

Students requesting a degree sign-off should confirm program progress in Student Planning. All program requirements should be met before signing off. Then complete a Degree Sign off request and submit to the Office of Student Success at oss@redlands.edu.

Processing time for degree posting is approximately 2-3 weeks from receipt of this form. Students are notified once their degree has been signed off by the Registrar's office. You may obtain official transcripts at www.getmytranscript.com.

A diploma is also requested and mailed to your preferred mailing address on file approximately 3 weeks after conferral. To update your address, contact the Registrar's office at 909-748-8019.

Student Name: _____ Student ID: _____

Master of Arts in Learning and Teaching

- with Single Subject Preliminary Teacher Credential
- with Multiple Subject Preliminary Teacher Credential
- with Education Specialist Instruction Credential

Master of Arts in Education, School Counseling

Emphasis: K-12 College K-12 & College

Master of Arts in Clinical Mental Health Counseling

Master of Arts in Education, Curriculum & Instruction

Master of Arts in Education, Educational Administration

Master of Arts in Education, Higher Education

 Student signature

 Date

For Office Use only:

School Counseling

_____ Fieldwork requirements complete
 _____ Comprehensive exam passed
 _____ Portfolio complete

Clinical Mental Health Counseling

_____ 450 practicum hours
 _____ Comprehensive exam passed

 Program Completion Date

 Advisor/Department Chair Approval

 Date

 Registrar's Office

 Date