



GRADUATE STUDIES

RESPONSIBILITIES OF GRADUATE ASSISTANTS AND TUITION SCHOLARS

Tuition Remission

Graduate assistants and tuition scholars must come to the Graduate Studies Office at the beginning of **each** semester and complete a tuition remission form in order not to be charged for their tuition.

Department Responsibilities

Graduate assistants and tuition scholars are required to work 15 weeks through the semester. The student should consult with his/her faculty advisor or the graduate program director to determine the distribution of these hours throughout the semester.

Graduate assistants are expected to give 20 hours of service a week to their department, and tuition scholars 7 hours a week. Department chairpersons supervise assistants' and tuition scholars' service to the department and their programs of study. In many departments, chairpersons delegate their supervisory role to the graduate program director or other faculty members.

Graduate assistants and tuition scholars are expected to carry out their assigned duties and responsibilities in a thorough, timely, and professional manner. Failure to do so can lead to the non-renewal of awards even when the student's grades are at or above the minimum GPA.

When graduate assistants and tuition scholars serve as teaching assistants in the classroom or in the laboratory, they function as members of the faculty and should be treated as faculty by students. Graduate students who hold keys and who have access to departmental offices and laboratories are responsible for the security of these facilities just like members of the faculty. All keys must be returned to the department before the student leaves the University. The chairperson may ask for the return of the keys at anytime. Finally, in some departments, students are required to pay a "key deposit" which is refunded to the student upon return of the keys.

Academic Performance and Expectations

Graduate assistants and tuition scholars are required to maintain a "B" average (G.P.A. = 3.00) - the minimum required of all graduate students. Some graduate departments require that assistants and tuition scholars maintain a minimum grade point average that is above 3.00. Since the number of applicants far exceeds the number of available awards, assistants and tuition scholars should strive to do much better than the "B" minimum.

Graduate assistants and tuition scholars are also expected to participate actively in the intellectual life of their departments. They should attend all colloquia provided by their departments and assist in seminars and forums as directed by their chairperson.

Outside Employment

Full-time graduate assistants are not permitted to take other employment while holding their assistantship. Students holding tuition scholarships are cautioned against taking other employment. The loss of time to other employment may make it more difficult to maintain the minimum “B” average.

Enrollment in Summer Courses and Extra-departmental Courses

Graduate assistants and tuition scholars do not receive Summer stipends. However, they may be given a waiver of tuition for courses taken during the Summer Sessions following their first year as a graduate assistant or tuition scholar. The tuition waiver is given in return for services to the respective graduate departments. The waiver of tuition for one or for two Summer courses requires 35 hours of service for each three-credit course over the course of the Summer at the discretion of the student's advisor. Requests for tuition waivers must be presented in writing to the Graduate Dean no later than May 1.

Graduate assistants and/or tuition scholars attempting to register for either (a) a Villanova graduate course outside of their discipline, and/or (b) a Villanova undergraduate course of any type will be approved for tuition remission if the course in question is demonstrably related to the completion of their degree requirements. For example, a given graduate student, with the consent of his or her advisor, might wish to enroll in a particular graduate or undergraduate course in order to gain the expertise necessary to complete a thesis. The demonstrable relationship to the degree should be documented in writing by the graduate student's department chairperson or program administrator. Mindful of the departmental or program recommendation, Graduate Studies then renders the final judgement. Graduate Studies cannot assume the responsibility of covering tuition remission for graduate assistants and/or tuition scholars seeking to enroll in non-degree related courses, even though the courses may be taken for legitimate professional purposes, e.g., fulfillment of some type of professional certification requirements, or in courses offered by another academic institution.

Library Privileges

Graduate assistants and tuition scholars may borrow books from the library. They may keep books out for 60 days with the possibility of two renewals, 60 days each. There is a waiver of daily fines for overdue Main Stacks books. They are, however, responsible for replacement costs on unreturned books. They may also take journals (current and bound periodicals) to department offices for same-day photocopying. Items must be checked out and returned to the front desk within three hours. (The Graduate Dean's Office supplies Falvey Memorial Library with a list of current graduate assistants and tuition scholars.)

Change of Address

All changes of local address and telephone numbers are to be reported at once to the Office of the Registrar (610-519-4032).

International Students

All international students are required to furnish the Graduate Studies Office, the Registrar, and Mr. Hubert Whan Tong, the International Student Advisor, with address changes. All requests for extension of program end date should be directed to Mr. Hubert Whan Tong, International Student Office, in Connelly Center, 2nd Floor (610-519-8017). All international students with student visas are required to carry a minimum of nine credit hours per semester.

ARTS & SCIENCES GRADUATE STUDENT COUNCIL

Graduate assistants and tuition scholars are strongly encouraged to participate in the Graduate Student Council. The Council is the representative group of the graduate student body, and consists of one representative from each Arts and Sciences department or program. It acts as a coordinating organization between the graduate student body, the administration, and the faculty. Extracurricular activities for the benefit of the graduate student body are organized and promoted by the Council.