University of Cincinnati  
School of Social Work

Request for “Incomplete Progress” designation (SP/UP) for Field  
This form should be completed when required field hours have not been completed for the semester. It should be turned in to the Director of Field Education before the end of classes for the semester. The SP (satisfactory progress) or UP (unsatisfactory progress) designation will be changed to a letter grade once field hours have been completed and the evaluation and log of hours have been received in the Field Office. It is the School’s expectation that required field hours are completed each semester; this designation is only approved due to unavoidable circumstances (including but not limited to serious illness, serious personal issues, late start in field due to agency requirements, change in field placement, etc.).

Student Name:  
Student ID number:

Current semester of field (i.e. Fall 2012-13): ____________________________  
Reason hours are not complete: ____________________________

Date that hours will be completed: ____________________________

Student signature ____________________________  Date ________________

To be completed by field instructor and field liaison:

Is the student making satisfactory progress in field? Circle one: yes no

Comments (if applicable): ____________________________

Field instructor signature ____________________________  Date ________________

Field liaison signature ____________________________  Date ________________