

### Priority Extension Teaching Assistant Application Form

If you are a graduate student registered in a full-time program and are a priority Teaching Assistant who has exhausted your priority terms, you may apply once to extend your priority for one (1) term for a Master's student and up to two (2) terms for a Ph.D. student. In order to apply for an extension, please submit the completed form to your program department by the deadlines that are noted below:

- Fall / Winter Term: apply no later than August 1.
- Winter Term: apply no later than December 1.
- Summer Term: apply no later than April 1.

**For the Fall 2023 Term, the University will allow applications up to 12:00 p.m. Thursday August 31, 2023.**

Please note you must be registered as a full-time graduate student in your program in the term(s) that you are seeking a priority extension. In addition, please note that priority extension is subject to availability of positions and meeting the requisite qualifications for any available TA positions.

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Name: \_\_\_\_\_ Term of Admission: \_\_\_\_\_  
Date (mm/dd/yy): \_\_\_\_\_ Student Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Degree: \_\_\_\_\_  
Carleton Email: \_\_\_\_\_ Program Completion Deadline: \_\_\_\_\_

Please identify the following information:

(a) Indicate the term(s) you are seeking extension: \_\_\_\_\_

(b) Please indicate the number of term(s) left in the regular time for your degree:  
\_\_\_\_\_

(c) Are you currently in an extension for completion of your program or seeking an extension?:

Yes    No

**Application Information on Extension of Priority**

Please explain in detail why you are seeking an extension of your priority as a Teaching Assistant.

Please provide any additional information you wish to be considered as part of this application:

I declare that the information in this application is correct and complete. I acknowledge that, if evidence of misrepresentation or fraudulent or falsified information is found, Carleton University reserves the right to revoke my application and/or revoke any extensions of priority that have been granted by Carleton.

\_\_\_\_\_

Student Signature

Date

**ONCE COMPLETED, PLEASE SUBMIT THE COMPLETED FORM TO YOUR PROGRAM DEPARTMENTAL  
ADMINSTRATOR VIA EMAIL WITH SUBJECT LINE: APPLICATION FOR PRIORITY EXTENSION**

**THE FOLLOWING WILL BE COMPLETED BY THE DEPARTMENT AND THE DEAN'S OFFICE ONCE THEY HAVE RECEIVED THE COMPLETED APPLICATION FROM THE STUDENT AS OUTLINED ABOVE.**

**DEPARTMENTAL USE ONLY**

1. Is the applicant in good academic standing?

Yes  
No

2. Has the applicant exceeded the program completion timelines per the Graduate Calendar?

Yes  
No

3. If the applicant has exceeded the program completion timelines per the Graduate Calendar, does the department support extending the priority terms for the term(s) sought?

Yes  
No

4. Has the Department confirmed with the Dean's Office that a TA position is available for this applicant?

Yes  
No

**DEAN'S OFFICE USE ONLY**

1. Is funding available to fund the extension of priority sought?

Yes  
No

2. Has the Department approved the extension of priority for the term(s) sought?

Yes  
No

3. Is there an operational need for an additional TA in the term(s) sought?

Yes  
No

4. Based on current need, do you anticipate there will be a suitable available position for the TA?

Yes  
No

The following decision been made by the Dean or delegate:

Approved: the request for an extension has been approved for the term(s) sought subject to the applicant registering as a full-time graduate student in the term(s) the extension for priority has been approved. Please note that you will be assigned where there is an operational need for a TA with your qualifications.

Partially Approved: the request for extension has been partially approved for the \_\_\_\_\_ term subject to registering as a full-time graduate student in the term the extension for priority has been approved. Please note that you will be assigned where there is an operational need for a TA with your qualifications. We are unable to provide extension of priority for all terms sought as the University is:

Unable to secure funding to extend your priority appointment.

Unable to extend priority due to program completion timelines.

Unable to find suitable vacancies to extend your priority appointment.

Denied: The request for extension has been denied for the following reason:



**Carleton**  
UNIVERSITY

Canada's Capital University

**Office of the Deputy Provost  
(Academic Operations and Planning)**  
421 Henry Marshall Tory Building  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6 Canada  
Tel: (613) 520-2600, ext. 7067

Unable to secure funding to extend your priority appointment.

Unable to extend priority due to program completion timelines.

Unable to find suitable vacancies to extend your priority appointment.

**THE DEAN'S OFFICE SUBMITS THE COMPLETED FORM TO BANA AL TAHIR, ACADEMIC RELATIONS COORDINATOR (EMAIL: [BANA.ALTAHIR@CARLETON.CA](mailto:BANA.ALTAHIR@CARLETON.CA)) IN THE OFFICE OF THE DEPUTY PROVOST.**

**THE OFFICE OF THE DEPUTY PROVOST WILL INFORM THE APPLICANT OF THE DECISION AND FOLLOW-UP WITH FGPA TO BUILD A PRIORITY EXTENSION, IF APPLICABLE.**