



College of Agriculture,
Food and Environment
Business Center

Staff Degree Completion Form

The purpose of this form is to gather degree completion information, after the initial employment application, for employees in regular staff positions in the college. This information is used when comparing a current employee's education and experience with that of a potential new hire or promotion candidate. Therefore, it is important that this information be kept up to date.

This is to verify my degree completion, after my initial employment application:

I have completed a _____ degree.

Date degree awarded in _____ of _____

Employee Name

Person ID

Department Name

Org Unit

Employee Signature

Supervisor Signature

PLEASE RETURN THE COMPLETED FORM TO YOUR DEPARTMENT BUSINESS OFFICE

For Department Business Office Use

____ Copy filed in the department personnel file

____ Forward original to CAFE Business Center

For CAFE Business Center Use

____ Entry in SAP

Entered by: _____

Date: _____