GRADUATE VOLUNTARY SEPARATIONS

Graduate students may need to step away from their academic studies or GA employment at some point during their graduate career. The information provided on our new webpage for voluntary separations (https://grad.uconn.edu/graduate-students/voluntary-separation/) can help guide students toward the best option for their circumstances. Please feel free to reach out to The Graduate School with any questions.

What’s the Difference?

Cancellation vs. Withdrawal

Cancellation = the student has already completed or will complete the current semester and will not be returning for a future semester. The student has not attended or participated in any class in the semester for which they wish to cancel enrollment.

Withdrawal = the student will not complete the current semester in progress. The student has attended or participated in any class.

Financial Implications

The add/drop period is only available to students who will remain enrolled for the semester. Students who drop down to zero credits are subject to the university refund schedule (also found at https://bursar.uconn.edu/cancellations-and-withdrawals-graduate-students-2/). Additionally, the decision to enroll in continuous registration must be made prior to the first day of the semester.

Students who cancel or withdraw may need all or part of their financial aid returned to the source. The new online VSN workflow ensures students are fully aware of the financial implications of separating from the university before indicating intent to withdraw.

University Refund Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Remainder of 1st calendar week</td>
<td>90%</td>
</tr>
<tr>
<td>2nd week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>3rd and 4th week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>5th through 8th week of classes</td>
<td>25%</td>
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</tbody>
</table>
Student initiates a Voluntary Separation Notification form, which provides general information about their current and future plans for enrollment.

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

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)

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

Students should go to https://grad.uconn.edu/graduate-students/voluntary-separation/ to access the form.

Please reach out to gradseparation@uconn.edu with any questions.