



*College of Nursing*

VILLANOVA  
UNIVERSITY

**GRADUATE PROGRAM**

## **GUIDELINES FOR GRADUATE ASSISTANTS AND TUITION SCHOLARS**

Each academic year the College of Nursing maintains five Graduate Assistantships and a limited number of Tuition Scholarships. Students receiving a Graduate Assistantship or Tuition Scholarship must enroll for full-time study (a minimum of 9 credits) each semester.

A Graduate Assistantship provides a waiver of tuition and fees, plus a stipend. The tuition waiver is given in return for 20 hours of work per week within the College of Nursing during the 15 week semester. A Tuition Scholarship provides a waiver of MSN tuition and fees in return for 8 hours of work per week within the College of Nursing. A Tuition Scholarship provides a waiver of PhD tuition and fees in return for 12 hours of work per week within the College of Nursing. Graduate Assistants and Tuition Scholars are assigned work according to the needs of the College of Nursing.

Graduate assistants and tuition scholars are required to maintain a "B" average (GPA = 3.0) - the minimum required of all graduate students. Since the number of applicants far exceeds the number of available awards, Graduate Assistants and Tuition Scholars should strive to do much better than the "B" minimum. Moreover, it is very important that Graduate Assistants and Tuition Scholars 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.

A student is cautioned against taking other employment while holding a full-time Graduate Assistantship. Students holding Tuition Scholarships are also cautioned against taking other employment. The loss of time to other employment may make it more difficult to maintain the minimum "B" average.

Graduate Assistants and Tuition Scholars do not receive summer stipends. However, they may be given a waiver of tuition for summer 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 College of Nursing. The waiver of tuition for one or for two summer courses requires 35 hours of service over the course of the summer at the discretion of the student's advisor. The waiver of tuition for three or for four summer courses requires 70 hours of service over the course of the summer at the discretion of the student's advisor. Requests for summer tuition waivers must be presented in writing to the Director, Graduate Nursing Program no later than April 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 and the Director, Graduate Nursing Program. The College of Nursing 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.

The Director, Graduate Nursing Program is responsible for assigning Graduate Assistants and Tuition Scholars service responsibilities to the College of Nursing. It is recommended that Graduate Assistants and Tuition Scholars attend all colloquia provided by the College of Nursing and that they participate and assist in seminars and forums as directed.

Students who hold keys and who have access to departmental offices and laboratories are responsible for the security of these facilities just as if they were members of the faculty. All keys must be returned to the College of Nursing before the student leaves the University. The Program Director may ask for the return of the keys at anytime.

Graduate Assistants and Tuition Scholars may borrow books from the library. They may keep books out for six weeks and there is a waiver of fines for overdue books. They are, however, responsible for replacement costs on unreturned books. The Graduate Nursing Program office provides Falvey Memorial Library with a list of Graduate Assistants and Tuition Scholars each academic year.

All requests for change of status should be made in writing and addressed to the Director, Graduate Nursing Program. All changes of local address and telephone numbers are to be reported at once to the Graduate Nursing Program office.

All international students with student visas are required to carry a minimum of nine credit hours each semester. All international students are required to furnish the Graduate Nursing Program office and Mr. Stephen McWilliams, the International Student Advisor, with address changes. All requests for extension of visa should be handled by Mr. McWilliams' office in Corr Hall 610-519-4095.

Graduate assistants and tuition scholars may dine in the faculty dining room.