

# Change in Undergraduate Degree Program

*The Office of Registration and Records*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Term of Entry at CTU: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Please read:

You must have departmental approval prior to declaring any addition to or replacement of your degree program. Dropping a degree or adding a certificate only requires the signature of the student.

Any changes to your degree program will result in the implementation of the most recent degree requirements to your curriculum (see current catalog). Changes may also result in the loss of previously awarded transfer credits and/or unused credits from Capitol that are not applicable to the new degree program chosen.

Students who are currently enrolled and wish to pursue two different degree programs (AAS or BS) must have a cumulative GPA of 2.5 or better. For a second BS degree, students must complete a minimum of 150 credits, with a minimum of 18 credits distinction between degree programs of which at least 12 must be upper-level (300+) courses. For a second AAS degree, students must complete a minimum of 75 credits, with a minimum of 9 credits distinction between degree programs of which at least 6 must be 200+ level or above.

Please note: If you are receiving financial aid or receive VA benefits be sure to contact the Financial Aid Office immediately and/or the school certifying official (SCO). Your change of degree program may affect your benefits status.

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Current Degree Program: \_\_\_\_\_

Action Requested (circle one):      Add              Switch              Drop              Add Certificate

New Degree Program: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

**Capitol Technology University**  
11301 Springfield Road, Laurel, MD 20708  
Tel: 301-369-2313 / Fax: 301-369-2310  
Email: registrar@CapTechU.edu

**For office use only:**

Current Degree: \_\_\_\_\_

Credits Earned: \_\_\_\_\_

CGPA: \_\_\_\_\_

Date: \_\_\_\_\_

Changed in Jenzabar: \_\_\_\_\_

Letter/tracking sheet sent: \_\_\_\_\_