

## FIELD COURSE INCOMPLETE POLICY

Due to the unique nature of the field education course, students may not be able to complete the required field course requirements by the end of the semester, which may result in an *Incomplete*. An *Incomplete* can be assigned to a student only with the approval of the Field Liaison and the Field Instructor. Incompletes are not automatic. University policy states that a student must have completed two-thirds of the course material in order to be granted an incomplete for substantiated reasons. An incomplete is given only when the student is unable to complete the work for just cause.

The following procedures should be utilized when an *Incomplete* is entered for a field education course.

- 1) The student should discuss the need for an *Incomplete* with their assigned Field Instructor and Field Liaison **prior** to the end of the semester. An *Incomplete* is **not** automatic.
- 2) If the Liaison and Field Instructor agree to the assignment of an *Incomplete* there should be a discussion with the student and a mutually agreed upon plan for the completion of the field course requirements. The student should complete the *Request for Course Incomplete* form, and have the form signed by the Field Instructor. Once the student and Field Instructor sign the form, the student needs to submit the completed form to their assigned Field Liaison. The plan should specify an anticipated date of completion.

If the student fails to comply with the written plan to complete the field course requirements, the Field Liaison will provide the student with a final **written** deadline for the completion of the remaining requirements. If the student does not complete the course requirements by the final written deadline the Field Liaison has the discretion to assign a final grade for the course. This final deadline will **not** exceed the UWM deadline for the completion of coursework following an *Incomplete*, and cannot exceed a period of one academic year for **graduate** students. All **undergraduate** grades of *Incomplete* automatically lapse to an "F" if not changed by the end of the following semester per University policy.

\*\*\*In cases where the student has received an *Incomplete* as a result of an emergency medical or family problem, the Field Liaison *may* allow an exception to this policy. A completion deadline will still be established in writing, but may exceed the UWM policy. In this event, the Field Liaison can change the automatic "F" grade to another grade upon the student's completion of the field course requirements.

**\*\*\*Students who are graduating need to have all course Incompletes resolved within one week of the semester end date in their graduation semester or risk having their graduation extended to the end of the following semester, per UWM policy.**