



**INSTRUCTIONS FOR COMPLETING THE DEGREE COMPLETION PLAN FORM**

**TIMELINE** - This form must be completed and submitted to the Recreation Management and Therapeutic Recreation Graduate Program Director by the 10th day of your first semester of coursework.

**GENERAL INSTRUCTIONS** - This document must be completed in consultation with the Graduate Program Director and must be signed off by all appropriate faculty before being submitted to the Graduate Program Director for filing.

1. Complete any preliminary course work and deficiencies. Include these deficiency courses on this form if they are to be taken at UWL or transferred in.
2. Earn a minimum of 30 credits for a master's degree. Earn at least one-half of the minimum number of credits required in the program in graduate-only level courses (700, 800, 900, and non-slash 600 level courses).

**TRANSFER CREDITS** – Transfer credits must be approved by the department and graduate program director.

1. Students pursuing a master's degree may transfer no more than nine credits from a previous master's degree or other recognized post-baccalaureate degree program, regardless of whether the graduate degree was awarded by UWL or another institution.
2. All credits, including transfer credits, must have been earned during the seven-year period prior to the proposed date of the completion of all required graduate work.
3. Students must submit a formal request for approval of transfer credits. Students currently enrolled at UWL must secure approval from their graduate program director and college dean in advance of enrollment at another institution for such course work to transfer back to UWL. Transfer credits will not be accepted with grades lower than "B" (not "BC" or "B-") or equivalent nor with grades of "pass." The institution offering the course must be regionally accredited at the graduate level if it is a domestic institution, or internationally recognized if it is an international institution.<sup>1</sup>

**REVISION OF THE PRELIMINARY GRADUATE DEGREE CURRICULUM**- Any revision in graduate degree requirements will require submission of a new form and approval of the Graduate Program Director.

**USING THE FORM** - Complete the form using the fillable PDF. Do not complete the form by hand. 10-point font is recommended.

**SUBMIT** completed, signed forms to **your program advisor** and the **RMRT Graduate Program Director**

UNIVERSITY *of* WISCONSIN  
**LA CROSSE™**

Last Name:

First Name:

Date:

Student ID#:

Program:

If RT, has CTRS/ is CTRS eligible?

Yes

No

50 hours form submitted?

Yes

No

The following undergraduate deficiencies must be met:

**REQUIRED COURSES (Include all required & elective courses and internship or capstone)**

| Course Prefix and No. (e.g., REC 701) | Title of Course as Listed in Catalog | Semester Credit Hours | Term Completed or to be Completed |
|---------------------------------------|--------------------------------------|-----------------------|-----------------------------------|
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\_\_\_\_\_  
Student

\_\_\_\_\_  
RT/RM Advisor/  
Chair

\_\_\_\_\_  
Graduate Program Director



**Student Last Name:**

**Student ID#:**

**TRANSFER COURSES**

| <b>Course Prefix<br/>and No. (e.g.,<br/>REC 701)</b> | <b>Institution</b> | <b>Grade</b> |
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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RT/RM Advisor/Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Program Director Signature

\_\_\_\_\_  
Date