

## Software Engineering Department 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](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](http://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 \_\_\_\_\_.

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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:** \_\_\_\_\_

The signature from your advisor is required on coversheet and major form prior to submitting to the Department. The Department will obtain the chair's signature when your major form has been cleared.

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**Sent to Undergraduate Evaluation & Graduation-** \_\_\_\_\_ **Date:** \_\_\_\_\_