

College for Health, Community and Policy

**HCaP Graduate Student Funding Guidelines**

HCaP is committed to fairness and equity in graduate student support during their progression toward degree attainment. This policy applies to all forms of graduate student support regardless of the funding source.

**Eligibility Criteria**

- All students hired as employees must be in ‘good standing’ and enrolled in at least six (6) credit hours during long semesters and one (1) credit hour during the summer.
- Students receiving \$1K competitive scholarships must be enrolled in nine (9) credit hours in long semesters.

**Minimum Requirements**

- No student employees can be hired for more than 19 hours per week.
- Student employees must be compensated at or above rates and term length as listed in Table 1.
- An appointment letter including responsibilities and compensation is 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.

**Table 1: Student Employee Hiring Guidelines**

	Minimum Pay		Term			
	Hourly	Institutionally-Funded Salary	Sponsored Project-funded		Institutionally-Funded	
			Period	Hours/week	Period	Hours/week
<b>Master’s Students</b>	\$13	4.5 months: Approx. \$4,875 9 months: Approx. \$9,750 12 months: \$13,000	Unlimited	Max. 19	4.5, 9, or 12 months	10, 13, or 19
<b>PhD Students</b>	\$15	4.5 months: Approx. \$5,625 9 months: Approx. \$11,250 12 months: \$15,000	Unlimited	Max. 19	4.5, 9, or 12 months	10, 13, or 19

Institutionally-Funded (IF): funding from either the College or Department

Sponsored Project-funded (SP): Resources supplied and managed by a Principal Investigator of a grant or contract

Hourly rate for institutionally-funded students: PhD: \$15.18; MS: \$13.16

Sponsored project-funded pay must add fringe to contract amount.

**Table 2: Student Tuition/Fees and Health Insurance Guidelines (all students; optional)**

	Department and Sponsored Project-funded	College-Funded
<b>Tuition/Fees</b>	Must meet eligibility criteria above;	Eligibility: Good standing; employed 19 hrs./week enrolled 9 hours (long semesters), 1 hour (summer)
<b>Health Insurance</b>	Amount determined by Supervising Mgr.*	Tuition/Fee coverage equivalent to enrollment* Health reimbursement not to exceed \$4,000 per year*

\* Pending available funds

**Student Support Terminology**

1. *Student Employee*: Student who is receiving compensation based on completion of expected work. Positions include: Graduate Assistants; Teaching Assistants (I or II)<sup>1</sup>
2. *\$1,000 Competitive Scholarships*: This competitive scholarship will provide in-state tuition to the student.
3. *Tuition Support*: Financial support for tuition and fees based on enrollment hours.
4. *Stipend*: Financial support to provide for the student's living expenses; Not considered compensation for services.
5. *Health Insurance*: Reimbursement offered for the purchase of up to 12 months of coverage.

<sup>1</sup> TA IIs only hired to teach 1 or more courses: Please follow the FTT hiring process.