



Colorado State University Pueblo 3+2 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 after all petitions 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	Middle	Last
NetID: _____ Preferred Phone: _____ Email: _____		

Your diploma will be mailed to the most recent mailing address provided in your student PAWS account. If different, please notate desired diploma address below. The university is not responsible for the accuracy of this information or the deliverability of the diploma mailer. Returned mail is subject to a replacement diploma fee.

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

DEGREE INTENT

Official Catalog Year Listed in **Banner**: _____

Planned semester and year for graduation: Spring _____ Summer _____ Fall _____

Undergraduate Degree Intent: BA BFA BS BSBA BSCET BSE BSIE BSN BSW

1st Major: _____

Concentration: _____

2nd Major: _____

Concentration: _____

Minors (If Applicable): _____

Graduate Degree Intent: MA MBA M.Ed. MS

Major: _____

Concentration: _____

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

POTENTIAL DEGREE REQUIREMENT DEFICIENCIES

List all CSU Pueblo courses that must be completed, including any transfer courses that will be applied to meet graduation requirements.

PLEASE NOTE: 3+2 degrees will only be conferred once your Graduate Director officially notifies the Registrar's Office in writing, via the Graduate Clearance Form, that all requirements are complete.

Courses to be Completed for Major	Course Credit Hours	Required Minimum Grade
Courses to be Completed for Minor		
Total Credit Hours Outlined for Graduation		

REQUIRED SIGNATURES

Major Advisor (**Print, Sign, and Date**) _____

Minor Advisor (**Print, Sign, and Date**) _____

2nd Major Advisor (**Print, Sign, and Date**) _____

2nd Minor Advisor (**Print, Sign, and Date**) _____

Graduate Director (**Print, Sign, and Date**) _____

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