



Carbondale Campus End User Instructions
FORM –Graduate Assistant Resignation/Termination

Use: To end a student's graduate assistant appointment with the University before the end of his/her appointment period and remove his/her name from the University's Human Resource Management System (HRMS).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/hro6002.html>

Instructions: Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

Name Last, first and middle name of the student.

HRMS ID The student's HRMS ID.

Forwarding Address Address where any mail received by the University following date of separation may be forwarded, including street, city, state, country and zip.

Position ID The unique AIS HRMS identifier for the assistantship(s) held by the student. There is room on the form for up to four appointments.

Department (Organization) Name of the department(s) where the student had been appointed.

Department Mailcode Mailcode(s) of the department(s) where the student had been appointed.

Reason Section: Reason the student is leaving his/her graduate assistant position(s).

Resignation Select if student resigned (student signature required).

Effective Date Last day a resigning student will serve in the appointment. (Date format DD Mmm YYYY)

Signature of Student Signature of the student and date signed. (Date format DD Mmm YYYY)

Termination Select if student was terminated (student signature not required).



Reason for Termination

For terminations, provide the reason for the termination.

Effective Date

The last day a student being terminated will serve in the appointment. (Date format DD Mmm YYYY)

Administrative Approvals Section:

Chair/Fiscal Officer Signature of Chair/Fiscal Officer and date signed.

Dean/Director Signature of Dean/Director and date signed.

Vice Chancellor/Provost
Signature of Vice Chancellor/Provost and date signed.

Other Administrative Approval
Signature of any other administrator whose approval is required and date signed.

Chancellor Signature of Chancellor and date signed.

Dean of the Graduate School
Signature of the Dean of the Graduate School and date signed.

Special Notes: This form needs to be processed only if the student separates prior to the end of his/her appointment period. If the student serves the entire term appointment, no *Resignation/Termination* form is required. Signature requirements vary from responsibility area to responsibility area. Consult with your responsibility area head to determine signature requirements.

The initiating office should maintain a copy of the form for departmental records. After the form has been signed by the Dean of the Graduate School, the Graduate School will forward a copy of the form to the academic dean for further distribution.

Routing: Print this form, acquire the appropriate signatures, and mail it to:
Graduate School, MC 4716