

**Computer Engineering Department
BS in Software Engineering
Graduation Packet Check List**

Student Name: _____ **SID:** _____

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

Advisor: Kimiko Strayer **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):

- Graduation Packet Check List (Cover Sheet; **required**)
- Graduation Application (**MUST be typed; required**)
- Software Engineering Department Major Form (**MUST be typed & fit to one page; required**)
- Courses Not Completed form (**required**)
- SJSU Unofficial Transcript (**required**)
- GE Check List: Official copy signed by GE assessment advisor. Obtained in ESSC, E344 (**required**)
- Other College/University Unofficial Transcript(s), **as needed**.
- Equivalency Forms, **if applicable** (courses from other colleges that are not articulated with SJSU; must already be signed!)
- Other Forms: Memos from the Department Chair, Credit by Exam Petitions, etc. (**if applicable**)
- Fill out the Graduation Survey: http://tiny.cc/grad_survey AND print survey confirmation page (**required**)

Once all documents are submitted to E284, make appointment with Kimiko Strayer at sjsu.gradesfirst.com (**required**)

I understand that the major form needs to be filed one year prior to graduation. Late filing will delay my graduation. 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:** _____