

Change in Undergraduate Degree Program Request Form

**Capitol College
Office of the Registrar
11301 Springfield Rd. Laurel, MD 20708
(301) 369-2800**

Complete the following, read the back, and return to the Office of Registration and Records for completion of the back. You will need to get departmental approval, then return this form to the Office of Registration and Records.

Name: _____ Date: _____

Social Security Number: _____

First term of entry at Capitol College: _____

Current Degree: _____

↑ Changing ↑ Adding

New degree program: _____

Departmental Approval Signature: _____

Student's Signature: _____

For office use only:

Teams Elite Date: _____ Initials: _____

Tracking Sent: _____ Initials: _____

Please read:

You must have departmental approval prior to declaring any changes to your program.

Any changes to your degree program will result in the application of the most current tracking sheet to your curriculum.

Students who are currently enrolled and wish to pursue two different degree programs (A.A.S. or B.S.) must have a CGPA of 2.5 or better. For a second B.S. degree, the student 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 courses. For a second A.A.S. degree, the student must complete a minimum of 75 credits, with a minimum of 9 credits between degree programs of which at least 6 must be 2xx or above.

For office use: _____

Current degree: _____

Credits earned: _____

GPA: _____

Date: _____ Initials: _____