



**MARYVILLE UNIVERSITY**  
 650 Maryville University Drive  
 St. Louis, Missouri 63141  
 314.529.9300  
 maryville.edu

**EVALUATION FORM FOR UNIVERSITY CHANGE**

**PART ONE**

*To be completed by the Concerned University's Official of the Requested School*

Student's Full Name: \_\_\_\_\_

Student's Saudi I.D.: \_\_\_\_\_

Name of Requested University: \_\_\_\_\_

Name of the Requested Major/Degree of the Student: \_\_\_\_\_

Name of the University Official Completing this Evaluation: \_\_\_\_\_

Job Title of the University Official: \_\_\_\_\_

Email of the University Official: \_\_\_\_\_

Signature of the University Official: \_\_\_\_\_ Date: \_\_\_\_\_

(MM/DD/YYYY)

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| <p><b>1. Total required credit hours for graduation in the student's requested major and degree</b>, as prescribed in the Degree Plan of the requested major/degree of the student. <i>(Specify whether they are semester or quarter credit hours):</i></p>  |  |
| <p><b>2. Total transferred credit hours to the student's requested major and degree</b> <i>(from Saudi Arabia and/or from ALL other Universities the student has attended, including your University, if any):</i></p>   |  |
| <p><b>3. Total counted transferred credit hours</b>, <i>(from Saudi Arabia and/or from ALL Universities the student has attended, including your University if any, out of those transferred credit hours, in Item 2 above)</i> that specifically meet the Major/Degree requirements towards total graduation hours. Any additional credit hours beyond the total prescribed credit hours in the Degree Plan should not be counted here, they should be explained in Item 7 below.</p> |  |
| <p><b>4. Total remaining credit hours for graduation (Item 1-Item 3):</b></p>  |  |
| <p><b>5. Expected date of graduation</b> (MM/DD/YYYY), if the request is approved:</p>   |  |
| <p><b>6. Total credit hours required to be taken in an <i>online format</i></b> in the requested major, if any:</p>  |  |
| <p><b>7. Comments</b> <i>(Please specify any credit hours that have been transferred but not counted in the Degree Plan in Item 3):</i></p>  |  |



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**PART TWO**

To be completed by your current University Academic Advisor

Student's Full Name: \_\_\_\_\_

Student's Saudi I.D.: \_\_\_\_\_

Name of the Current Major/Degree of the Student: \_\_\_\_\_

Name of the University Academic Advisor: \_\_\_\_\_

Email of the University Academic Advisor: \_\_\_\_\_

Signature of the University Academic Advisor: \_\_\_\_\_ Date \_\_\_\_\_

(MM/DD/YYYY)

|   |  |
|---|--|
| <p><b>1. Total required credit hours for graduation in the student's current major and degree</b>, as prescribed in the Degree Plan of the current major/degree of the student. <i>(Specify whether they are semester or quarter credit hours):</i></p>   |  |
| <p><b>2. Total transferred credit hours to the student's current major and degree</b> <i>(from Saudi Arabia and/or from ALL other previous Universities the student has attended):</i></p>  |  |
| <p><b>3. Total counted transferred credit hours from Saudi Arabia and/or from ALL other previous University</b> the student has attended, out of those transferred credit hours, in Item 2 above, that specifically meet the Major/Degree Requirements towards total graduation hours <i>(any additional credit hours beyond the total prescribed credit hours in the Degree Plan should not be counted here. They should be explained in Item 11):</i></p> |  |
| <p><b>4. Total completed and counted credit hours at your University towards total graduation hours</b>, as prescribed in the Degree Plan, as of the end of last term (not counting the credit hours in progress):<br/>Specify last TERM/YEAR:</p>  |  |
| <p><b>5. Total counted transferred and completed/counted (Item 3 + Item 4) credit hours at your University</b>, as of the end of last term <i>(not counting the credit hours in progress):</i></p>  |  |
| <p><b>6. Total credit hours currently in progress:</b><br/>Specify current TERM/YEAR:</p>   |  |
| <p><b>7. Total remaining credit hours for graduation</b>, including the credit hours in progress (Item 1-Item 5):</p>   |  |
| <p><b>8. Expected date of graduation</b> (MM/DD/YYYY):</p>  |  |
| <p><b>9. Total credit hours actually completed in an online format</b> as of last term, if any:<br/>Specify last TERM/YEAR:</p>   |  |
| <p><b>10. Total credit hours the student is currently taking in this term in an online format:</b><br/>Specify current TERM/YEAR:</p>   |  |
| <p><b>11. Comments</b> <i>(Please specify any credit hours that have been transferred but not counted in the Degree Plan in Item 3):</i></p>  |  |