

**RECORD OF ASSIGNING AN INCOMPLETE GRADE IN
FIELD PRACTICUM**

(Office Use Only):

Name _____

Grade Changed From "I" to _____

Grade Form on File? Yes No

Date of Change _____

Approved for Change _____

Instructions: Student complete form. Secure top four signatures.
Return to Field Office.

Today's Date: _____

Anticipated Graduation Date: _____

Student Name: _____

PeopleSoft ID: _____

Agency: _____

(Address) (City) (State) (Zip)

Field Instructor: _____

Instructor Telephone #: _____ **Instructor E-mail:** _____

Field Practicum Course (check one): FPI FPII FPIII FPIV AF1 AF2 AF3

Semester (check one): Fall Spring Summer **Year:** _____

Progress at this time (check one): Satisfactory Unsatisfactory

Reason for Awarding Incomplete: Give the specific reason for an "Incomplete" grade to be assigned in this course. *(The reason will ordinarily be something beyond the control of the student).*

Removal of the Incomplete: Describe exactly what must be done before the "Incomplete" grade can be changed (be specific). Include the number of clock hours completed during this semester and the number of clock hours remaining to complete the field course.

Agreed Upon Date for Completion of Field Course: _____

Approvals:

Student Signature

Field Instructor Signature

Faculty Liaison Signature

Faculty Advisor Signature

Director of Field Education Signature