

# Electrical Engineering Department Major Form Checklist

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

The following items must be attached to the Major Form Packet and submitted to the EE office. Follow the links provided below to complete the forms.

- Major Form for BSEE** ([http://www.engr.sjsu.edu/electrical/downloadable\\_forms/MajorForm.doc](http://www.engr.sjsu.edu/electrical/downloadable_forms/MajorForm.doc))  
*Major form must fit all in a single page. List all grades received for the major courses. Must be signed by the Undergraduate Advisor, **Do not change original template on the Major Form.***
- SJSU Graduation Application Form** ([http://www.sjsu.edu/registrar/docs/grad\\_app.pdf](http://www.sjsu.edu/registrar/docs/grad_app.pdf))
- SJSU Transcript** (*Copy from the official transcripts ok, Transcripts can be downloaded from the website*)
- Other College/University Transcripts** (*Copy from the official transcripts ok, Transcripts can be downloaded from the website*)
- Transfer Evaluation Form** ([http://www.engr.sjsu.edu/electrical/downloadable\\_forms/Transfer-Evaluation-Packet.pdf](http://www.engr.sjsu.edu/electrical/downloadable_forms/Transfer-Evaluation-Packet.pdf))
- Technical Electives Form** ([http://www.engr.sjsu.edu/electrical/downloadable\\_forms/Technical\\_Electives\\_Form.pdf](http://www.engr.sjsu.edu/electrical/downloadable_forms/Technical_Electives_Form.pdf))
- List of courses to be Completed before Graduation**  
([http://www.engr.sjsu.edu/electrical/downloadable\\_forms/courses-take-before-graduation.pdf](http://www.engr.sjsu.edu/electrical/downloadable_forms/courses-take-before-graduation.pdf))

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 Advisor: \_\_\_\_\_ 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 Admissions and Records on: \_\_\_\_\_