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| **NEW MEXICO HIGHLANDS UNIVERSITY**  **SCHOOL OF SOCIAL WORK**  **REQUEST FOR INCOMPLETE GRADE IN FIELD PRACTICUM** |

Unless incomplete is requested in the last semester of study, incomplete must be cleared prior to the start of the next semester. At least 75% of the field hours must be completed at the time of the request or Incomplete will not be approved.

***Semester/Year***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number(s) & Title(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of field hours completed to date \_\_\_\_\_\_\_\_\_\_ Number of field hours you are lacking\_\_\_\_\_\_\_\_\_

Explain the reason(s) for ‘Incomplete’ grade request and specify month/day that practicum will be completed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**I am aware that if hours are not going to be fulfilled by the date indicated above I must inform the School prior to the specified date or hours accumulated past the required date will not be credited.**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **AGENCY INSTRUCTOR SECTION** |

**Grade student has earned to date\_\_\_\_\_**

I am in support of the student being allowed to fulfill the Incomplete requirements. I am aware that if hours are not going to be fulfilled by the date indicated above, student must inform the School prior to the specified date or hours accumulated past the required date will not be credited.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FIELD CONSULTANT SECTION** |

I am in agreement that the Incomplete be issued. I understand that I must complete a final visit and submit the final grade at the completion of the field hours.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FIELD DIRECTOR/COORDINATORS SECTION** |

Incomplete is \_\_\_approved\_\_\_ disapproved.

Reasons for disapproval:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_