INCOMPLETE AGREEMENT CONTRACT FOR FIELD EDUCATION
Must be discussed by advisor and student, in coordination with field instructor

Please read the following information regarding incomplete field grades.

• Incompletes received in Field Education generally must be resolved before classes begin the following semester (under some circumstances this deadline may be extended). If not resolved, the student will be unable to move forward in field and may have to appear before the Educational Review Committee.
• Potential Summer Block August graduates will be considered for December conferral of the MSW degree if an Incomplete is received.
• If the required work and field hours are not completed by the deadline, the incomplete grade may become permanent. The incomplete grade can become permanent or the instructor can issue a grade based on the work or lack thereof at the time of the due date.

Semester: _____________ Year: _________________

Student Name: ____________________________________ Student email: ________________________________
  First name       Last name

Student Status: __ 1st year in field  __ 2nd year in field  __ Advanced Standing  __ block placement

Concentration: __ IGF __ CO __ PP __ BSW

Field Course(s) with Incomplete: __ Field Seminar  __ Field Placement

Reason(s) for Incomplete: ________________________________________________________________

________________________________________

Specific work to be completed: ______________________________________________________________

_____________________________________

Completion Due Date: _____________

Faculty Advisor: ____________________________ Date: ______________________
  Print Name

Faculty Advisor’s Signature: ____________________ Faculty Advisor’s Email: _______________________

Student’s signature: ________________________ Date: ________________________

Print, Sign (or electronically sign), scan, and email to sswfielded@uconn.edu (Field Education), brenda.kurz@uconn.edu (MSW Program Director), and sswstudentservices@uconn.edu (OSAS Director)