

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
- \_\_\_\_\_ 10 hours of personal counseling

**Clinical Mental Health Counseling**

- \_\_\_\_\_ 450 practicum hours
- \_\_\_\_\_ Comprehensive exam passed
- \_\_\_\_\_ 25 hours of personal counseling

\_\_\_\_\_  
 Program Completion Date

\_\_\_\_\_  
 Advisor/Department Chair Approval

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Registrar's Office

\_\_\_\_\_  
 Date