

### **Student Employees and Work Study Employees: Fall and Spring**

The University has determined that students working in on-campus student employment positions (i.e. student worker, student residence hall assistant, student assistant or work study) shall be limited to no more than an average of 20 hours worked per week, during the fall and spring semesters.

### **Student Employees and Work Study Employees: Winter Session**

The University has determined that students enrolled in the WVU Winter Session must adhere to the 20 hour a week policy: Students working in a campus student employment position (i.e. student worker, student residence hall assistant, student assistant or work study) shall be limited to no more than an average of 20 hours worked per week. Students not enrolled in Winter Sessions class may work 37.5 hours a week when classes are not session and the University is open.

### **Student Employees and Work Study Employees: Summer**

If a student is enrolled half time or less (3 credits or less for graduate students, 6 credits or less for undergraduate students) during the summer term and working in an on-campus student employment position, that student may work full time (40 hours per week). If a student is working more than 20 hours per week, business officers and hiring supervisors must provide the "Student Worker Tax Withholding Guidelines" as working these increased hours has tax implications which differ from part-time employment.

If a student is enrolled more than half-time, they shall be limited to no more than an average of 20 hours per week for on-campus student employment positions.

### **Graduate Assistants**

In addition, please note that previously established work standards for students in graduate assistantships can be found at the following Web site <http://graduate.wvu.edu/funding-and-costs/graduate-assistantships-new/assistantship-policies-new>. Generally speaking, graduate assistants should be assigned no more than an average of 20 hours of work per week and may be employed in another on-campus position, in addition to the assistantship, for no more than 100 hours per regular semester.

### **International Students**

Please note that specific restrictions apply to our international students on F-1 and J-1 visas. They must be continuing students in good standing with the University, and federal regulations specifically limit employment to 20 hours per week on-campus while school is in session, 40 hours per week on-campus otherwise, regardless of the position type. For questions regarding the employment of international students, contact the Office of International Students and Scholars at 304.293.3519 or [OISS@mail.wvu.edu](mailto:OISS@mail.wvu.edu).