

REQUEST FOR EARNED DEGREE RECOGNITION

Congratulations! You have worked hard in the continuation of your education and we want to recognize your outstanding achievement.

To have your achievement shared with your College community, please complete the attached form and forward it to Human Resources. You should also request an official transcript be forwarded to Human Resources by the awarding institution. Once confirmed, Human Resources will 1) update your personnel records to reflect the earned degree; 2) forward your accomplishment to the appropriate College publication (i.e., BlueWave News, The Current, etc.); and 3) notify your respective employee group.

Please contact HumanResources@fscj.edu with any questions.

REQUEST FOR EARNED DEGREE RECOGNITION

Employee Name: _____ EMPL ID: _____

Current Position Title: _____

Degree Conferred: _____

Date Conferred: ___/___/___

Conferring Institution: _____

___ Original transcripts confirming the award have been requested to be forwarded to

Florida State College at Jacksonville
Office of Human Resources
501 West State Street
Jacksonville, FL 32202

Employee Signature

Date

***** Please forward completed form to Human Resources. *****

To be completed by Human Resources:

Date Transcripts Received: _____

Date of Conferment: _____

Degree Awarded: _____

Date Forwarded for Publication: ___/___/___ Publication: _____

Employee Governance Group Notified: ___APC ___CEC ___Faculty Senate