

## 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’
- Enrolled in 9/9/3<sup>3</sup> (at least nine credit hours in long semesters and three credit hours in summer)

### 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: Student Employee Hiring Guidelines**

	PhD Students	Master’s Students
<b>Minimum Grad Student Employee Pay<sup>4</sup></b> (12 months preferred)	4.5 months: \$9,375 9 months: \$18,750 12 months: \$25,000	4.5 months: \$5,625 9 months: \$11,250 12 months: \$15,000
<b>Tuition</b>	Equivalent to enrollment hours (9/9/3) (Roughly \$11,350 for 12 months)	Optional: (Roughly \$11,350 for 12 months)
<b>Health Insurance<sup>5</sup></b>	Up to \$3,438 per year	Up to \$3,438 per year

Optional support for PhD or Master’s students:

1. *\$1,000 Competitive Scholarships*: Enables in-state tuition eligibility for the student; 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> Students in their graduating semester can apply to only take one credit hour.

<sup>4</sup> Student funded on sponsored projects should use these minimum levels to calculate rate of pay for appointments of different lengths of time.

<sup>5</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 with the exception of when teaching a single course: Lecturer<sup>3</sup>
3. **Staff Positions**
  - Part-time students ONLY; Processed through OPE hiring process

### MS Students

1. **Assistantships** (Cannot exceed 19 hours/week; 9/9/3 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>4</sup>
2. **Student Positions**
  - Requires approval from the Associate Dean for Graduate 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> Students assigned to multiple sections/courses should be hired as GTA II whenever possible (see Assistantships above).

<sup>4</sup> Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.