

Complete the Student Action Form

Department Administrative Director/ Business Manager will sign

Department Chair will sign

Submit to Graduate Studies

Graduate Studies will send for accounting approval

Once approved a completed copy will be sent back to the department letting them know the submission has been approved.

Questions should be directed to the Graduate Studies Office 803-216-3896.

STUDENT USC SOM Student Service Action Form

Action: _____ Date: _____

Name: Last: _____ First: _____ Middle: _____

Dept. Name: _____

Dept. #: _____

Title: _____

Internal Title: _____

Salary/Hourly Rate: _____ Position #: _____

Salary Range: _____ Class: _____

Fringe Cost: _____ Slot: _____

Appt. Period: _____

Justification: _____

Does recurring funding exist currently to support on: this position: Yes No

Accounts				
Dept.	Fund	Object Class	%	Amount / Salary Range

Administrative Director / Business Manager

Chair / Department Head

Second - Administrative Director / Business Manager

Second - Chair / Department Head

Associate Dean - Comments: _____

Associate Dean

Office of the Dean - Comments: _____

Office of the Dean

For Accounting Personnel Only

Accounting Comments:

Grants Yes No
 K101 Yes No
 K102 Yes No

SUBMIT to Graduate Studies

Additional Information:

List of Attachments:

For Student Service Use Only: