

**Villanova University Graduate Assistant Stipend Rates and Procedures
2024-2025
Effective July 1, 2024**

Overview

Graduate Assistants (GAs) are an integral part of the Villanova community. Graduate assistantships attract talented student-scholars to Villanova, and these positions provide significant support to faculty research and scholarship, program offices, and academic course delivery. Graduate Assistantships constitute an employment relationship between the University and GA, and accordingly are subject to prevailing Villanova policies and procedures related to employment (with the exclusion of benefits such as those for full-time faculty and staff) as well as legal and regulatory guidelines. Graduate Assistants are supported through unrestricted operating, entrepreneurial, and sponsored award funding.

Graduate Assistants may not begin working or receive stipend compensation until they have completed all onboarding requirements. Delays in work authorization will likely result in pro-ration of the payment schedule. The benefits associated with this Graduate Assistantship are contingent upon the following: completion of the mandatory orientation program, satisfactory submission of all legally required employment documents and background checks as determined by the Office of Human Resources, making satisfactory academic progress towards degree completion, and adhering to the University’s [student code of conduct](#).

In accepting a funding offer, Graduate Assistants agree to the terms and conditions contained within their offer letter. Appointments are at-will, and the terms are subject to change upon written notice.

In all cases, academic programs will provide graduate students with official offer letters of assistantship with information about expectations, responsibilities, and compensation. Stipend rates are differentiated by the GA student status group (see table).

Stipend Rates*

GA Student Status Group	Bi-Weekly Rate	9 mo AY (19 Pay Base, 8/26/24-5/18/25)	12 mo AY (26 Pay Base, 8/26/24 – 8/25/25)
MRA	\$1,043.68	\$19,830.00	\$27,135.79
MTA	\$1,043.68	\$19,830.00	\$27,135.79
MPT	\$1,043.68	\$19,830.00	\$27,135.79
DRE1	\$1,218.42	\$23,150.00	\$31,678.95
DRE2	\$1,352.63	\$25,700.00	\$35,168.42
DRE3	\$1,352.63	\$25,700.00	\$35,168.42
DRH	\$1,551.05	\$29,470.00	\$40,327.37
DTH	\$1,551.05	\$29,470.00	\$40,327.37
DRN	\$1,387.84	\$26,369.00	\$36,083.89

*Additional appointment durations (for instance, between 19 and 26 bi-weekly periods) may be structured to align with program requirements or effort expectations, in consultation with and subject to the approval of the Grad Center.

Additional Categories of Assistance for Graduate Students

Tuition Scholarships (TS): In some cases, academic or University departments may offer a graduate student a TS. Students in this category will receive tuition remission for a set number of credits (as predetermined by the college or University department). Typically, tuition remission will not exceed 48 credit hours over the course of a consecutive two-year period. In exchange for tuition remission, a Tuition Scholar will work 7 hrs/week during the academic year. Tuition Scholars are not onboarded through Human Resources and are not required to submit employment paperwork.

Graduate Assistant Hourly (GAH): Graduate students who are hired for fewer than 20 hours per week, as temporary graduate assistants or to assist on temporary special projects, must be hired in a Graduate Assistant Hourly (GAH) student worker position. These position requests must be submitted to Human Resources for review. The hourly rate will be at the approved degree level (\$18/hr for master's level students; \$21/hr for doctoral level students). Tuition remission is not included as part of GAH positions, but may be combined with TS if the student holds multiple roles.

Students may work on different projects with their efforts funded proportionally across several funding sources (represented by indexes in the university system). The relevant indexes and proportions should be indicated at the time of onboarding, or through the Electronic Personnel Action Form (EPAF) if funding sources or distributions change after onboarding. Students, including graduate assistants, may not work more than 20 hours/week across all jobs while classes are in session. Graduate students may also not hold more than one graduate assistantship.

Graduate Assistant Onboarding

The Grad Center hosts a mandatory Graduate Assistant Orientation program. Among other things, this program provides community building activities, acclimates students to life at Villanova, ensures GAs are properly onboarded through Human Resources, and introduces GAs to Responsible Conduct of Research training. A formal invitation with more details is communicated to students via email.

GAs are also responsible for attending any mandatory orientation or training programs offered through their department, college, program, or lab with which they have an employment relationship.

Any conflict between the university-wide Orientation program hosted through the Grad Center and an individual department orientation should be worked out in advance and communicated to all parties.

New Graduate Assistants beginning in Fall or Spring terms are eligible for a \$500 startup grant. This grant is distinctly separated from employment and is intended to defray living expenses as students transition to Villanova. The Grant application will first be available to students at the Graduate Assistant Orientation program, but will become available subsequently to students unable to attend orientation due to unavoidable conflicts or otherwise excused absences. The Grant is taxable income, and reporting is the responsibility of the student. There are no withholdings for US citizens and 14% tax rate for international students (unless otherwise indicated through IRS tax treaty regulations). Tuition Scholars and Graduate Assistant Hourly workers are not eligible for the Startup Grant.

Graduate Assistant Schedule

GAs are required to provide service to their department or other unit of the University from the first day of the first pay period for which they are onboarded and approved to begin work through the last day of their final pay period. Tuition Scholars should expect to provide their hours of service to their department from the first day of class through the end of the semester.

Schedules vary by department and service may be required during university breaks, depending on the nature of the work needed. The student should consult with their supervisor to determine the distribution of these hours throughout the semester.

Neither GAs nor Tuition Scholars are entitled to paid vacation or sick days. In the event that a GA or Tuition Scholar cannot perform their assigned duties, they must communicate their absence clearly to their supervisor and settle on a mutually agreed upon make-up plan. This plan should be made in writing.

If a GA or Tuition Scholar wishes to take summer courses, they may use some of their tuition remission credits (typically from 3 to 6). The number of credits taken during the summer is included in the total credits awarded during each academic year. In most cases, GAs on a consecutive two-year award may only take summer classes between their first and second years. Tuition remission is given in return for services to the respective departments. The waiver of tuition for one or for two summer courses requires 35 hours of service for each three-credit course over the summer at the discretion of the student's supervisor or department. The ability to use tuition remission during the summer is not a guarantee and is not available in all departments. Students must make this request and determine the feasibility, work schedule, and other necessary arrangements with their supervisor at least 3 months in advance of the start of the summer session.

Additional Considerations for Graduate Assistants funded by Sponsored Awards/External Grants

During the summer months, graduate students supported on external funding may be hired as a Graduate Assistant Hourly (GAH) and may work up to 35 hours per week.

Students supported on external grants may qualify for tuition remission through the Office of the Provost. Remission requests must be submitted in a timely fashion prior to the beginning of the academic term.

GA Student Status Group and Definitions

GA Student Status Group	Description of primary responsibilities
MRA	Master's Graduate Research Assistant – 20 hours/week. Eligible for need-based health benefit subsidy. Assist faculty w/research
MTA	Master's Graduate Teaching Assistant – 20 hours/week. Eligible for need-based health benefit subsidy. Assist faculty w/teaching, classes, labs, grading
MPT	Master's Graduate Professional Traineeship – 20 hours/week. Eligible for need-based health benefit subsidy. Assist professional staff offices to gain professional experience
DRE1	Doctoral Research Assistant-I (Pre-Qual) Engineering – 20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/research while taking mandatory doctoral classes
DRE2	Doctoral Research Assistant-II (Post-Qual) Engineering – 20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/research as a full-time research student
DRE3	Doctoral University Research Assistant Engineering – 20 hours/week eligible for need-based health benefit subsidy. Assist faculty w/research as a full-time research student
DRH	Doctoral Research Assistant Humanities – 20 hours/week - eligible for need-based health benefit subsidy. Assist faculty w/research as a full-time research student
DTH	Doctoral Teaching Assistant Humanities – 20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/teaching including teaching sections as lead instructor
DRN	Doctoral Research Assistant Nursing –20 hours/week – eligible for need-based health benefit subsidy. Assist faculty w/research as a full time research student