

## **Course Equivalency**

**The student can submit a course equivalency request under the following conditions:**

- Bachelor's degree equivalency based on an official academic transcript.
- Diploma degree equivalency based on an official academic transcript.
- Course Equivalency after transferring from one major to another.

### **How to submit a new course equivalency request?**

The request has to be sent via [coc-eao@pnu.edu.sa](mailto:coc-eao@pnu.edu.sa) with the following documents:

- One application that includes: all courses that the student wants to equalize – an academic transcript – the course specifications (Uncompleted requests will be rejected).
- The application should be submitted when the student is accepted, and this should be done during the last week of vacation, before the school starting dates.
- All courses equivalency requests will be examined by a specialized committee upon PNU rules and regulations.
- The student has to attend all classes till she received the acceptance notice.
- Tuition fees upon course equivalency will be refunded as a credit balance in the student's account, and it won't be refunded in cash.

### **Important Notice**

The student will be responsible for submitting her request on time and following up the university replies. All requests after the deadline will be rejected.