

**FIELD EDUCATION OFFICE**  
**Request for Grade of Incomplete Form**

The grade of "I" (Incomplete) must be requested by a field student, who is doing otherwise acceptable work, is unable to complete a course because of unforeseen circumstances 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 grade 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 to Field Education Office for approval and monitoring. Student must notify Field Education Office upon completion of internship hours and evaluations for a grade change request.**

<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></b> (Check one below.) 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></b> (5-digit no.)		<b><u>Semester &amp; Year</u></b>	
<b><u>Reason for Request</u></b>					
<b><u>Plan of Completion</u></b> (List the date and number of hours you will complete the required 240 field internship hours.)					
<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>	