

MET Resignation Form for Graduate Research and Teaching Assistants

Please complete this form only if the student **currently** works in a graduate RA (grant-funded or MET-funded) or graduate TA position and they are resigning from their approved assignment.

Submission of this form ensures the student's position and payroll profile are updated, and they receive appropriate payment for work already completed.

TO BE COMPLETED BY FACULTY SUPERVISOR

Student name:

BU ID:

Email:

Faculty Supervisor name:

Email:

Position type (check one of the following): RA TA

Course number and section (if applicable):

Last date worked:

**Your termination date in the payroll system will be set for the day following, so you receive appropriate payment for the date provided above.*

Student signature:

Date:

Faculty Supervisor signature:

Date:

INSTRUCTIONS FOR FACULTY SUPERVISORS

Please email completed form to lyna@bu.edu and metfac@bu.edu as soon as possible for timely processing. Thank you!