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)

USNH ID # ________________________________

Campus Department: ____________________________  Campus Phone #/ Extension _____________________

<table>
<thead>
<tr>
<th>Degree(s) Awarded</th>
<th>Date Awarded (mm/dd/yyyy)</th>
<th>Major</th>
<th>Institution &amp; Location</th>
<th>Honorary Degree (Yes/No)</th>
<th>Highest Earned Degree (Yes/No)</th>
<th>*Terminal Degree In Field (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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 HR Services by mail or email HR.Services@unh.edu

Human Resources 2 Leavitt Lane, Durham, NH 03824 V: 603.862.0501 F: 603.862.0517 TTY: 7.1.1 (Relay NH)