



## 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	Middle	Last
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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 \_\_\_\_\_

Graduate Degree Intent:     MA     MBA     M.Ed.     MS     MSW

Major Area of Study: \_\_\_\_\_

Concentration: \_\_\_\_\_

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

