

# Colorado State University Pueblo Undergraduate Degree Conferral Contract



- Conferral contracts for fall and spring semesters are due no later than the fourth week of the graduating term. For the summer semesters, the contract is due no later than the third week of the first summer session. Late contracts will be accepted in the Registrar's office up until one week after the end of graduation term. A \$25.00 late fee will be assessed.
- This contract should be completed by the major/minor academic 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 contract should only be submitted <u>after</u> all electronic petitions, waivers, and exceptions pertaining to the student's degree 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.
- All accounts with CSU Pueblo must be settled before a diploma or official transcript will be issued.

#### **DIPLOMA NAME & ADDRESS**

\*\*\*Print name LEGIBLY and exactly as it is to appear on diploma\*\*\*

First	Mid	ldle	Last	
NetID:	Preferred Phone:	Email:		
ed diploma address below	to the most recent mailing address provided. The university is not responsible for is subject to a replacement diploma	or the accuracy of this in		-
lress:	City:	State:	ZIP:	Country:
	<u>DEGREI</u>	E INTENT		
Official Catalog Year	Listed in BANNER:			
Planned semester and	year for graduation:   Spring			
Undergraduate Degree	Intent:   BA BFA BS BS	SBA 🗆 BSCET 🗆 BSI	E □BSIE □BSN	□BSW □BAS
1st Major:				
v	on:			
Concentration				
Concentration 2nd Major:	on:			
Concentration  2nd Major:  Concentration	on:			

For Registrar's Office Use Only – Date Contract Entered into Banner: \_\_\_\_\_\_ Entered By: \_\_\_\_\_

### POTENTIAL DEGREE 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 degree requirement will be met (via transfer credit, credit for prior learning, credit by exam, etc.)

#### **Institutional Requirements**

Requirement not completed	How requirement will be met	How Registrar's Office will be notified
Example: Humanities not completed	Example: Student will transfer SPN 101 from PCC	Example: Student will send transcript upon completion

## Major/Minor Requirements

Requirement not completed	How requirement will be met	How Registrar's Office will be notified
Example: SPN 101 not completed	Example: Student will transfer SPN 101 from PCC	Example: Student will send transcript upon completion

REQUIRED SIGNATURES				
Major Advisor (Print, Sign, and Date)				
Minor Advisor (Print, Sign, and Date)				
2 <sup>nd</sup> Major Advisor ( <b>Print</b> , <b>Sign</b> , and <b>Date</b> )				
2 <sup>nd</sup> Minor Advisor ( <b>Print, Sign, and Date</b> )				
Department Chair or Dean (Print, Sign, and Date)				
I understand that if all institutional requirements and major/minor requirements are NOT completed my degree(s) will NOT be conferred. I also understand that if my degree(s) are not conferred within the semester listed on the first page of this contract, I will be required to submit a new contract for my updated intended graduation term.				
I, as a student of Colorado State University Pueblo, understand it is ultimately my responsibility for understanding and following the academic policies and requirements for the degree as outlined in the official publication of the University Catalog.				

Student Signature

Date