

Policy Name: Eligibility of Carleton Employees for University Administered Funding
Originating Department: Graduate Studies
Responsible Department: Provost and Vice-President (Academic)
Approval Authority: Senior Management Policy Committee
Date of Original Policy: October 2026
Mandatory Revision Date: October 2031
Contact: Vice-Provost, Graduate Studies

Policy Statement:

This policy provides guidelines for eligibility of Carleton University (Carleton) employees to university-administered funding.

Purpose:

Some Carleton University employees benefit from a tuition waiver program that covers Carleton tuition fees. This program applies both to part-time students and full-time students. This policy seeks to define university-administered funding limitations.

Scope:

This policy applies to all full-time employees who benefit from a tuition waiver as part of their collective agreement or contract with Carleton University and are admitted or have an offer of admission to a Carleton University graduate program.

Procedure:

Prior to submitting an admission recommendation to a graduate program at Carleton, admitting Departments must be aware of the following, and submit admission recommendations accordingly:

1. Full-time Carleton employees admitted to a graduate program who are qualified for or obtain a tuition waiver:
 - a. are ineligible for Carleton university-administered scholarship, university-administered Teaching Assistant (TA) or university-administered Research Assistant (RA) funding; and
 - b. will be granted the standard time to completion framework as established at the time of admission, and according to Calendar regulation 13.

Roles and Responsibilities:

Employees are required to adhere to the terms of this policy and to provide supporting documentation as required. Units that are admitting Carleton employees to Graduate programs must be aware of this policy and make admission recommendations accordingly. Graduate Studies reviews all admission recommendations prior to notifying applicants, and therefore will also be aware of this policy, and notify the Director, Graduate Studies and the Vice-Provost (Graduate Studies) of admission offers that conflict with this policy. The Director and/or Vice-Provost (Graduate Studies) will seek clarification from the admitting unit as needed.

Contacts:

Vice-Provost, Graduate Studies
Director, Graduate Studies and Registrar