

Course Substitution Policy.

In order to guarantee the acceptance of transfer credit from another institution, students at Olin College must receive prior approval from the Course Substitution and Transfer Board (CSTB). The committee will ask appropriate faculty to review the course materials before granting approval. The minimum grade standard for all transfer credit is normally equivalent to a B- or 2.7 on a scale of 4.0.

There are two submission deadlines (1) The **33rd day** of instruction and (2) The **last day** of instruction of the semester. Hardcopy submission are accepted at the Registrar's Office, CC 320. Questions regarding the CSTB can be sent to cstb@lists.olin.edu.

The student will be notified by email of the decision by the CSTB. After the approved course is completed, it is the student's responsibility to have an official transcript sent to Olin College, Registrar's Office, Olin Way, Needham, MA, 02492. Upon receipt of a transcript and minimum grade standards, credit will be posted to the student's Olin transcript.

Student Name

Student ID #

Major

Expected Year of Graduation
SECTION I: Host Institution Information

College/University Name Study Away? (y/n)

Course # and Title Credits Term Taken

Please explain the type of credits. (semester hours, quarter hours, or other)
SECTION II: Olin College Course or Credit Substitution

The above course satisfies the Olin requirements for:

Olin Equivalent Course or Credit Requirement Credits

Other Olin Equivalent (if splitting) Credits
SECTION III: Other Relevant Information
Attach the following information

- A course description - include course descriptions from the institution's catalog or syllabi when available. The more the better.
- Faculty background/bio and the title/author of the primary textbook used.

SECTION IV: Signatures

Student / Date

Adviser / Date
For Office Use Approval (Y / N)

Academic Group Chair / Date