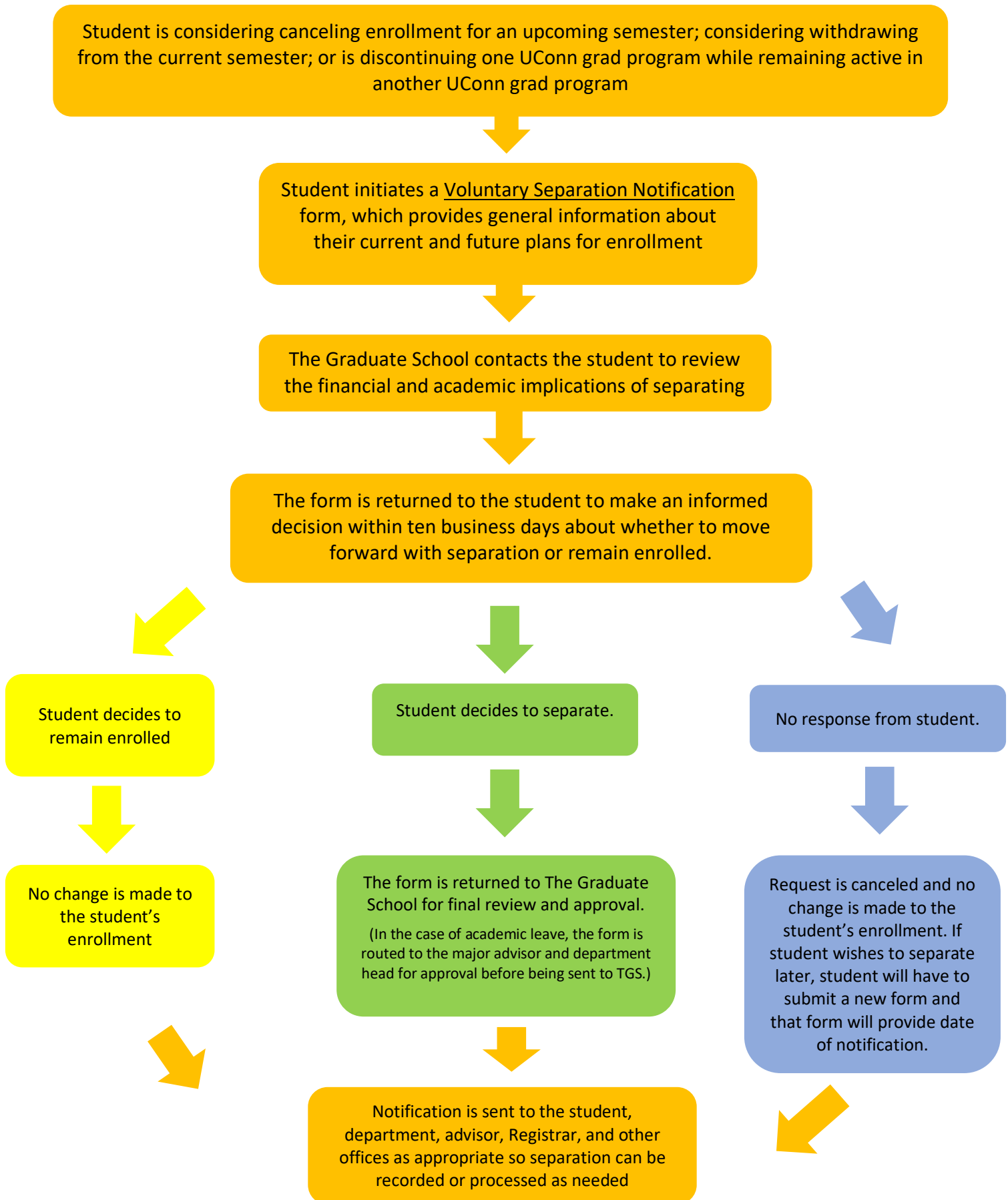


# VOLUNTARY SEPARATION NOTIFICATION PROCESS



**1. Student is considering canceling enrollment for an upcoming semester; considering withdrawing from the current semester; or is discontinuing one UConn grad program while remaining active in another UConn grad program**

**2. Student initiates a [Voluntary Separation Notification](#) form, which provides general information about their current and future plans for enrollment**

**3. The Graduate School contacts the student to review the financial and academic implications of separating in detail**

**4. The form is returned to the student to make an informed decision within ten business days about whether to move forward with separation or remain enrolled.**

- If student decides to remain enrolled, no change is made to the student's enrollment.**
- If student decides to separate, The form is returned to The Graduate School for final review and approval. (In the case of academic leave, the form is routed to the major advisor and department head for approval before being sent to TGS.)**
- If there is no response from the student, Request is canceled and no change is made to the student's enrollment. If student wishes to separate later, student will have to submit a new form and that form will provide date of notification.**

**5. Notification is sent to the student, department, advisor, Registrar, and other offices as appropriate so separation can be recorded or processed as needed**