



Colorado State University Pueblo Undergraduate 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/minor faculty 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 degree 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 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
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 or requests to send to an address other than the one below are 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 _____

Undergraduate Degree Intent: BA BFA BS BSBA BSCET BSE BSIE BSN BSW BAS

1st Major: _____

Concentration: _____

2nd Major: _____

Concentration: _____

1st Minor: _____

2nd Minor: _____

Concurrent (Double) Degrees require graduation contracts for each degree

POTENTIAL DEGREE REQUIREMENT DEFICIENCIES

For Registrar's Office Use Only – Date Contract Entered into Banner: _____	Entered By: _____
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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 degree requirement will be met (via transfer credit, credit for prior learning, credit by exam, etc.)

Institutional Requirements

Requirement not completed <i>Example: Humanities not completed</i>	How requirement will be met <i>Example: Student will transfer SPN 101 from PCC</i>	How Registrar's Office will be notified <i>Example: Student will send transcript upon completion</i>

Major/Minor Requirements

Requirement not completed <i>Example: SPN 101 not completed</i>	How requirement will be met <i>Example: Student will transfer SPN 101 from PCC</i>	How Registrar's Office will be notified <i>Example: Student will send transcript upon completion</i>

REQUIRED SIGNATURES

Major Faculty Mentor/Advisor (**Print, Sign, and Date**) _____

Minor Faculty Mentor/Advisor (**Print, Sign, and Date**) _____

2nd Major Faculty Mentor/Advisor (**Print, Sign, and Date**) _____

2nd Minor Faculty Mentor/Advisor (**Print, Sign, and Date**) _____

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

I understand that if all institutional requirements and major/minor requirements are NOT completed my degree(s) will NOT be conferred. I also understand that if my degree(s) are 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