



# Student Payroll End Date

Must be submitted at least 2 weeks prior to defense date with the Announcement of Defense Form.

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_  MS  PhD Program: \_\_\_\_\_

Defense Date: \_\_\_\_\_ End Date for Salary: \_\_\_\_\_

**NOTE:**

- *It is the responsibility of the faculty advisor to alert the Graduate Studies Office and the Office of Research Administration about changes to the end date.*
- *If a special check is required, the fee (\$100) will be charged to the advisors FPF account.*
- *The student cannot be paid beyond the last month of the semester in which they graduate.*

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: RSMAS Business Office  
Office of Research Administration  
Student File

GSO Date  
Stamp Here