



Change in Master's 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. For the CS, EE, IAE and MBA programs, you must have the required prerequisites for admission.

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.

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.

Current Degree Program: _____

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

New Degree Program: _____

Student Signature: _____

Department Chair Signature: _____

Return this form to:

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

<u>For office use only:</u>
Current Degree: _____
Credits Earned: _____
CGPA: _____
Date: _____
Changed in Jenzabar: _____
Letter/tracking sheet sent: _____