

**THE DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES
DOCTORAL DEGREE**

ASSISTANTSHIPS

To be eligible for assistantships, the minimum enrollment is 9 hours in each regular semester and at least 3 hours in a summer term. If a student is involved full time in dissertation research, the semester schedule should reflect at least 9 hours of research or dissertation enrollment.

The department makes every effort to support its Doctoral students with a half-time (.50) graduate assistantship for three academic years. This support is dependent upon the availability of assistantship funds, the student's progress in the graduate program, and the performance of the student in the assistantship role.

Assistantships will not take effect until a Benefits packet and PAF form are completed and on file in the Personnel office. New students who have an assistantship must provide a copy of their driver's license and social security card to the department in order to receive their monthly check from payroll. **All students who are offered an assistantship must also apply for College Work Study as this financial aid helps support their assistantships.**

Insurance

Graduate Part-Time Instructors, Teaching Assistants, Research Assistants and Graduate Assistants who are appointed half time (50%) or more, for 4.5 months or more, are eligible to enroll in the group insurance programs. **Graduate student employees are not automatically enrolled in the health plan.** Each student must attend a Benefits orientation meeting prior to enrollment where information on policies, cost and procedures are provided. If you do not enroll during your first 30 days of employment, you must meet evidence of insurability requirements by submitting acceptable medical information to Blue Cross Blue Shield for future enrollment. Approval is not guaranteed. Your insurance is not in effect the first 90 days of employment.

Graduate students who are currently enrolled in the insurance and who are re-appointed 50% time for the fall will maintain insurance coverage previously selected and are not required to complete new insurance enrollment forms.

Additional information about benefits may be obtained from the Personnel Department, Benefits Section, Room 147 Drane Hall, or if your last name begins with the letters A-G, call 742-3855, for letters H-O, call 742-3856, and for letters P-Z, call 732-2600.