



**COURSE EXEMPTION REQUEST FORM (Undergraduate students only) for  
Students who attended BCA/BUAN Programmes**

Student Name: \_\_\_\_\_

Student ID No: \_\_\_\_\_

Programme: \_\_\_\_\_

Previous BCA/BUAN qualification and year of graduation: \_\_\_\_\_

Mailing Address

.....  
.....

email: .....

Cellphone no: .....

Have you previously requested course exemptions? Yes or No (circle)

If **yes**, when? .....Please attach the list of previously approved course exemptions.

Complete the table bellow indicating which courses you have taken in previous programmes and are equivalent to the current BCA/BUAN and you would like to be exempted.

| Course Code on Transcript | Year taken | Equivalent BCA/BUAN Course Code | Course Name  | Credits |
|---------------------------|------------|---------------------------------|--------------|---------|
|                           |            |                                 |              |         |
|                           |            |                                 |              |         |
|                           |            |                                 |              |         |
|                           |            |                                 |              |         |
|                           |            |                                 |              |         |
|                           |            |                                 |              |         |
|                           |            |                                 |              |         |
|                           |            |                                 | <b>TOTAL</b> |         |

Continue on additional sheets if necessary.

**Declaration by student**

By signing below, I certify that the information given in this form is true and correct

Applicant's Signature: .....

Date: .....

Personal Tutor:

Name: ..... Signature: .....

Date: .....

**FOR OFFICIAL USE ONLY:**

Processing Date: \_\_\_\_\_ REF#: \_\_\_\_\_

Enrolment Year  
and Semester: \_\_\_\_\_ Total Transfer Credit Approved: \_\_\_\_\_

List of Course **Not** Approved (BCA/BUAN Courses Codes Only)

\_\_\_\_\_  
\_\_\_\_\_

Reference to continuation sheet: \_\_\_\_\_

Official Date Stamp \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_

**IMPORTANT INFORMATION:**

- Check the Course Equivalence List to determine which courses you can be exempted
- Consult the BCA/BUAN Prospectus or the University Website at [www.buan.bw](http://www.buan.bw) for Regulations on course exemptions and credit transfer. General Regulation 00.4
- Consult your Academic (Personal) Tutor to check your completed form
- Submit your completed application form in person to Academic Services Staff before/during registration. The Course Exemption Request Form must be accompanied by a **transcript of results** for your previous qualifications.

**Distribution of copies:**

ORIGINAL –Student File

COPY 1 – Student

COPY 2 – Personal Tutor

