



DATE: August 1, 2012
TO: Deans, Department Chairs, and Graduate Directors
THROUGH: Ann G. Wylie, Senior Vice President and Provost
FROM: Charles Caramello, Associate Provost and Dean
SUBJECT: Stipend Levels for Graduate Assistants and Fellows for FY 2013—REVISED

The FY2013 USM Compensation Guidelines include a two-percent Cost of Living Adjustment (COLA) to be made on January 1, 2013 for regular faculty, staff, and graduate assistants. The *revised* FY13 minimum stipends for Step I Graduate Assistantships, whether on state or research accounts, are given below, together with additional guidelines. **The COLA adjustment applies to all graduate assistant stipend levels, which should be increased by 2%. It does not apply to fellowship stipend levels.** Please ensure that your stipend levels and practices will be in compliance effective January 1, 2013.

Graduate Assistantship Stipends

- A. All graduate assistants fall into one of three steps. Step I is for first-year graduate assistants only; Step II is for second-year assistants, as well as those students, new or continuing, holding a master’s degree; and Step III is for doctoral students officially advanced to candidacy. Students should be placed in the appropriate step.
- B. The Graduate School sets a *minimum* stipend level for Step I. Each unit is to ensure that its Step I stipend level is equal to or higher than the minimum specified below.
- C. Stipend levels have no caps at any step, and should differ between steps.
- D. All graduate assistants at a particular step, in a particular unit, should receive the same stipend amount regardless of their payment history.

Minimum Stipends for *Step I* Graduate Assistantships are as follows:

9-month Assistantship			9.5-month Assistantship			12-month Assistantship		
	Full	Half		Full	Half		Full	Half
Step I	\$14,274	\$7,137.00	Step I	\$15,067	\$7,533.50	Step I	\$19,032	\$9,516.00

NOTE: Teaching Assistants must be offered 9.5- or 12-month assistantships due to responsibilities after the last day of classes; TAs may not be offered 9-month assistantships.

Graduate Fellowship Stipends: 9 and 12-Month

- A. The Graduate School sets *minimum* stipend levels, specified below, for fellowships to qualify for tuition remission. For details, see: www.gradschool.umd.edu/prospective_students/general_fellowship.html.
- B. Fellowship stipend levels have no caps.
- C. Guidelines for University and Dean's Fellowship increments apply.
- D. No work requirements can be attached to graduate fellowships.

Minimum Stipends for Graduate Fellowships are as follows:

9-month Fellowships	
Full	Half
\$15,000	\$7,500

12-month Fellowships	
Full	Half
\$20,000	\$ 10,000

International Students on Assistantships or Fellowships

International students offered 9- or 9.5-month assistantships or fellowships must show proof of private financial resources for the remainder of the year or must be provided additional support for that period. In either case, the total 12-month amount must equal or exceed the amount required by U.S. Citizenship and Immigration Services to obtain an immigration visa. For further information, contact International Education Services (IES) at ex. 4-7740.

For further information regarding stipend guidelines, or for other assistance, contact Patricia Woodwell, Director, Administrative Services (x50814) or Barbara Ferguson, Fellowship Coordinator (x50371).

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