Computer Engineering Department
BS in Software Engineering
Graduation Packet Check List

Student Name: _____   **SID:** _____

Phone No.: _____   **Email:** _____

Advisor: _____   **Date Submitted to Dept.:** _____

Program Start (Sem/Yr): _____   **Proposed Date of Graduation:** _____

If Registrar has emailed you to apply for graduation early due to having over the required 120 units, yet you have not completed many of the major courses, please indicate so: ☐ Yes   ☐ Does not apply to me

Following items are attached, in order **(DO NOT STAPLE ANY FORMS)**:

- ☐ Graduation Packet Check List (Cover Sheet; **required**)
- ☐ Graduation Application **(MUST be typed; required)**
- ☐ Computer Engineering Department Major Form **(MUST be typed & fit to <u>one</u> page, & <u>single-sided</u>; required)**
- ☐ My Planner from MySJSU showing that you can graduate by your expected grad term **(required)**
  (If you do not have MyPlanner, please submit a Courses Not Completed form)
- ☐ SJSU Unofficial Transcript **(single-sided; required)**
- ☐ Transfer Credit Report **(if transferred credit)**
- ☐ Other College/University Unofficial Transcript(s), **if credits do not appear on Transfer Credit Report.**
- ☐ Equivalency Forms, **if applicable** (courses from other colleges that are not articulated w/ SJSU; <u>must</u> already be signed!)
- ☐ Other Forms: Memos from the Department Chair, Credit by Exam Petitions, etc. **(if applicable)**
- ☐ Fill out the Graduation Survey: https://cmpe.sjsu.edu/content/forms AND email confirmation page to frontdesk-computer-engineering@sjsu.edu (include name and SID# in the email) **(required)**

I understand that the major form needs to be filed one year prior to graduation. <u>Late filing will delay my graduation</u>. I believe that I have not intentionally violated any course prerequisite requirements, however, here is a list of violations, discrepancies, or comments if any _____.

I have discussed my GE course completion with a GE course advisor and I am required to complete _____ units of additional courses.

Signatures of:

Student: _____   **Date:** _____

SE Advisor: _____   **Date:** _____

Chair or Designee: _____   **Date:** _____

Submit all documents to E284 to obtain advisor and chair signatures.

Sent to Undergraduate Evaluation & Graduation-   **Date:** _____

Revised 01/29/20