



ARIZONA STATE UNIVERSITY

SCHOOL OF SOCIAL WORK  
FIELD EDUCATION OFFICE

**Request for Grade of Incomplete Form**

The grade of "I" (Incomplete) can only be requested by a field instructor when a field student, who is doing otherwise acceptable work, is unable to complete a course because of illness or other conditions beyond the field student's control. Unfinished work must be completed with the same field instructor except under extenuating circumstances. The field student has one calendar year from the date the mark of "I" is recorded to complete the course.

**To be completed by the field student and signed by the field instructor at the time an "Incomplete" grade is requested. Please submit hard copy to Field Education Office for approval.**

<b><u>Name (Last, First, Middle)</u></b>		<b><u>ASU ID No.</u></b>		<b><u>Date of Request</u></b>	
<b><u>Local Address, City, State, Zip</u></b>		<b><u>Email</u></b>		<b><u>Phone</u></b>	
<b><u>Field Internship Agency Name</u></b>			<b><u>Field Instructor Name</u></b>		
<b><u>Course No.</u> (Check one below.)</b> SWU 412 (Field Instruction I): _____ SWU 414 (Field Instruction II): _____ SWG 541 (Field Practicum I): _____ SWG 542 (Field Practicum II): _____ SWG 641 (Adv.Practicum/DP I): _____ SWG 642 (Adv.Practicum/DP II): _____ SWG 643 (Adv.Practicum/PAC I): _____ SWG 644 (Adv.Practicum/PAC II): _____ SWG 645 (Online): _____ SWG 646 (Online): _____		<b><u>Class No.</u> (5-digit no.)</b>		<b><u>Semester &amp; Year</u></b>	
<b><u>Reason for Request</u></b>					
<b><u>Plan of Completion</u> (List the date and number of hours you will complete the required 240 field internship hours.)</b>					
<b><u>Proposed Completion Date</u></b>			<b><u>Field Student's Signature</u></b>		
<b><u>Field Instructor's Signature &amp; Date</u></b>		<b><u>Field Liaison's Signature &amp; Date</u></b>		<b><u>Field Education Staff Signature &amp; Date</u></b>	