

## Electrical Engineering Department Major Form Checklist

Student Name: \_\_\_\_\_ Major Advisor: \_\_\_\_\_  
ID #: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Semester to Graduate: \_\_\_\_\_  
Email: \_\_\_\_\_

Following items are to be attached to Major Form Packet:

- Major Form for BSEE** (Download page at [www.engr.sjsu.edu/electrical/downloadable\\_forms/](http://www.engr.sjsu.edu/electrical/downloadable_forms/))  
*Have three copies of the major form, It must fit all in a single page, List all grades received for the major courses, must be signed by the Major Advisor, **Do not change original template on the Major Form.***
- SJSU Graduation Application Form** (In the packet)
- SJSU Transcript** (Copy from the official transcripts ok, Transcripts can be downloaded from the website)
- Other College/University Transcript** (Copy from the official transcripts ok, Transcripts can be downloaded from the website)
- Transfer Evaluation Form** (You can find the form in the EE Office, Must be signed by the transfer Evaluator (Undergraduate Coordinator))
- Technical Electives Form** (In the packet, Must be signed by the Major Advisor)
- List of courses to be Completed before Graduation** (In the packet)

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 requirement, however, here is a list of violations, discrepancies, if any

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
UG Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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### **OFFICE USE ONLY**

Received at COE by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved to be forwarded to Admissions and Records on: \_\_\_\_\_  
 Returned to Department for corrective actions listed: \_\_\_\_\_

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Received at Department by: \_\_\_\_\_ Date: \_\_\_\_\_  
Corrections by: \_\_\_\_\_ Date: \_\_\_\_\_

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Received at COE by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved to be forwarded to A/R on: \_\_\_\_\_