

## Colorado State University Pueblo Graduate 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 academic advisor(s), graduate director, 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.
- Documentation of resolved deficiencies (over 6 year credits, transfer credits, waivers, etc.) 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	Middle		
NetID:	Preferred Phone:	Email: _		
esired diploma address belov	o the most recent mailing address pr v. The university is not responsible f l is subject to a replacement diploma	or the accuracy of this		
Address:	City:	State:	ZIP:	Country:
Official Catalog Year Listed i		E INTENT		
_	graduation:   Spring	☐ Summer	□ Fall	
raduate Degree Intent: $\Box$ M	MA □ MBA □ M.Ed. □ MS	□MSW		
Major Area of Study:				
Concentration:				
or Registrar's Office Use	Only – Date Contract Entered int	o BANNFR	Entere	ed Rv

## POTENTIAL DEGREE REQUIREMENT DEFICIENCIES

List all coursework left to be completed. This area <u>MUST</u> include Continuous Registration courses if applicable.

PLEASE NOTE: A Graduate degree can <u>only</u> be conferred once your Graduate Director officially notifies the Registrar's Office in writing, via the <u>Graduate Clearance Form</u>, that all requirements are complete.

Course	Course	Course Title	Credit	Final Grade
Prefix	Number	C34130 1112	Hour	(Registrar Use Only)
*Explain any xceptions, etc		ting from the student's catalog requirements (e.g. over 6	year credits, transfo	er credits, electronic
		Notes		
		REQUIRED SIGNATURES		
<i>r</i>				
lajor Advisoi	r (Print, Sign, and Dat	e)		
Graduate Dire	ctor (Print, Sign, and	Date)		
legree is not c		requirements are NOT completed my degree will NOT be semester listed on the first page of this contract, I will be.		
		University Pueblo, understand it is ultimately my responsints for the degree as outlined in the official publication of		
		Student Sign	nature	Date