

# Minor Declaration Form

## The Office of Registration and Records

- Step 1: Complete and sign this form and meet with the Office of Advising (advisor@captechu.edu)  
 Step 2: Take form signed by Office of Advising with advising worksheet to your department chair for approval.  
 Step 3: Return completed form to the Office of Registration and Records. (*Dropping a minor only requires step 3.*)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Credits Completed at Capitol: \_\_\_\_\_

**Eligibility:**

Students must have earned at least 15 credits in residence at Capitol Technology University with a cumulative GPA of 2.0 or higher before declaring a minor. Once a student has earned more than one hundred credits they may no longer declare a minor. A student may only have one declared minor.

**Minor Program Requirements:**

Students must meet all prerequisites to enroll in a course within their minor. All minor courses must be completed with a grade of C or better. Course substitutions are not allowed. No more than nine transfer credits may be applied to a minor and no more than six credits may apply to both a major degree program and a minor.

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

Action Requested (circle one):	Add	Change	Drop*
Minor (circle one):	Computer Science	Cybersecurity	Game Development
	Esports and Gaming Administration		Unmanned and Autonomous Systems

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

Undergraduate Advising Office: \_\_\_\_\_ Date: \_\_\_\_\_

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

*\*Dropping a minor requires only the student's signature.*

11301 Springfield Road, Laurel, MD 20708  
 Tel: 301-369-2313  
 Email: registrar@captechu.edu

**For office use only:**

Minor added in RE Module: \_\_\_\_\_

AIM added in AV Module: \_\_\_\_\_

Tracking Sheet added to file: \_\_\_\_\_