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# Financial Support

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## FEDERAL STUDENT AID

The Office of Student Financial Aid coordinates all student financial assistance available at UW. Available aid for graduate students includes scholarships, fellowships, loans (Federal Perkins, Federal Stafford, and private) and employment (Federal Work-Study).

The Student Financial Aid office will help all qualified applicants to secure aid, but resources are limited. Aid is offered first to those applicants whose materials are completed and received by March 1 prior to the academic year for which aid is sought. Federal Stafford Loans are available to qualified applicants throughout the year.

Prospective students seeking scholarships should send an application for admission, the nonrefundable application fee and a copy of their current college transcript(s) to the Graduate School by March 1. Students seeking federal aid or assistance based on their financial need must submit a Free Application for Federal Student Aid (FAFSA) to the financial aid office. The FAFSA may be completed online. UW recommends filing the FAFSA as early as possible to meet the March 1 priority date. Final responsibility for ensuring that all required documents are received in a timely manner rests with the applicant.

Most scholarships require the recipient to be enrolled full time in a degree program. Veteran's benefits may be prorated for part-time enrollment and Federal Stafford Loans may only be used by students enrolled for at least half time (a minimum of 4.5 hours for graduate students). Classes for audit are not acceptable for any kind of financial aid. Generally, federal aid is not available for UW Flexible Enrollment (correspondence) courses, for continuous registration hours, for non-degree hours, or for audit hours. For details, ask a financial aid adviser.

To receive federal financial aid (such as Federal Work Study, Federal Perkins Loans, and Federal Stafford [subsidized or unsubsidized] loans) you must meet the following conditions and provide supporting documentation when requested to do so:

- have a high school diploma or its equivalent,
- be enrolled or accepted for admission as a degree-seeking student at UW,
- not be concurrently enrolled in an elementary or a secondary school,
- be a U.S. citizen or eligible non-citizen,
- have a demonstrated financial need (if required),
- maintain reasonable academic progress,
- not be in default on a federal student loan or owe an overpayment of a federal grant at any institution (or, if so, have made satisfactory arrangements to repay or otherwise resolve the overpayment or default),
- not have borrowed in excess of the annual or aggregate loan limits of a federal loan program (loan borrowers only),
- agree to use funds received only for educational costs,
- register with the Selective Service if required, and
- not have had federal financial aid benefits suspended as result of a felony drug conviction.

Aid recipients must make satisfactory academic progress (SAP) toward their degree to receive federal aid. Academic progress is checked once a year following the end of the spring semester. Reasonable academic progress at UW as a graduate student is defined as:

- maintaining a 3.00 cumulative UW grade point average;
- completion of 67 percent of credit hours attempted at UW

Students may appeal for restoration of their aid eligibility by writing to the director of financial aid, explaining extenuating circumstances. Please go to the Student Financial Aid website at [www.uwyo.edu/sfa](http://www.uwyo.edu/sfa) for a more extensive discussion of the SAP policy.

Each student who registers has his or her own student account with the university. Once a qualified student has registered, completed all required documents and accepted their awards on their WyoWeb account, the Office of Student Financial Aid will authorize the transfer of funds from UW financial aid accounts to the student's individual account at the university.

Scholarships, grants and federal student loans are credited to the recipient's UW account for each term. Normally, scholarships and other types of aid are awarded for one year at a time and are split evenly between fall and spring semesters, with one half to be paid at the beginning of each semester unless the donor or selection committee specifically directs that it be paid differently. Payment for hours worked in the Federal Work-Study program are made twice monthly.

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Federal Stafford loans are made by commercial lenders. Lenders electronically transfer loan proceeds to the university for direct deposit to student accounts. Federal Stafford Loan amounts may be reduced by amounts up to 4 percent to be retained by lenders as origination and guarantee fees. First-time borrowers of federal student loans must participate in entrance loan counseling (view a video presentation or interactive Web site). All student loan borrowers must participate in an exit loan interview prior to leaving UW.

The university will automatically charge a student's account for tuition and fees based on the student's enrollment. This will be a subtraction entry. Likewise, if the student is living in a university residence hall, room and board charges will be placed on the student's account. Any financial aid credited to a student's account will automatically pay tuition and fees first and then charges for room and board in UW residential facilities. With student permission, any remainder will be applied to other university charges. If a negative balance results, a "credit balance check" will be prepared by the university made payable to the student. This check will be mailed to the student's local address. Each recipient is expected to allocate these funds for use over the balance of the semester.

Students enrolled in a domestic or international exchange program or a study abroad program approved by UW for academic credit are eligible to apply for federal student financial assistance. Likewise, students concurrently enrolled in classes at two or more eligible institutions of post-secondary education may apply for federal aid. A special consortium agreement between institutions must be completed prior to each semester a concurrently enrolled student seeks aid. Those granted Federal Work-Study allocations have opportunities to perform community services to earn their allocation.

Information describing available aid, award criteria, rights and responsibilities of aid recipients, costs of attendance or refund and repayment policies, and schedules is available on the Office of Student Financial Aid Web site at <http://www.uwyo.edu/sfa> or students may see a financial aid counselor at 174 Knight Hall. Financial aid policies are subject to change without notice to reflect modifications in federal, state and institutional laws and regulations.

### **GRADUATE STUDENT SCHOLARSHIPS, FELLOWSHIPS, ASSISTANCE**

The Office of Student Financial Aid Web site lists scholarship information regarding eligibility, amount, and application instructions.

#### **Minority Assistance**

UW assists qualified ethnic minority students in pursuing graduate degrees. A small number of graduate tuition and fee scholarships are available on a competitive basis to U.S. citizens or permanent residents of ethnic minority backgrounds (Asian-American, African-American, Hispanic, and American Indian). Graduate assistantships, also available on a competitive basis, provide varying stipends for the academic year. For further information contact:

Office of Multicultural Affairs  
Phone: (307) 766-6228  
E-mail:

#### **Federal Fellowships/Scholarships**

The University of Wyoming participates in programs sponsored by various federal agencies, organizations, and commercial enterprises to fund and assist graduate students. Interested students should contact the head of the department to which they are applying for admission for information concerning fellowships or scholarships.

#### **Graduate School Scholarships**

The Graduate School provides a limited number of scholarships each year. These scholarships are based on merit and are available to students who have not previously received the award, are enrolled in a graduate program, and do not have an assistantship. The scholarship will pay half of the required tuition and fees (excluding the computing fee and other special fees and charges) for the selected students for one academic year. For further information contact:

Graduate School  
Phone: (307) 766-2287  
E-mail: [uwgrad@uwyo.edu](mailto:uwgrad@uwyo.edu)  
Web Address: [www.uwyo.edu/uwgrad](http://www.uwyo.edu/uwgrad)

#### **Continuation of President's High School Honor Scholarship**

Past undergraduate recipients of the President's High School Honor Scholarship may apply for two consecutive semesters of the Continuation Scholarship. A limited number of these continuations are available and will be selected in competition from eligible applicants by the Graduate School dean. The scholarship will pay full tuition and mandatory fees (excluding the computing fee

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and other special fees and charges) for the selected students for two consecutive semesters. Please see the Graduate School Web site at [www.uwyo.edu/uwgrad](http://www.uwyo.edu/uwgrad) for more information and for an application.

See [http://uwadmnweb.uwyo.edu/sfa/schol\\_book/pdf/Graduatebook2008.pdf](http://uwadmnweb.uwyo.edu/sfa/schol_book/pdf/Graduatebook2008.pdf) for a comprehensive list of available scholarships.

### **GRADUATE ASSISTANTSHIPS**

Graduate assistants have responsibilities in teaching and/or research. The master's level graduate assistantship (100%) base stipend is \$11,072 paid over a nine month period. The doctoral level base stipend (100%) is \$15,408 paid over a nine month period. Stipends may be supplemental during the summer months. Further, departments may supplement the nine month academic year stipend.

Students interested in assistantships should contact their individual departments. Applications for assistantships should be sent to the head of the department to which application for admission is being made. Until final acceptance for admission is established, an assistantship may not be granted (see Admissions description).

Graduate assistantships (GAs) are awarded only to students enrolled in graduate programs (undergraduates and students classified in the non-degree category are not eligible). Students on provisional admission or on scholastic probation are eligible for GAs only with proper justification from the department or program.

Graduate students who have successfully petitioned for reinstatement following academic suspension are eligible for an assistantship the semester following reinstatement, but only in exceptional circumstances. Awarding such assistantships must be properly justified by the department or program to the dean of the Graduate School.

Graduate students, including graduate assistants, are required to maintain a 3.0 graduate grade point average to avoid academic probation. If this level of academic competence is not maintained, or if a graduate assistant's performance is unsatisfactory in other ways, the assistantship may be revoked.

The standard assistantship stipend is payable in installments over the academic year (September through May). Graduate students who receive a full stipend are expected to work an average of 18 to 20 hours per week for the stipend. Units may supplement the academic year stipends to higher levels using various resources. Summer augmentation is also available for Ph.D. students who have completed the requirements. Students who receive a full stipend (at least 1.0 x base) must enroll for at least 9 credit hours and is considered a full-time, full-fee-paying graduate student. The full tuition and fee waiver pays for up to 12 credit hours. Students who receive one-half stipend (0.5 x base) also may enroll for nine to 12 credit hours. However, the associated 0.5 tuition and fee waiver will pay for 6 credit hours and half of the mandatory fees. Graduate assistants for Summer Sessions must not enroll for more than six credit hours.

The tuition and fee reduction covers only the tuition and mandatory fees for courses in which the graduate assistant actually enrolls. Graduate assistants are not entitled to the difference between the amount stated in an award letter and the actual charges for enrollment. If less than a full stipend is awarded, the tuition and fee reduction is adjusted down to the percentage rate of the stipend.

Health insurance will be paid for graduate assistants for the calendar year. Students may refuse the university insurance. The insurance payment, in such cases, reverts to the university.

### **Requirements for New Graduate Assistants**

#### **Excellence in Teaching**

The University of Wyoming prepares graduate students to be scholars and strong communicators. If the members of their discipline are to appreciate their work, students must learn to articulate their discoveries to a wide variety of audiences - from the undergraduates they teach ( who, with their guidance, may become scholars like themselves), to the established leaders in their field, to the world at large.

#### **Teaching & Learning Symposium**

Graduate assistants who will have teaching responsibilities at UW for the first time are required to attend the Graduate Student Teaching & Learning Symposium. This is offered once a year in August. The Symposium has been designed in cooperation with the Ellbogen Center for Teaching and Learning (ECTL). Sessions are available free of charge to all graduate students.

Many departments also provide specific training. Check with your academic unit about location and times of unit specific training. The ECTL offers excellent semester long workshops and courses to enhance teaching and learning effectiveness.

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### **English Proficiency Assessment Program**

International students who will have a teaching assignment will be required to demonstrate English competency through the English Proficiency Assessment Program. Contact the Graduate School for further information.

### **Excellence in Research**

All graduate students, as part of their degree program, engage in activities or projects that result in a final, usually creative, discovery-based product. For the majority of graduate students, this scholarship may take the form of a written thesis or dissertation, a performance - sometimes on a certification examination, a portfolio, or a business plan.

Many graduate assistants are expected, as all or part of their assistantship, to conduct research. The nature, intensity, and general expectation of the research is established by the specific academic program and often by a specific professor. Students should communicate with their specific academic unit and research adviser to determine the nature and expectations of research activity.

Research is a vital component of the graduate experience. It teaches self-directed life-long learning and problem-solving skills and promotes creativity, critical analysis and scholarly independence. In many disciplines, publications of research results in the "gold-standard" for achievement. All graduate students should clearly understand measure of professional achievement within their discipline and strive to attain them.

### **OPTIONAL STUDENT FEE PACKAGE**

Full-time students must enroll for at least 9 credit hours. If you enroll for 4.5 to 8.5 hours of credit, you will be automatically charged for the Optional Student Fee Package. You are entitled to the privileges of a full-time student for the purposes of admission to cultural affairs, university theatre productions, and intercollegiate athletic games; eligibility for services of the Student Health Service, access to athletic facilities, and purchase of student health insurance; and other programs. If a student does not want the full-time student benefits, they must waive them when registering each semester.

Purchase of the Optional Student Fee Package does not classify you as a full-time student for purposes of full-time equivalent status in the Registrar's Office (i.e., loan certification, government statistics, etc.) unless you fit into one of the following two categories:

(a) master's candidates who have a program of study on file in the Graduate School, who have completed at least 90% of the coursework for the master's degree, are working full time on his/her thesis or Plan B paper (certified by major professor and department head), and are enrolled for at least 1 hour; or

(b) doctoral candidates who have a program of study on file, who have successfully completed the preliminary examination, are working full time on his/her dissertation or research project (certified by major professor and department head), and are enrolled for at least 1 hour.

Students who fit within the two special categories described above must fill out the Petition for the Optional Student Fee Package regardless of whether they have an assistantship or not in order to receive the full-time student benefits. If these students also wish to purchase student medical insurance, they must visit the Student Medical Insurance office to complete the necessary paperwork after the petition has been approved.

The Optional Student Fee Package costs \$211.50 for the 2008-2009 academic year.