



DEGREE INFORMATION UPDATE FORM

FACULTY AND POSTDOCTORAL SCHOLARS

Faculty degree information may be updated in PeopleSoft in one of two ways: (1) by submitting a teaching certification via the electronic Faculty Qualifications Management System (FQMS) or (2) by completing and submitting this form. If the degree information update coincides with a change in teaching eligibility, the update should be made via the FQMS. In all cases, the update must be accompanied by an official transcript reflecting the newly conferred credential. Credentials earned at institutions outside the United States must be evaluated for US equivalency by a service provider acceptable to the university. Both transcripts and credential evaluations must be certified official by appropriate UCF personnel. Please submit the completed form and supporting documentation to Brett Morrison (Brett.Morrison@ucf.edu) in Academic Program Quality.

Employee Information

EMPLOYEE NAME	EMPLID
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Degree Information

Please use the official transcript or foreign credential evaluation to complete this section.

UPDATE TYPE	
<input type="checkbox"/> Add a new degree	<input type="checkbox"/> Correct existing degree information
DEGREE TYPE (e.g., PhD, MS)	DEGREE MAJOR/PROGRAM
CONCENTRATION OR AREA OF SPECIALIZATION	
DATE CONFERRED (mm/dd/yyyy)	INSTITUTION NAME
COUNTRY	STATE (US only)

Submitting Party

This form may be submitted by the faculty member or by the college or hiring unit on the faculty member's behalf.

NAME	EMPLID
DEPARTMENT	TITLE

College Verification

An authorized representative from the faculty member's college must sign to certify that the faculty member's transcript and, if applicable, foreign credential evaluation were received in an official capacity, according to university guidelines.

NAME	SIGNATURE
DATE	