University of New Hampshire

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.

PLEASE PRINT OR TYPE

Name: _____   ☐ **Modifying/Adding to Existing Degree Record**
(Last)   (First)   (MI)

USNH ID # _____

Campus Department: _____   **Campus Phone #/ Extension** _____

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

*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)

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