

Summary of Changing Your Study Plans Policy

2025/26

An alternative format of this summary is available. Please contact the Student Support team via [Contact Us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University student. Welsh-speaking Students and Learners are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

About Changing Your Study Plans Policy

The Changing Your Study Plans policy outlines the rules and procedures for cancelling your module and/or qualification, withdrawing from a module, suspending (deferring) study, changing to a different module, reducing or increasing the number of modules you are studying, changing qualification, including a module or excluding a module from your qualification, stopping study for a while, and stopping studying permanently.

We will follow these principles

1. We want to help you achieve your study goals. To do this we commit to giving you advice and guidance and to working in partnership with you to support you to make the best decision for your circumstances.
2. We recognise your personal circumstances can impact your study plans and that you may need flexibility.
3. We recognise your legal rights as a consumer.

You need to be aware

- We recommend you contact your Student Support Team for advice before making your final decision as there may be implications for your [Academic Progress](#), cost implications as set out in our [Fee Rules](#), or other details of your particular study route that you need to be aware of before committing to a change.

- Any deadlines and timeframes for these changes which are set out in the full [Changing Your Study Plans Policy](#) in Section 4 must be followed to allow us to make changes for you.

How to question a decision made under this policy

If you have a query about any aspect of how The Open University applies this policy, you are encouraged to contact us promptly so that we can put things right. For information about how to appeal against a decision made under this policy please refer to the [Complaints and Appeals Procedure](#). Please [Contact Us](#) for support.

Give Us Your Feedback

If you have any comments about this policy summary document and how it might be improved, please share this with us, by emailing SPR-Policy-Team@open.ac.uk.

Charity Statement

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.

Document Information

Short summary for Changing Your Study Plans effective from 1 August 2025

Approved by: Delegate, Director Academic Services

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