

## Degree Information Form

This form is used to add or modify degree information used for reporting in HR system.

- First time completing the form, please include all degree information.
- If filling this form out to modify existing records or add additional degree information please indicate with the check box below and include information pertaining to changes only.

**GENERAL INFORMATION**

**PLEASE PRINT OR TYPE**

Name: \_\_\_\_\_  
(Last) (First) (MI)

**Modifying/Adding to Existing Degree Record**

USNH ID # \_\_\_\_\_

Campus Department: \_\_\_\_\_

Campus Phone #/ Extension \_\_\_\_\_

Degree(s) Awarded	Date Awarded <small>(mm/dd/yyyy)</small>	Major	Institution & Location	Honorary Degree <small>(Yes/No)</small>	Highest Earned Degree <small>(Yes/No)</small>	*Terminal Degree In Field <small>(Yes/No)</small>

*\*Terminal Degree- The highest earned degree in a discipline. In most cases, this is the doctorate (Ph.D./ Ed.D)*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Please return form to UNH Human Resources by mail or email [Banner.HR.office@unh.edu](mailto:Banner.HR.office@unh.edu)

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