Section 11 Changes to programme registration status

11. Changes to registration status

Information on how to interrupt study, change or withdraw from a programme (Centrally Provided.)

11.1. Changing registration status

If you wish to make changes to your programme registration status (for example, transferring programme, interrupting their studies, or withdrawing), you should first discuss your plans with your Personal Tutor or Project/ Dissertation Supervisor who can explain the options available and help you make the right decision. You should also ensure that you read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

Further information:
- Chapter 3: Registration Framework for Taught Programmes | UCL Academic Manual
- Change your programme or modules | UCL Students
- Section 4: Key dates | CS Student Handbook

11.2. Changing programme

If you wish to transfer from one UCL degree programme to another, you must make a formal application. For programmes with a September intake, the deadline for a change of degree programme during the same academic session is the end of October (in order to be compatible with module selection deadlines.) Later transfers may be possible where the transfer does not affect module selections.

You must discuss any proposed programme transfer with both departments before requesting a change of programme; once agreed in principle, you should request the programme transfer via Portico under the 'C2RS Home' menu by the deadline given in Section 4: Key dates | CS Student Handbook.

Study Abroad and Placement Years
If you have been approved to take an Integrated Study Abroad Year or Additional Placement Year in the ensuring academic year, then you must apply to transfer to the relevant International Programme/Year in Industry programme via Portico under the ‘C2RS Home’ menu by the deadline given in Section 4: Key dates | CS Student Handbook.

Further information:

- Change your programme or modules | UCL Students
- Section 6: Programme Transfers | UCL Academic Manual

11.3. Interruption of studies

If you need a temporary break from your studies and plan to resume your programme at a future date, then you are advised to first speak to your Personal Tutor to discuss this and to ensure that you fully understand the procedure and how this works in practice.

If you decide you do wish to interrupt, then you must apply for an Interruption of Studies via Portico via Portico under the ‘C2RS Home’ menu.

Further information:

- Interrupting or withdrawing from your studies | UCL Students
- Section 5: Interruption of Study | UCL Academic Manual

11.4. Withdrawing from a programme

If you wish to leave your degree programme prior to completing your final assessments, then you are strongly advised to first discuss this with your Personal Tutor or Programme Director (as there may be support options available.)

If you decide you do wish to withdraw, then you must apply for a Withdrawal via Portico under the ‘C2RS Home’ menu.

Applications must be made in advance of the effective date of change.

Further information:

- Interrupting or withdrawing from your studies | UCL Students
- Section 8: Withdrawing from a Programme | UCL Academic Manual

11.5. Informing the Student Loans Company of changes to student status
If you are an undergraduate student and you make a change to your programme or registration status during the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then reassess and update its records. Changes could include withdrawing from your academic programme, an interruption in studies, or transferring to a new programme. The SLC must also be notified if you change your mode of study (for example, part-time to full-time), or when you returned from an interruption of studies.

If you experience a change of status, you must request for a **Change of Circumstance Form** to be submitted to the SLC on your behalf by the Faculty Tutor. Any queries should be directed in the first instance to the Programme Administrator (whose contact details are given on the Computer Science Teaching and Learning Contacts page.)

11.6. Key contacts for changes to programme registration status

If you wish to change your module selections, transfer to a different programme of study within UCL, interrupt your studies, or withdraw from your programme entirely, you should contact your Personal Tutor or Programme Director for advice and guidance in the first instance. The Programme Administrator (whose contact details are given on the Computer Science Teaching and Learning Contacts page) is able to provide procedural advice, but cannot advise on the academic merits of a decision to change status.