**Office of Field Education**

**STUDENT REQUEST TO WITHDRAW FROM FIELD COURSE**

**SEMESTER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Graduate □ Undergraduate**

**FIELD INSTRUCTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIELD LIAISON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REASON(S) FOR REQUEST TO WITHDRAW:**

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**Student Signature Date**

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**Field Instructor Signature Date**

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**Field Liaison Signature Date**

**STUDENT REQUEST TO BE REMOVED FROM A PRACTICUM SITE**

**Withdrawal from Field Course**

A student who wishes to withdraw from field after the start of the semester must first consult with the field instructor, the field liaison, and the Department of Field Instruction.

Once it has been determined that withdrawal is appropriate, University procedures regarding dropping courses must be followed (refer to the current University Undergraduate Catalog and/or the current Registrar’s Bulletin for specific procedures and grading policies).

A student may have legitimate extenuating, personal circumstances (as determined by the field instructor and field liaison) that preclude completion of the placement in the semester for which the student is registered in the course.  If this occurs after the prescribed University deadline for withdrawal, the student may, at the discretion of the field instructor, the field liaison, and the Department of Field Instruction, be given credit for some or all completed hours.  In such an instance, procedure with regard to grading will be determined on a case-by-case basis.  In all such instances the integrity of the field experience must be a primary consideration.

**IMPORTANT NOTE**: A**ttach ALL related documentation (e.g. Supervision Logs and Corrective Action Contracts) and any additional comments**