

### 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 student employee<sup>1</sup> positions, tuition support<sup>2</sup>, and health insurance coverage for graduate students regardless of the funding source.

#### Eligibility Criteria

- Must be in ‘good standing’
- Enrolled in at least nine (9) credit hours in long semesters and three (3) credit hours in the summer<sup>3</sup>

#### Minimum Requirements

- No student employees can be hired for more than 19 hours per week<sup>4</sup>
- 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>5</sup></b> <b>(12 months preferred)</b>	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)	<u>Optional</u> : same support level as PhD students
<b>Health Insurance<sup>6</sup></b>	Up to \$4,000 per year	Up to \$4,000 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 provide for the student’s living expenses; 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 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.

<sup>1</sup> Student receiving compensation based on completion of expected work. Positions include: Graduate Assistants I or II (Research, Teaching, Service, or Administrative).

<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> Sponsored project funded students can be hired for any period of time within the academic year; Institutionally-funded (i.e., College or Department) students must be appointed for 4.5, 9, or 12 months for 10, 13, or 19 hours per week.

<sup>5</sup> Student funded on sponsored projects should use these minimum levels to calculate rate of pay for appointments of different lengths of time.

<sup>6</sup> Reimbursement offered for the purchase of up to 12 months of coverage; Supplied to all institutionally funded students; Optional for sponsored project funded students.