

Biomedical Engineering Department, SJSU

FINAL GRADUATION CHECKLIST

You have successfully defended your project/thesis. **Congratulations!!!**

You still have a few more steps before you can actually graduate. Please go through this checklist carefully and make sure that they are all completed.

- (1) Immediately after your final presentation please make sure that your adviser and committee members fill out and submit the Thesis/Project Final Defense Evaluation form and submit it to the Graduate Coordinator as soon as possible.
- (2) Please collect all comments your Reading Committee might have and revise your project report/thesis accordingly. Go through these with your adviser and Reading Committee members to make sure that they are in agreement.
- (3) Submit your final report/thesis to turnitin.com for plagiarism check, and make sure that it comes back "clean".
- (4) Obtain signatures of your Reading Committee on the BME Project Approval Form. Remember to have it filled out first, with the basic information.
- (5) Check your university records (transcripts) and make sure that any 298 or 299 units have the grade of CR posted. If there is an Incomplete (I) or Report in Progress (RP) in your records, please let the department Graduate Coordinator know so that he/she can submit the appropriate Grade Change form.
- (6) Convert your final report/thesis into a pdf document. Include the BME Project Approval Form listed in Item (3) above as page ii, i.e., this comes right after the cover page. Convert this into one pdf document and submit this to your Graduate Coordinator.
- (7) Upon completion of all of the above, stay in touch with your Graduate Coordinator to ensure that the **Verification of Culminating Experience form** is submitted by him/her on your behalf. If all of the above are not completed, you will not be able to graduate.