

PYP Waiving Policy for Transfer Students from Other Universities

First: Important Notes

- **The transfer student is fully responsible for personally following up on their course equivalency request** with the department heads of the courses they studied at their previous institution—this must be done **before the start of the semester** to ensure that the equivalency process is completed.
- **Transfer students must ensure that they receive the appropriate waiver** based on the criteria outlined here. If the waiver has not been applied correctly, the student should contact the Deanship of Admission and Registration **before the start of the semester**. It is essential that the student personally follows up on this matter to ensure they are enrolled at the correct level at Prince Sultan University.
- Students may have some or all of the PYP courses waived in accordance with the regulations outlined here.
- The validity of tests submitted for waiving the PYP courses is **two years** from the date of the test.
- **Remote tests are not accepted.**
- All scores submitted for waiving any PYP English course must come from a single test or, in the case of IELTS, from a single retake attempt for specific sections (e.g., reading or writing). **Only scores from one complete test or a specific skill retake will be accepted.**
- Students may submit their international standardized test scores for waiving English language courses **only once per semester**, with a maximum of **two submissions** allowed during their entire study at Prince Sultan University. **Retaking specific sections of the IELTS is not considered a second attempt**; students may improve their scores in one section without impacting the overall submission limit.
- Students who have previously received an “F” or “DN” grade in any PYP English or Mathematics course at Prince Sultan University are not eligible to waive the course using an international standardized test.
- When a student is waived from any of the PYP courses, a grade of “No Grade – Pass” (NP) will be recorded in the academic record.

Second: Full Waivers

A **full waiver** means waiving the entire PYP, allowing the student to begin their university major directly. If students successfully exempt themselves from all English language and mathematics courses by passing promotion tests or international standardized tests, in accordance with the policies of “Partial and Full Waivers for Preparatory Year Courses” approved at the university, they will be exempted from the entire preparatory year and can proceed to the university level. However, it is important for students to complete the exemption procedures before the deadline for adding courses as specified in the approved academic calendar.

Third: Partial Waivers

A **partial waiver** means waiving some PYP courses, requiring the student to complete the remaining courses before beginning their university major

- If students are exempted from any of the preparatory year courses after the start of their studies and the end of the period for adding courses, as specified in the approved academic calendar, they will be required to complete the remaining preparatory year courses.
- In the event that students pass or are exempted from certain PYP English language or mathematics courses and their study load is below 15 hours, they are permitted to enroll in select university-level courses (general courses). However, it is important for students to ensure that their overall study load, including the general courses they register for, does not exceed 15 hours.
- Before registering for any major courses, students must successfully complete the remaining PYP courses and progress to the university level.

Fourth: PYP Waiver Eligibility for Transfer Students from Other Universities

The English language requirements for admission to the PYP must be met before the waiver rules described below can be applied.

Credits Completed	Location of Previous University	Waiver	Starting Level at PSU
At least 12 credit hours	English-speaking country	Full PYP waiver	Undergraduate Level
At least 42 credit hours	University inside or outside Saudi Arabia (excluding the Specific English-speaking countries mentioned below)	Full PYP waiver	Undergraduate Level
At least 27 credit hours	University inside or outside Saudi Arabia (excluding the Specific English-speaking countries mentioned below))	First level of PYP waived	Second level of PYP
At least 12 credit hours	University inside or outside Saudi Arabia (excluding the Specific English-speaking countries mentioned below))	Intensive English Program (IEP) waived	First level of PYP

English-speaking countries: UK, USA, Canada – on the condition of studying in English, Australia, New Zealand, Ireland, Antigua and Barbuda, Bahamas, Barbados, Belize, British Overseas Territories, Dominica, Grenada, Guyana, Jamaica, Malta, St. Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.

Fifth: Course Waivers (English & Math)

Note: This section is relevant to transfer applicants who have waived part of the PYP but still need to complete the remaining courses, as well as those who have waived the Intensive English Program (IEP) and are starting the first level of PYP. These students can use these waiving rules to be excused from individual English or Math courses through standardized tests.

English Course Waivers

Students can be exempted from English language courses in the PYP if they achieve the minimum tests scores as specified in the following table.

Minimum Score for Exemption					
Course	Academic IELTS	TOEFL (IBT)	IGCSE English	SAT	PSU Promotion Test
ENG 010	Reading: 5 Writing: 5 Overall: 4.5	Reading: 4 Writing: 14 Overall: 34	Grade B	1100	Contact PYP Administration
ENG 020	Listening: 5 Speaking: 5 Overall: 4.5	Listening: 4 Speaking: 14 Overall: 34	Grade B	1100	Contact PYP Administration
ENG 030	Reading: 5.5 Writing: 5.5 Overall: 5	Reading: 8 Writing: 18 Overall: 45	Grade A or A star	1150	Contact PYP Administration
ENG 040	Listening: 5.5 Speaking: 5.5 Overall: 5	Listening: 7 Speaking: 16 Overall: 45	Grade A or A star	1150	Contact PYP Administration

Additional English Course Waivers

Students with a high school diploma from an international school in the Kingdom of Saudi Arabia or from a school outside the Kingdom may be waived from the following English courses: **ENG010**, **ENG020**, and **ENG040**, provided the language of instruction was English. However, the diploma must be certified by the **Ministry of Education in Saudi Arabia**; certification from the **Saudi Cultural Mission** or the **Saudi Embassy** alone is insufficient. Once waived from these courses, students may also waive **ENG030** by passing the promotion test for English language courses at Prince Sultan University or by submitting the required international standardized tests approved by the university. For further details, please refer to the table above.

Mathematics Course Waivers

Students have the possibility of being exempted from PYP mathematics courses or being granted the opportunity to take the promotion test for mathematics courses, as indicated in the following table:

SAT Test (Math Component only)		IGCSE Test	
Score	Recommendation	Score	Recommendation
0 – 549	The student must study MATH001	B Grade or above in O-level	The student is eligible to take the promotion test for MATH001
550 – 559	The student is eligible to take the promotion test for MATH001	B Grade or above in A-level or AS-level	The student is eligible to waive MATH001 and to take the promotion test for MATH002
600 and above	The student is eligible to waive MATH001 and to take the promotion test for MATH002	A/A* Grade in A-level	The student is eligible to waive MATH001 and MATH002

Additional criteria for Math promotion test eligibility:

- **MATH001:** A score of 90 or higher on the General Aptitude Test (GAT) or 85+ on the Standard Achievement Admission Test (SAAT).
- **MATH002:** A grade of A+ in MATH001.

Sixth: Time Frame for Submission of Standardized International Tests Results

The time of submitting the result	Recommendation
Before the end of the first week of classes	Right to drop courses and register for higher-level ones if prerequisites are met
After the end of the first week and before the end of the course dropping date with a Withdrawn (W) grade	Right to drop courses, waiver criteria applied at the next semester
After the date of dropping a course according to the approved academic calendar.	Must continue with registered courses, grades recorded on transcript