**Taking a Break in Studies, Transferring or Withdrawing from your Programme**

There may be unexpected circumstances which make you consider [taking a break in your studies (interruption), changing programmes (transfer), or leaving university (withdraw).](https://myportal.northumbria.ac.uk/Help-and-support/Support-and-Wellbeing/Course-transfer-interruption-withdrawal/Thinking-about-changing-course-transfer-taking-time-out-interruption-or-leaving-the-University-withd) Students considering one of these changes should follow the university process to do so. We can also assist you in accessing support that might be useful to you and enable you to make an informed choice about what to do next.

In all cases, you should contact your Programme Leader or Personal Tutor first, as soon as possible to let them know you are considering one of the above options.

Full information and advice regarding Change of Circumstances is available via your [Student Portal](https://myportal.northumbria.ac.uk/Help-and-support/Support-and-Wellbeing/Course-transfer-interruption-withdrawal/Thinking-about-changing-course-transfer-taking-time-out-interruption-or-leaving-the-University-withd).

If you decide to take a break in study, transfer course, or withdraw from the University. **You should** submit your request for processing via the **Student Change of Circumstances (ChoC) Portal**by completing the following steps.

* Click the My Info link to the left of this article
* When in e:vision, click the Change of Circumstances option from the top Menu button under My Requests
* Follow the on-screen instructions to submit a request

Once submitted, a member of the Student Engagement Team will contact you.

If taking a break in study, you will be asked to confirm an expected date of return. You would then be contacted prior to this date to discuss your return to your programme of study.

### **Information for students wishing to make a change to their module(s)**

If you need to make a [change to your modules](https://myportal.northumbria.ac.uk/Help-and-support/My-Programme/Academic-Support/Requesting-a-change-to-your-optional-modules), you should submit an enquiry via your Student Portal [here](https://myportal.northumbria.ac.uk/Help-and-support/My-Programme/Academic-Support/Requesting-a-change-to-your-optional-modules)

This ensures that we have a formal record of any changes made to your study. When requesting a change, you will need to provide information on the module(s) you wish to change, including the module name, module code and semester of study.

Please note, due to timetabling or academic restrictions, some requests to change may not be possible and you will be advised accordingly.

All students are strongly advised to follow this process if they are intending not to continue with a module that they have previously requested to take. If you do not correctly ‘withdraw/transfer/interrupt’ studies on a module this will result in a ‘Failed Attempt’ being recorded on your profile and may affect your ability to register for the module again in the future.