

9.0.4.0 Time Extensions

If a Scout foresees that due to no fault or choice of his or her own, it will be impossible to complete the Eagle Scout rank requirements before age 18 may apply to the local council for a limited time extension. See “Process for Requesting and Reviewing a Time Extension,” 9.0.4.1. These should be granted only when necessary and are reserved only for work on Eagle. **When a time extension is requested, the Scout should continue working on the requirements until a final decision is delivered.** In most cases, unless the National Council has issued other direction, a request must meet the three tests listed below to be approved.

Sea Scouts or Venturers who foresee that due to no fault or choice of their own, it will be impossible to complete the Quartermaster or Summit requirements before age 21, must use the same tests, process, and form described in topics 9.0.4.0, 9.0.4.1, and 9.0.4.2 to request a limited time extension.

Test #1:

1. The member joined or rejoined (or became active again after a period of inactivity, or became refocused on advancement after a period of inattention) in time to complete all requirements before turning 18.

Test #2:

2. Through no fault or choice of the Scout, an unforeseen circumstance or life changing event with severe consequences has come to exist that now precludes completion of the requirements before the deadline. Examples might include, but are not limited to, a hospital stay, disabling injury, significant personal or family incident or issue, natural disaster, severe unseasonable weather, or the actions of others (see below, “Misinformation from adults in positions of authority”). If the circumstance is health-related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.

Test #3:

3. The circumstance is beyond the control of the Scout, could not have been anticipated or planned for, and was not or cannot be resolved in time to complete the requirements.

Misinformation from adults in positions of authority

Since we teach obedience as one of the Scout Laws, it follows that guidance and direction from an adult leader carries significant weight. Adults who are misinformed about advancement requirements and timing have, at times, created circumstances that necessitated extensions. Councils must consider the circumstances of each case. If it can be established that a Scout followed incorrect guidance and direction in good faith, then Test #2—as it relates to the actions of others—may be considered fulfilled, even though the Scout has a handbook and should have read it.

Applying the three tests

Whether a request for extension meets the three tests above requires the exercise of carefully considered and debated judgement. If the council advancement committee is unsure about whether

an extension should be granted, the National Council encourages local councils to find in favor of the Scout.

Scouts with disabilities—extension or registration beyond the age of eligibility?

In most cases, Scouts are expected to overcome life's ordinary trials. Cause for an extension requires an extraordinary circumstance uncommon to the Scout. Known circumstances, such as moderate learning disabilities or ADD/ADHD, that the Scout has faced over many years and has coped with in the past should not suddenly become an issue shortly before the Scout's 18th birthday. Council advancement committees, however, might consider exceptions and grant extensions to Scouts with significant disabilities that do not meet the level of severity or permanence required for registration beyond the age of eligibility, but are such that they essentially preclude advancement within the timeframe allowed.

Scouts with permanent and severe disabilities such as those described in section 10, "Advancement for Members With Special Needs," have the opportunity to be registered beyond the age of eligibility. (See "Registering Qualified Members Beyond Age of Eligibility," 10.1.0.0.) They do not need to request an extension.

9.0.4.1 Process for Requesting and Reviewing a Time Extension

Local councils have the authority to grant limited extensions of time to complete Eagle requirements. These are available only to youth who qualify according to the three tests listed in “Time Extensions,” 9.0.4.0. A Scout, his or her parent or guardian, unit leader, or members of the unit committee may file such requests. The council advancement committee must research and evaluate requests and recommend decisions to the Scout executive.

Councils have the authority to grant Scouts only enough time to complete the requirements, but not more than a total of six months after the 18th birthday. Under most circumstances, however, three to four months has proven sufficient. If a council denies a request or the Scout needs more than six months, an appeal process is discussed in “Appealing a Time Extension Denial,” 9.0.4.2.

Definition of a month

Note as stated on page 2 of the *Guide to Advancement* a month is a month regardless how many days it has. It is not defined as 30 days or four weeks. For example, the maximum extension of six months means the time period beginning on the Scout’s 18th birthday up to the corresponding day six months later, for example, February 2 up to August 2 or August 30 up to February 28 (or 29th if leap year). In essence, the extension expiration date acts like a pseudo 18th birthday, prior to which all requirements must be fulfilled. Six months does not mean 180 days.

1. Requesting an extension

Requests for time extensions must be submitted to a council’s service center in person, electronically, or by mail to the attention of the staff advisor for advancement or other council designated advancement administrator. The form, “Request for Extension of Time to Earn the Eagle Scout Rank” (see Appendix, 11.2.0.0) may be used for this purpose. Since council-granted extensions expire no more than six months after the Scout’s 18th birthday, it is wise to submit requests before a Scout turns 18. For the same reason, Scouts should be encouraged to continue work on advancement throughout the extension request process.

Requests must (a) explain why or how the circumstances necessitate an extension, (b) indicate the number of months believed to be necessary to complete the requirements, (c) explain how that period of time was determined, and (d) include documentation of the circumstances. (See “Time Extensions,” 9.0.4.0.) If a cause is health related, a statement from a health professional must be provided. All documentation and supporting evidence submitted must be dated and include the name of the author.

2. The council’s role in evaluating extension requests

Time is of the essence. Members of the council advancement committee are expected to thoroughly review and discuss the case, vote on it, and provide a recommendation to the Scout executive as quickly as possible. Since Scouts should not be required to wait more than four

weeks for a decision, it may be necessary to give extension requests special attention outside a council's regular meeting schedule.

A request for extension must be investigated by selected adults who are registered and familiar with Scouts BSA advancement. These investigators should interview as many people with knowledge of the case as possible and obtain detailed written statements from them or prepare written summaries of what was said. A thorough review would suggest the Scout must be included in this process. This effort must also include any adults who committed errors or provided misinformation and who are reasonably available. The results of the investigation are then reported to the council advancement committee to deliberate and vote on a recommendation to the Scout executive. All documentation, statements, notes, and any other information collected should be retained in the event of a denial and subsequent appeal. See item #5 below, "In the event of denial."

3. The Scout executive's role

If after receiving the recommendation of the council advancement committee, the Scout executive approves an extension, a letter is sent to the Scout, his or her parent or guardian, the unit leader, and the petitioner who initially submitted the request. A copy of the letter is placed in the council's unit file.

The letter must include the following: (a) the date the extension expires—no later than six months after the 18th birthday (see above, "Definition of a month"), (b) a statement that the Scout must complete the requirements prior to that expiration date, and (c) a requirement that a copy of this letter must be attached to the Eagle Scout application when it is submitted to the council.

The board of review and submission of the Eagle application and other paperwork may take place after the expiration date. The Eagle application is entered into the BSA system according to the registrar's manual.

In the event the Scout executive disagrees with the council advancement committee's recommendation—whether about approval, the length of an extension, or denial—the Scout executive is encouraged to consult with the committee chair or designee. It may be that the disagreement stems from a misunderstanding of advancement policies and procedures or that the recommendation requires more supporting evidence. If agreement is not reached, the Scout executive's decision stands.

4. Extensions of more than six months

A six-month extension allows for completion of time-oriented requirements such as position of responsibility, active participation, and those found in some required merit badges. Historically, less than five percent of Scouts have needed more than six months. In the unlikely event a Scout requires more than six months, the council must deny the request.

5. In the event of denial

If a Scout is denied an extension, a letter is prepared and sent to the Scout, his or her parent or guardian, the unit leader, and the petitioner who initially submitted the request. The letter must explain the reason for the decision and how to appeal it to the National Council. See

“Appealing a Time Extension Denial,” 9.0.4.2. A copy of the letter is placed in the council’s unit file. Only the Scout or his or her parent or guardian may initiate an appeal of an extension denial.

9.0.4.2 Appealing a Time Extension Denial

A Scout or his or her parent or guardian may appeal the denial of a request for an extension of time to earn the Eagle, Quartermaster, or Summit rank. An appeal may be initiated by notifying the local council staff advisor for advancement or other council designated advancement administrator via letter or email. The council advancement committee is then obligated to assist and coordinate the appeal effort.

The three tests a council is to apply in evaluating a request for an extension are covered in the *Guide to Advancement*, 9.0.4.0. The process for investigating and approving or denying them are discussed in 9.0.4.1.

There are two reasons for a council to deny an extension request: (1) if it cannot be established that an extension is warranted according to the three tests covered in 9.0.4.0, or (2) if a Scout who meets the three tests requires more than six months. Note that council authority is limited to six months because it has been established that only rarely do circumstances warrant a longer extension.

The council's role:

Members of the council advancement committee, in conjunction with the Scout executive, complete the form, "Appeal of Extension Request Denial" (see appendix, 11.2.1.00). The form calls for the following:

- Copy of fully completed form "Request for Extension of Time to Earn the Eagle Scout Rank." See *Guide to Advancement*, appendix, 11.2.0.0 (the nationally recommended form for initiating an extension request). A council's own extension request form may be submitted instead, as long as it includes the same information.
- An update on any requirements yet to be completed if additional work on advancement is not reflected on the above form.
- Copies of all statements, interview notes, and any other information collected throughout the extension request and review process, either from the Scout or from others who have knowledge of the case.
- Statement explaining the council's reason for denial.
- Copy of denial letter sent to Scout.
- Printout of the current BSA Person Listing for the Scout.

Timing

Timing is critical. Councils should submit appeals to the National Council within two weeks of receiving notification of the appeal. Scouts should not be expected to wait for long periods of time while council advancement administrators support the appeal effort.

Signing, formatting and submitting appeal to the National Council

The Scout executive or designee must review the Scout's case along with the form, "Appeal of Extension Request Denial," and any accompanying documentation. The Scout executive then signs the form, certifying it is complete and correct to the best of his or her knowledge.

The entire appeal packet must be scanned into one PDF document and emailed to advancement.team@scouting.org.