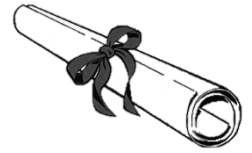


Colorado State University – Pueblo Certificate Conferral Contract



- Certificate conferral contracts for Fall semesters are due by November 30th, Spring semesters due April 15th, and Summer semesters due July 31st. *Late contracts will be accepted in the Registrar's office up until one week after the end of term. A \$25.00 late fee will be assessed.*
- This certificate contract should be completed by the certificate advisor(s), department chair(s), and the student after a thorough review of the student's transcripts and DARS audit has been completed. ***A copy of a "green" DARS audit must be attached when the contract is filed with the Registrar's Office.***
- This certificate contract should only be submitted after all electronic petitions, waivers, and exceptions pertaining to the student's certificate requirements have been filed, received, and processed by the Registrar's Office.
- Documentation of resolved deficiencies must be received in the Registrar's Office no later than the fourth week after the semester has ended.
- Certificates are issued only at the close of each semester and summer session.
- **All accounts with CSU-Pueblo must be settled before the certificate or official transcript will be issued.**



CERTIFICATE ADDRESS

****Print address LEGIBLY where you would like your certificate sent. Name will appear on certificate as it is on file. No exceptions.****

Legal Name: _____

PID: _____ Preferred Phone: _____ Email: _____

Address: _____ City: _____ State: _____ ZIP: _____



CERTIFICATE INTENT

Official Catalog Year Listed in AIS: _____

Planned semester and year of certificate completion: Spring _____ Summer _____ Fall _____

Select all Certificate(s) to be awarded:

Undergraduate:	Advanced Construction Manager	Construction Manager	Estimating & Planning Construction Manager	Homeland Security	NSA-CAE Cyber Security Defense	Recreation Leadership	Six Sigma Green Belt	Sustainability
Post Bachelors:	English	Nurse Educator	Railroad Engineering					
Post Masters:	Nursing Adult/ Gerontology Acute Care NP	Nursing Adult Gerontology Acute Family Care NP	Nursing Educator	Nursing Psychiatric NP Mental Health				

For Registrar's Office Use Only – Date Contract Entered into AIS: _____ Entered By: _____

POTENTIAL CERTIFICATE REQUIREMENT DEFICIENCIES

For each deficiency noted on the DARS audit that cannot be resolved by filing a petition, waiver, or exception with the Registrar's Office using the separate electronic exception form, please document the manner in which the certificate requirement will be met .

Requirement not completed	How requirement will be met	How Registrar's Office will be notified

REQUIRED SIGNATURES

1st Certificate Advisor (Type Name and Date)

2nd Certificate Advisor (Type Name and Date)

Department Chair or Dean (Type Name and Date)

I understand that if all certificate requirements are NOT completed my certificate(s) will NOT be awarded. I also understand that if my certificates(s) are not awarded within the semester listed on the first page of this contract, I will be required to submit a new contract for my updated intended certificate completion term.

I, as a student of Colorado State University – Pueblo, understand it is ultimately my responsibility for understanding and following the policies and requirements for the certificate as outlined in the official publication of the University Catalog.

Student Typed Name

Date