**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\(^1\) positions, tuition support\(^2\), and health insurance coverage for graduate students.

**Eligibility Criteria**
- Must be in ‘good standing’
- Enrolled in 9/9/3\(^3\) (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**

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

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.

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\(^1\) Salaried positions: Research (GRA); Teaching (GTA I or II); Service (GSA); Paid hourly: Administrative (GAA).

\(^2\) Financial support for tuition and fees based on enrollment hours.

\(^3\) Students in their graduating semester can apply to only take one credit hour.

\(^4\) Student funded on sponsored projects should use these minimum levels to calculate rate of pay for appointments of different lengths of time.

\(^5\) Eligible students enrolled in UT System Health Insurance Plan (SHIP). Minimum appointment is one semester and 19 hours per week.

Effective: Fall 2023
HCAP Graduate Student Hiring/Funding Options

**PhD Students**

1. **Assistantships** (Cannot exceed 19 hours/week; 9/9/3 enrollment\(^1\); ‘Good standing’)
   - **Length**: 1 semester, 2 semesters, or 12 months
   - **Pay**: At least $25.30 per hour
   - **Tuition & Health Insurance**: Supported by funding source\(^2\) 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\(^3\)

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\(^4\)

2. **Student Positions**
   - Requires approval from the Associate Dean for Graduate Student Success
   - See list: [UTSA Student Titles](https://graduateschool.utsa.edu/tuition-funding/) (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

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\(^1\) Please refer to [https://graduateschool.utsa.edu/tuition-funding/assistantships/](https://graduateschool.utsa.edu/tuition-funding/assistantships/) for part-time student exemption process.

\(^2\) Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.

\(^3\) Students assigned to multiple sections/courses should be hired as GTA II whenever possible (see Assistantships above).

\(^4\) Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.