LETTER OF INTENT
All graduate assistants must sign a letter of intent for the department offering the assistantship. The letter of intent establishes the amount of the monthly stipend, length of appointment, and the number of hours per week service during appointment.

HEALTH INSURANCE
All C-base Graduate Assistants receive single health insurance coverage under the ISU Student and Scholar Health Insurance Plan as a benefit of their assistantship for the duration of their appointment. Enrollment in the health insurance plan is automatic for the graduate assistant. Graduate assistants may also enroll their lawful spouse or domestic partner, and unmarried dependent children under age 26, who reside with and are fully supported by the covered student for an additional premium. Dependents must be added within 30 days of the hire date of the graduate assistant. Once the graduate assistant and their dependents are added to the plan, they will be required to remain on the plan until the end of the policy year or until their assistantship ends.

PRESCRIPTION DRUG BENEFIT PROGRAM
Graduate Students have prescription drug coverage when enrolled in the ISU Student and Scholar Health Insurance Plan. This plan will reduce the cost of prescription medication available at the Thielen Student Health Center Pharmacy or at any pharmacy participating in the Coventry Health Care National Network. Spouse and children will also have the prescription benefit if they are enrolled in the ISU Student and Scholar Health Insurance Plan.

DENTAL INSURANCE
All C-base Graduate Assistants are eligible for the dental insurance plan which is partially subsidized by the university. Graduate assistants may also enroll their lawful spouse or domestic partner, and unmarried dependent children under age 26, who reside with and are fully supported by the covered student. Graduate assistants must enroll themselves and their dependents within 30 days of the hire date of the graduate assistant. Once the graduate assistant and their dependents are added to the plan, they will be required to remain on the plan until the end of the policy year or until their assistantship ends.

VISION INSURANCE
Information about the two vision discounts programs is available on the SSHIP web page at http://www.hrs.iastate.edu/hrs/sship.

Additional information about the health, pharmacy, dental and vision discount benefits plans can be obtained on the Student and Scholar Health Insurance Program office web page at http://www.hrs.iastate.edu/hrs/sship.

LEAVE
Arrangements for a leave of absence are made between the graduate assistant and that assistant’s supervisor. When a graduate assistant needs to be absent either for personal reasons or illness, the supervisor should understand in accommodating to that need. At the same time, the graduate assistant should attempt to plan personal leave so that it does not interfere with or cause neglect of the duties associated with his or her appointment. Supervisors of graduate assistants are responsible for ensuring that their graduate assistants do not exceed reasonable limits for leave.

REGISTRATION REQUIREMENTS FOR GRADUATE ASSISTANTS
All graduate assistants (appointed 1/4-time or more) must register for 2 credit hours and pay fees each term (including summer session) in which they hold an appointment. Students on appointment for more than three months between the first and final class days of the Fall or Spring semesters will be assessed full resident fees and given a Graduate College Scholarship credit (see below) if they are not on academic probation or restricted admission. Spouses of graduate assistants (who are paying full fees) are assessed at the resident rate.
Students on appointment for more than five class days but less than three months of the fall or spring semesters are assessed fees by the credit hour according to residency and are not eligible for the scholarship credit (see below). Students on appointment for less than five class days will not be required to register.

**GRADUATE SCHOLARSHIP CREDIT**

Graduate students appointed to graduate assistantships 1/4-time or more, except those also holding traineeships or fellowships that provide funds for payment of fees, are assessed fees at the full resident rate. In addition, a Graduate Tuition Scholarship (GTS) credit covering a portion of the resident fees is usually provided for each graduate assistant except for those students on restricted admission or on academic probation. The GTS credits are:

**PhD**
- 100% of full resident tuition per semester for each PhD student on an assistantship appointment of 1/2-time or more;
- 50% of full resident tuition per semester for each PhD student on an assistantship appointment of 1/4-time or more, but less than 1/2 time.

**MS**
- 50% of full resident tuition per semester for each MS student on an assistantship appointment of 1/2-time or more;
- 25% of full resident tuition per semester for each MS student on an assistantship appointment of 1/4-time or more, but less than 1/2 time.

For fall and spring semesters, a student must be on appointment for at least three months of the semester to qualify for a GTS. For summer session, a student must be on appointment for at least six weeks to qualify for a GTS. For all terms, appointment papers must have been processed by the department before the end of the first full month of classes (i.e., usually around the fifth week of the fall or spring semesters). A GTS not used by the due date of the second fee payment installment will be forfeited.

Students who will not be on appointment for the summer session may still be eligible for resident tuition. Students must have been on assistantship appointment during the two preceding semesters. This allowance is restricted to the summer session following a nine-month appointment.

Information on how to use the Graduate Scholarship system can be found on the Graduate Assistantships page.

**TENURE OF APPOINTMENT**

The satisfactory completion of one appointment, plus satisfactory academic performance, will ordinarily make a student eligible for reappointment. After a maximum period of three years of full-time study for the master’s degree or five years for the doctorate, the student may be continued on assistantship only with prior approval of the Graduate Dean. Shorter periods may be stipulated for individual departments.

**TERMINATION OF APPOINTMENT**

One or more of the following may be grounds for termination of appointment:

- Failure to maintain the stipulated cumulative grade point average (3.0) set by the Graduate College for appointment. The assistant will be dismissed at the end of the semester in which notice of academic probation is received, but the grace period may be extended for a specified period of time by an agreement between the department chair and the Graduate Dean.
- Failure to comply with graduate student responsibilities.
- Personal conduct seriously prejudicial to the university, including violation of the Regents’ “Uniform Rules of Personal Conduct” and general university regulations.
- Neglect of duty, or incompetence.