**INCOMPLETE in Field Course CONTRACT**

**TO BE COMPLETED BY ADVISOR**

Students may receive a temporary grade of INC (Incomplete) in field course.

Email to Ms. Ramona Texidor at [rt1397@hunter.cuny.edu](mailto:rt1397@hunter.cuny.edu) along with grade sheets.

**It is the student’s responsibility to follow up with advisor to change the grade to CR once requirement has been fulfilled. This action does not occur automatically.**

|  |  |
| --- | --- |
| **Today’s Date/ Semester** |  |

|  |  |
| --- | --- |
| **Field instruction COURSE** |  |

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student ID#** |  |
| **Student Email Address** |  |
| **Student Phone Number** |  |

|  |  |
| --- | --- |
| **Adviser Name** |  |
| **Adviser Email and Phone #** |  |
| **Field Instructor’s Name** |  |
| **Field Instructor’s Email & phone #** |  |

|  |  |
| --- | --- |
| **Did the student have an incomplete in a prior semester?** |  |
| **Reason for late start** |  |
| **Date student began placement** |  |
| **Days/Hour completed to date** |  |

|  |
| --- |
| **Reason For Incomplete Grade (hours, competency (learning), performance, etc.) & expectation for resolution (how many hours, performance expectation)** |
| **Is there a PPIP in place?** |

|  |  |
| --- | --- |
| **Date INC is expected to be resolved\*** |  |

|  |
| --- |
| **Comments and Notes** |

**Once INC has been resolved: Advisor submits Change of Grade in an email to Ms. Leslie Casanova** [**lcasanov@hunter.cuny.edu**](mailto:lcasanov@hunter.cuny.edu) **with 1) Student’s name 2) Student’s Id # 3) Student’s email 4) specific class and identification change (INC to CR).**