petition to only take one credit hour.

<sup>4</sup> Students funded on sponsored projects should use these minimum levels (PhD students: \$25.30 per hour; MS students: \$15.18 per hour) to calculate rate of pay for appointments of different lengths of time (one semester minimum).

<sup>5</sup> There is an expectation of faculty engagement with the student throughout the entire 12 month period.

<sup>6</sup> Based on 9/9/3 enrollment.

<sup>7</sup> Based on 6/6/1 enrollment.

<sup>8</sup> Eligible students enrolled in UT System Health Insurance Plan (SHIP). Minimum appointment is one semester and 19 hours per week.

## HCAP Graduate Student Hiring/Funding Options

### PhD Students

1. **Assistantships** (Cannot exceed 19 hours/week; 9/9/3 enrollment<sup>1</sup>; ‘Good standing’)
  - *Length*: 1 semester, 2 semesters, or 12 months
  - *Pay*: At least \$25.30 per hour
  - *Tuition & Health Insurance*: Supported by funding source<sup>2</sup> and aligned with employment length
2. **Student Positions**
  - Cannot be hired into other student titles
3. **Staff Positions**
  - Part-time students ONLY; Processed through OPE hiring process

### MS Students

1. **Assistantships** (Cannot exceed 19 hours/week; 6/6/1 enrollment; ‘Good standing’)
  - *Length*: 1 semester, 2 semesters, or 12 months; May be fewer than 19 hours per week (minimum of 9 hours)
  - *Pay*: At least \$15.18 per hour
  - *Tuition*: Institutionally funded students-None; Sponsored project supported students-Optional
  - *Health insurance*: Must be at least 19 hours/week for at least one semester<sup>3</sup>
2. **Student Positions**
  - Requires approval from the Associate Dean for Student Success
  - See list: [UTSA Student Titles](#) (e.g., Lab Assistant; Reader/Grader)
  - All positions must be paid at the minimum rate: \$15.18 per hour
  - These positions are hourly and require weekly timesheets
3. **Staff Positions**
  - Part-time students ONLY; Processed through OPE hiring process

<sup>1</sup> Please refer to <https://graduateschool.utsa.edu/tuition-funding/assistantships/> for part-time student exemption process.

<sup>2</sup> Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.

<sup>3</sup> Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.

## Frequently Asked Questions

- *What if I cannot pay tuition and/or health insurance from my sponsored project?* There is a cost-sharing policy that governs this situation, but please reach out to the College to discuss options.
- *If I use my start-up/F&A/salary recovery cost center or if I am using external funding, do I have to employ someone at 19 hours?* Yes, for PhD students. No, for MS students, but they need to be paid at the minimum rate (see above) for at least one semester.
- *If I am using external funding, do I have to employ them for a whole semester?* Depends - All PhD students and MS students supported with institutional funds must be supported for either one or two semesters or 12 months. MS students supported with sponsored project funds may be employed for a period of time that aligns with the needs of the project.
- *My external funding source is ending and I only have enough F&A to cover another month for my GRA. Can I extend their contract for 1 month?* Yes, if they are an MS student. PhD students must be appointed for one or two semesters or 12 months.
- *Does the College cover the health insurance payment for a student funded by a sponsored project?* No, students funded by sponsored project funds will have to have their insurance funded by the sponsored project.
- *How are students reimbursed for health insurance?* For masters level students or doctoral students who are not fully-funded, but eligible for reimbursement, they will need to enroll through the UTSHIP website and submit the confirmation/receipt of payment in order to be reimbursed. The reimbursement will be processed through the Notice of Award process and be applied to their student account. The reimbursement will go towards any current balance first. For full-time/fully funded non-international, doctoral students, they will be automatically enrolled in UTSHIP by the Graduate School and the college will be billed. For full-time/fully funded international doctoral students, they will be automatically enrolled in UTSHIP by the University and the college will reimburse the student's account.
- *Can a student be hired as a GA if they are enrolled in less than 9/9/3 semester credit hours?* No for PhD students, unless it is their last semester, then a petition must be submitted. The Petition for Graduate Assistantships form is located on the BSC website. If it is an MS student, then 6/6/1 is required.
- *Can I submit a hiring request without a Position ID number?* No, all hiring requests must include a Position ID number. Department Admins are provided a list of these numbers, please contact them prior to submitting your hiring request.
- *When should I submit a request to hire a student?* At minimum, one week (i.e., five business days) in advance of the intended start date. Earlier during busy seasons.
- *When should I request tuition funding or scholarship funding for a student?* Refer to the Stipend Office website for information on busy processing periods and timelines:  
[https://www.utsa.edu/enrollment/facultystaff/finaid/Stipend.html#\\_ga=2.267762379.415200871.1661782907-881574626.1630702942](https://www.utsa.edu/enrollment/facultystaff/finaid/Stipend.html#_ga=2.267762379.415200871.1661782907-881574626.1630702942) There are two high peak periods which occur in May to mid-October, and January to mid-February. Turnaround time can extend up to three weeks during these times.
- *When do I request a Criminal Background Check (CBC) for a student I want to hire?* Before you submit the hiring request form. On the form you will need to include the date and type of CBC you submitted.