

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 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

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:**