



GRADUATE ASSISTANTSHIP INFORMATION AND RESOURCES

Resource: [Graduate Education Faculty and Staff Resources](#) page.

Resources to reference regularly:

SAPP: [Graduate Fellowship & Assistantship Policy](#)

- Graduate fellowships vs. graduate assistantships
- Eligibility requirements
- Graduate assistantship work-load expectations
- Tuition, fee and student health insurance benefits

Departments are required to cover at least the minimum coverage set by SGE.

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.

[Graduate Assistant \(GA\) Payroll Schedule – AY 2024-25](#)

- Applies to all GAs – no matter the funding source
- Notification email has been sent to all currently enrolled graduate students

[Graduate Assistant Hire Guidelines – AY 2024-25](#)

This information is emailed to all college/program business directors

[Optional Student Fee Package Petition \(.pdf\)](#) – OTR Form

Overview/purpose:

- Approval of this form will allow graduate students who qualify to purchase the optional student fee package and be considered a full-time student for the indicated semester for student loan deferment and insurance/government documents.
- The student benefits package allows access to Student Health Services, UW athletic events, ASUW membership, and access to Campus Recreation facilities/activities.
- The student benefits package is required of part-time students who wish to purchase the UW student medical insurance.



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- The master's candidate is eligible to participate in the Optional Student Fee Package for a period not to exceed two (2) semesters. The doctoral candidate is eligible to participate in the Optional Student Fee Package not to exceed three (3) semesters.
- If the student wishes to have the student medical insurance, this form must be submitted to the Office of the Registrar by the last day to drop courses for each semester.

Minimum eligibility qualifications to be reviewed by student and department:

1. An Anticipated Graduation Date form is on file with the Office of the Registrar
2. A Program of Study is on file with the Office of the Registrar
3. The student is currently registered in at least 1 graduate credit hour, excluding enrichment and continuous registration
4. (PhD only) Preliminary Examination was passed within four years of the declared date of graduation
5. (Master's only) 90% of coursework completed
6. The student is within the limits of eligibility – this petition may be filed twice at the masters level or 3 times at the doctoral level:

Choose one of these qualifying statuses:

- ☐ International degree seeking graduate student enrolled in less than 9.0 credit hours during the fall or spring semester that plans to graduate within the next 2 semesters (Master's) or 3 semesters (Doctoral).
- ☐ Domestic student enrolled in less than 4.5 credit hours during the fall or spring semester that plans to graduate within the next 2 semesters (Master's) or 3 semesters (Doctoral).

****Additional employment on campus, referenced in the Graduate Fellowship & Assistantship Policy (pg. 5)***

6. Additional Employment with the University. Employment in excess of 20 hours per week can be a hindrance to timely completion of a graduate assistant's degree.

a. As a general recommendation, full-time graduate assistants should not accept additional employment with the university, and half-time graduate assistants should not accept more than 10 additional hours of employment with the university.

b. Graduate assistants, who accept additional employment at the university that results in the individual working more than 20 hours per week for the university, must inform in writing their department/unit head, their secondary university employer(s), and the Associate Vice Provost for Graduate

Education prior to beginning additional employment.

1) The secondary university employer(s) assumes full responsibility for paying for any benefits required beyond those provided as part of the graduate assistantship.

2) Failure to notify the department/unit head, the secondary university employer and/or the Associate Vice Provost for Graduate Education may result in the termination of the individual's graduate assistantship.



UNIVERSITY
OF WYOMING

Graduate Education

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Employee Handbook (pgs. 63-64)

C. TYPES OF NON-BENEFITED EMPLOYEES

2. STUDENT EMPLOYEES

Student employees as defined here are excluded from the benefits provisions applicable to staff employees and are not eligible for the privileges and benefits of staff employment, although they are eligible for such benefits as workers' compensation and unemployment. A student employee shall be any person enrolled, as an undergraduate or professional student, full or part-time for at least 6 credit hours per semester during the academic year or as a graduate student for at least 4.5 credits per semester during the academic year or 3 credit hours during the summer session or any person with a graduate assistantship which has been awarded in accordance with procedures established by the Provost & Senior Vice President for Academic Affairs. ***Student employees shall not exceed working 30 hours per week during a pay-period during periods where school is in session. International student employees shall not exceed working over 20 hours per week during a pay-period during periods where school is in session.*** Student employees may be assigned a work schedule in advance or may work on an as-needed basis and also include those whose expected length of service is less than six months or whose work schedule is intermittent or irregular. Ongoing employment shall be based upon the availability of work, continued funding and/or satisfactory job performance. All non-benefited employees are considered at-will.