



## 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
-------	--------	------

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 \_\_\_\_\_

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: \_\_\_\_\_

## 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 Faculty Mentor (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