

UConn | SCHOOL OF SOCIAL WORK

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 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)