

UNIVERSITY OF WYOMING

Office of Academic Affairs

1000 E. University Avenue
Dept. 3302, 312 Old Main
Laramie, WY 82071
307.766.4286 • fax: 307.766.2606

11 July, 2016

To: Deans, Department Heads, Program Directors and Graduate Coordinators

From: Ann Hild, Interim Associate Vice President for Graduate Education

Copies: David Jones, Provost; Dr. Tami Benham-Deal, Interim Associate V. P. for Academic Personnel and Budgets; Anne Alexander, Associate V. P. for Undergraduate Education; Kathleen Bobbitt, Director, Student Financial Aid and Michele Peck

Subject: *Graduate tuition, fees, and health insurance for students receiving state-funded graduate assistantships via Academic Affairs*

This memo outlines UW policy for support of tuition, fees, and health insurance for students receiving state-funded GAs via Academic Affairs, as well as students receiving funding through the Graduate Tuition and Fee (GTF) Award. **Academic Affairs encourages support of students on full assistantships (creation of student support via split graduate assistantships should occur in only limited circumstances).** It is advisable to offer a full stipend to one student in order to facilitate timeliness to degree and student commitment to their graduate program.

The information below is provided to clarify the support for Graduate Assistantships provided by Academic Affairs.

- A full-time GA (19 hrs./wk. = .475 FTE) is eligible for tuition and fees, up to 9 credit hours per semester, and full cost of the student health insurance.
- A half-time GA (9.5 hrs./wk. = .2375) is eligible for tuition, up to 5 credit hours per semester, 50% of fees and ½ the cost of health insurance.
- A 3/4-time GA (14.25 hrs./wk. = .3563) is eligible for tuition, up to 7 credit hours per semester, 75% of fees and ¾ the cost of health insurance.
- No state-funded Graduate Assistant will be supported on less than half (0.5) GA stipend.
- Academic Affairs does not support the combination of state-funded GAs to increase GA stipend amounts. The effect of combined stipends reduces our GA teaching capacity and graduate student numbers. Consequently, **GA positions must be allocated as they are assigned by AA** to the Deans, or departments. Departmental discretionary funds may be used to increase state-funded stipends (for example, to shift a master's stipend to a doctoral stipend or to increase stipend amounts to be more competitive for recruiting purposes).

- Students supported on a full-time GA may not be expected to work in fulfillment of stipend duties more than 19 hours a week, including their teaching effort. Students supported for less than full stipends must have reduced work hour expectations commensurate with the level of stipend support provided.
- Please be aware of the ACA federal guidelines pertaining to all graduate assistants, http://www.uwyo.edu/acadaffairs/files/docs/academic_hiring_practices_aca.pdf.
- A description of job duties and time limits for GAs receiving (A. A.) state support may be found at: http://www.uwyo.edu/uwgrad/files/docs/ga_job_descr_time_limits.pdf.