



## **BOTSWANA UNIVERSITY OF AGRICULTURE AND NATURAL RESOURCES**

### **PROCEDURE TO APPLY FOR EXEMPTION OF COURSES**

Below is the procedure that a student must follow when applying for exemption of courses/credit transfer at Botswana University of Agriculture and Natural Resources.

1. Applicants for course exemption/credit transfer must collect the appropriate form from the Admissions office and complete it accordingly.
2. The applicants will need the BUAN prospectus, to enable them to refer to the structure of the programme they have been admitted to.
3. The applicants will need a copy of the transcript of their completed programme.

#### **A. Applicants who attended BCA/BUAN programmes.**

This group will have 2 categories; being the applicants who underwent the old certificate or diploma programmes and the group that attended the semesterised Certificate or Higher Diploma programmes. Applicants from both categories are required to;

- a) Complete the **COURSE EXEMPTION REQUEST FORM**
- b) Submit this form, together with a copy of the transcript for the previously completed programme, to the academic services office.
- c) The Academic Service Officers will attach all the submitted information to the student file, forward to the Manager, Academic and Student Services who will verify and pass on to the Director, Academic and Student Services for approval of further processing.

#### **B. Applicants who did not attend BCA/BUAN programmes**

- a) They are required to submit the **COURSE CREDIT TRANSFER REQUEST FORM**.
- b) They are required to submit this form, together with a copy of the transcript for the previously completed programme and **details/course synopsis/course content/course outline** of all courses that a student would want to be exempted from, to the academic services office.
- c) The Academic Service officers will attach all the information to the student file, forward to the Manager Academic Services who will verify and pass on to the Director for approval or further processing.