

NEW DEGREE/CREDENTIAL NOTIFICATION FORM



Name:	
S Number:	
Division/Department:	
Current Rank:	
Tenure Status:	Tenured Tenure Track Non-Tenure

It is the responsibility of the employee to ensure that the credentials and documentation are complete and accurate. Please attach all documents for evaluation as needed. **Official transcripts are required for academic degrees, copies of certificates are acceptable.**

ACADEMIC DEGREE

List the new academic degree(s) conferred, date earned, the institution's name and major/discipline studied.

Date Earned	Degree (BS, MS, etc.)	Institution	Major

PROFESSIONAL CREDENTIAL/CERTIFICATE/LICENSE

List the new credential/certificate/license(s) conferred, date earned, the institution's name and abbreviation.

Date Earned	Abbreviation (if applicable)	Credentialing Institution	Name of Credential	Include in catalog (Y or N)

APPROVALS

Associate Dean/Program Director		Date:
Dean		Date:
Human Resources		Date: