



Kenyatta University

Office of the Registrar Academic

- Note:**
- (i) This form is to be filled in four copies.
 - (ii) Students are required to fill a separate set of forms for each department where credit is to be waived.
 - (iii) Attach copies of the relevant diploma and all transcripts.
 - (iv) In filling out this form, consult the regulations on Credit Waiver on page 2.
 - (v) Indicate any other department in which you have applied for Credit Waivers.
 - (vi) Credit waiver requests should be submitted together with the application for admission form.

Credit Waiver Application Form for Diploma holders

Date:

- A. Name:
- B. Registration Number:
- C. Identity Card Number:
- D. Mailing Address:
- E. Mobile Phone Number:
- F. Programme/Mode of learning (e.g. IOL, SSP):
- G. Degree for which candidate registered:
- H. Department in which candidate is registered:
- I. Institution(s) attended:
- J. Programme in which units were taken and programme length in number of years:
- K. Overall Grade attained:
- L. Certified copy of Diploma certificate attached:
- M. Certified copies of transcripts attached:
- N. Department's rationale attached:
- O. Units and grades for which waiver is requested:

	UNIT CODE AND TITLE	GRADE	Dept. Approval
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Total number of units approved for waiver			

P. **Recommendation by Chairman of Department**

Signature	Date
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Q. **Comments by Dean of School**

Signature	Date
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Please adhere to the regulations that follow in filling in this Credit Waiver Application form.

1. The institution that granted the diploma certificate and/or its examining body must be accredited by the Ministry of Education's Commission for University Education or be on the Commission's list of accredited colleges elsewhere outside Kenya.
2. The applicant for credit waiver must have an overall grade C at KCSE (or its equivalent) and at least a two-year diploma with a minimum of credit pass.
3. The course content of units for which credit waiver is asked must be equivalent or comparable to what is being offered by the respective Kenyatta University Department and candidates must have attained at least an average **Grade C+** (or its equivalent) in subject areas in which the candidate intends to specialize.
4. No block waiver will be granted at Kenyatta University, but only waivers on the basis of specific units done in the previous programme.
5. The first decision on granting requests for credit waiver is taken by the department whose units are affected by the credit waiver. From the Department applications are passed on to the school, then the Deans Committee.
6. Applications for credit waiver must be accompanied by certified copies of transcripts that specify grades for each unit done.
7. Credit waiver applications approved by departments should have documented reasons for granting the application attached when the application is passed upwards to the School and then to the Deans' Committee.
8. Kenyatta University classification of degrees will not be based on units for which credit was waived from other institutions.
9. All units waived would appear on the Kenyatta University transcript and indicated a 'waived'.
10. The maximum number of credits that can be waived from the relevant programmes is as follows:
 - From a 2-year diploma Maximum 14 passed units
 - From a 3-year diploma Maximum 18 passed units
 - From a 4-year diploma Maximum 24 passed units
11. A student will be allowed to apply for credit waiver, provided that the minimum requirement of two years of study at Kenyatta University is not contravened.
12. The final decision on granting an application for credit waiver to a specific candidate lies with the Kenyatta University Senate.