



Colorado State University Pueblo Certificate Conferral Contract

- Certificate 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 certificate advisor, department chair, 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 NAME & ADDRESS

Print name LEGIBLY and exactly as it is to appear on certificate

First	Middle	Last
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NetID: _____ Preferred Phone: _____ Email: _____

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

Address: _____ City: _____ State: _____ Zip: _____ Country: _____

CERTIFICATE INTENT

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

Planned semester and year for certificate completion: Spring _____ Summer _____ Fall _____

List certificate to be awarded:

Undergraduate: _____

Post Bachelors: _____

Post Masters: _____

Concurrent (Double) Certificates require a contract for each certificate

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

REQUIRED SIGNATURES

Certificate Advisor (**Print, Sign, and Date**)

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

I understand that if all certificate requirements are NOT completed my certificate will NOT be awarded. I also understand that if my certificate is 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.

Student Signature

Date