Requesting an Extension of Support Eligibility

The Jackson School recognizes that unusual circumstances may occur that delay a student's progress toward completing his or her degree. An extension of support eligibility may be requested when such circumstances are truly out of the control of the student. Students who believe their progress has suffered from such circumstances may request a review of their support eligibility. The following procedure is established for making a request.

1. The student should submit a letter requesting the extension to the Chair of the Graduate Student Support Committee. The letter must be signed by the student and have the unanimous support of his or her thesis committee (indicated by their signature on the letter). The letter should include:
   a. An explanation of the special circumstances that have impacted the student's progress and a justification of the requested extension.
   b. A clear statement of the requested additional time necessary to complete the student's degree program.
   c. A commitment to meet the revised timetable if approved.
   d. A statement of agreement from the student's supervisor.

2. The Chair of the Graduate Student Support Committee will place the letter before the Committee for review by all Committee members. The Committee will take one of the following actions:
   a. Agree with the student's justification and request for extension. If this is the case, the Committee will forward their recommendation to the Dean.
   b. Agree with the student’s request, but determine that the extension requested should be revised (shortened or lengthened). If this is the case, the Committee will promptly notify the student and their supervisor of this decision. If they agree, the Committee will forward their recommendation to the Dean.
   c. Disagree with the student’s request and deny the extension. The Chair of the Committee will notify the student of this decision.

3. The Dean will review all recommendations received from the Graduate Student Support Committee and notify the Chair of the Graduate Student Support Committee of his/her action. The Chair will notify the student, his supervisor, and members of the Graduate Student Support Committee.