



To: College/Program Business Directors & Managers
From: Michele Peck, Business Manager, Executive
Re: Graduate Assistant (GA) Hire Guidelines for Fall/AY 2024-25

Please forward to all appropriate personnel within your college/department(s).

REMINDER: Graduate students must be enrolled appropriately to be hired as a GA. Please make sure the GAs you are hiring are fully enrolled **PRIOR** to starting the extension/hire process.

For all new GA hires, please follow the [Graduate Assistant Hire Process QRG](#).

- Graduate students who have never been hired as a GA or have been previously termed from their GA position.
- Graduate students who may have been hired as a GA in another department, but first time being hired as a GA in your dept. or no longer have an active GA assignment in your dept.

For continuing GAs, please follow the [Entering New Costing for Current Graduate Assistants QRG](#).

- Graduate students who are current GAs **within your dept.** and/or who have not been termed as a GA from your dept. (active assignment).
 - When entering the stipend amount, it is the total stipend amount for the AY or semester (if only hiring on a semester basis).
 - You must enter the tuition, fee and student health insurance information since this is a new AY – if you do not enter this info. completely, your submission will be rejected.
 - If student declined student health insurance, please insert in the 'Comment' section on the t/fees line – 'student declined student health insurance'.
 - Please reference the [student medical insurance web page](#) within the Risk Management Office and pass along to your GAs.
 - Even though a student is able to select 'yes' to the insurance it does not necessarily mean they are eligible.
 - You must enter an end date (i.e. – 12/31/24 or 5/31/25).

Please review the information and links below **before** you start the GA hire process.

- [Graduate Fellowship & Assistantship Policy](#)
 - Please read through entirely, but here are some highlights.
 - Graduate Fellowship/Graduate Assistantship definitions (pgs. 1-2)
 - GA eligibility requirements (pg. 3) – ***students must be enrolled appropriately to be hired as a GA***
 - GA work-load expectations (pgs. 4-5)

- Stipends may not exceed more than 175% of the minimum within a single semester without permission from the SGE Dean/VP (pg. 5).
 - Additional employment with the University (pg. 5)
- [Graduate Education Faculty/Staff Resources](#)
 - [Hire/Termination Dates \(Summer 2024 AY 2024-25\)](#)
 - [Graduate Assistant Designation Funding Form \(AY 2024-25\)](#)
 - [GA T&F Calculation Sheet \(July 2024\)](#)
 - [GA Payroll Schedule](#)
- [Hiring of Graduate Administrative Assistant's Memo](#)
- [Graduate Students on Academic Probation or Suspension Memo \(July 2018\)](#)
- [Standard Fringe Benefit Rates](#)

Additional GA information

- GA allocations funded through School of Graduate Education (SGE), are for the academic year only and not to be used for summer payments (reference GA hire/term dates link above). This includes the SGE/college base GA allocations.
- **ALL** state-funded GA positions allocated through SGE, must contain a teaching component while supported on this funding - [GA Job Descriptions and Time Limits](#).
- GTA teaching obligations must be appropriately recorded in the BANNER system – [Adding GTAs into Banner](#) .
- All **Graduate Assistants (GAs)** with **first time** teaching responsibilities at UW broadly defined, or graduate students who will have teaching responsibilities and have not yet attended, are **required** to attend the GA Teaching & Learning Symposium to assume their duties. Please inform each of your department’s Graduate Assistants with first-time teaching responsibilities about this symposium.
 - Registration link is provided on this page: <http://www.uwyo.edu/uwgrad/enrolled-students/symposium.html>. Students must register to attend by August 16, 2024.
- The PhD level **SGE-funded GA** stipend amount is **\$21,762** (academic year only) and the Master’s level state-funded GA stipend amount is **\$15,642** (academic year only). The stipend amounts listed are the minimums you can pay a graduate assistant for an AY (acad. year), whether being supported with SGE funds or other funding sources. Departments are also required to cover tuition, fees, etc., at minimums listed below.
 - If you elect to pay your GAs more than the \$21,762 (PhD) or \$15,642 (masters) SGE provides, **you must augment the amount from another funding source – not with SGE funds.**
 - This includes the “base” GA allocations from the deans’ offices.
 - Full-time GA (50% FTE = 20 hrs./wk.) is eligible for tuition and *mandatory* fees, up to 9 graduate credits per semester at the standard resident rate, or up to 12 graduate credits per semester at the block tuition (resident) rate, and student health insurance coverage plan.
 - Half-time GA (25% FTE = 10 hrs./wk.) is eligible for tuition, up to 5 graduate credit hours per semester (at the normal resident rate), 50% of *mandatory* fees and ½ the cost of student health insurance coverage plan.
 - 3/4-time GA (37.5% FTE = 15 hrs./wk.) is eligible for tuition, up to 7 graduate credit hours per semester (at the normal resident rate), 75% of *mandatory* fees and ¾ the cost of health insurance coverage plan.

- Audited courses are **not** covered
- Non-graduate level courses are **not** covered
- J-term courses are not covered, unless the course is required curriculum specific to the student's degree
 - J-Term courses are reflected on transcripts as Spring courses and charged OCP tuition and fees
- **International graduate students who are hired as a GA and teaching must demonstrate oral proficiency in order to fulfill duties of the GTA position.**
 - <https://www.uwyo.edu/admissions/international/english-alternatives.html>
- Please contact the International Students and Scholars office if you have additional questions regarding international student requirements while attending UW.
- GA eligibility reminders
 - Refer to the [Graduate Assistantship & Fellowship Policy](#)
 - Student must be a degree-seeking (graduate) student to be hired as a GA and enrolled in 9 graduate credit hours (for exceptions, please reference the [graduate assistant & fellowship policy](#))
 - **GAs are NOT allowed to be enrolled in continuous registration.** NOTE: as the UW fee book states – “Graduate students NOT on Assistantship may enroll in Continuous Registration 5920 and 5940. Tuition will be assessed at \$120 per credit hour on these courses only. Mandatory fees may be applicable.”
 - The GA payroll schedule applies to **all** GAs, not only SGE-funded GAs.
 - Note: the GA's AY total stipend amount is split between the fall and spring semesters evenly – ex. AY stipend amount is \$21,762; \$10,881 is earned for the fall semester and \$10,881 is earned for the spring semester. Please keep this in mind when you are switching a GA's funding and/or position for the spring semester.

Reminder: [Optional Student Fee Package Petition \(pdf\)](#) is available for qualified GAs as well as (non-GA) graduate students. Please be sure to read the form carefully to see if this option is appropriate for your graduate student.

If you have questions, there are issues with any links, or you think there is information missing or incorrect, please contact me – mpeck@uwyo.edu or 307-766-6430.