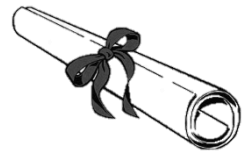


Colorado State University – Pueblo Graduate Degree Conferral Contract



- 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. Also, list the address where you would like your diploma sent

FIRST MIDDLE LAST

NetID: _____ Preferred Phone: _____ Email: _____

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



DEGREE INTENT

Official Catalog Year Listed in AIS: _____

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

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

Major Area of Study: _____

Emphasis: _____

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

POTENTIAL DEGREE REQUIREMENT DEFICIENCIES

List all coursework left to be completed. This area **MUST** include Continuous Registration courses if applicable.

PLEASE NOTE: A Graduate degree can 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.

Course Prefix	Course Number	Course Title	Credit Hour	Final Grade (Registrar Use Only)

Explain any deficiencies deviating from the student's catalog requirements (e.g. over 6 year credits, transfer credits, electronic exceptions, etc.).

Notes

REQUIRED SIGNATURES

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

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

I understand that if all Graduate requirements are NOT completed my degree will NOT be conferred. I also understand that if my degree is 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