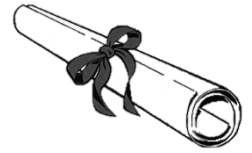


## Colorado State University – Pueblo Certificate Conferral Contract



- Conferral contracts for Fall semesters are due by November 30<sup>th</sup>, Spring semesters due April 15<sup>th</sup>, and Summer semesters due July 31<sup>st</sup>. *Late contracts will be accepted in the Registrar's office up until one week after the end of term. A \$25.00 late fee will be assessed.*
- This contract should be completed by the certificate 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 electronic petitions, waivers, and exceptions pertaining to the student's certificate 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 the certificate or official transcript will be issued.**



### CERTIFICATE ADDRESS

**\*\*Print address LEGIBLY where you would like your certificate sent. Name will appear on certificate as it is on file. No exceptions. \*\***

PID: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_



### CERTIFICATE INTENT

Official Catalog Year Listed in AIS: \_\_\_\_\_

Planned semester and year for certificate completion: ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_ ☐ Fall \_\_\_\_\_

Circle all Certificate(s) to be awarded:

<b>Undergraduate:</b>	Advanced Construction Manager	Construction Manager	Estimating & Planning Construction Manager	Homeland Security	NSA-CAE Cyber Security Defense	Recreation Leadership	Six Sigma Green Belt	Sustainability
<b>Post Bachelors:</b>	English	Nurse Educator	Railroad Engineering					
<b>Post Masters:</b>	Nursing Adult/ Gerontology Acute Care NP	Nursing Adult/ Gerontology Acute Family Care NP	Nursing Educator	Nursing Psychiatric- Mental Health NP				

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

### POTENTIAL CERTIFICATE 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 certificate requirement will be met .

Requirement not completed	How requirement will be met	How Registrar's Office will be notified

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### REQUIRED SIGNATURES

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1<sup>st</sup> Certificate Advisor (**Print, Sign, and Date**)

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2<sup>nd</sup> Certificate Advisor (**Print, Sign, and Date**)

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Department Chair or Dean (**Print, Sign, and Date**)

I understand that if all certificate requirements are NOT completed my certificate(s) will NOT be awarded. I also understand that if my certificates(s) are not awarded within the semester listed on the first page of this contract, I will be required to submit a new contract for my updated intended certificate completion term.

I, as a student of Colorado State University – Pueblo, understand it is ultimately my responsibility for understanding and following the policies and requirements for the certificate as outlined in the official publication of the University Catalog.

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Student Signature

Date