

Course Substitution Policy

In order to guarantee the acceptance of substitution course/credit, students at Olin College must receive approval from the Course Substitution and Transfer Board (CSTB). The committee will ask appropriate faculty to review the course materials before granting approval. Courses or credit substitution is defined as using a BBW course or a different Olin course to meet a course or credit requirement. Approved substitutions will be recorded on the Olin degree audit and retained in the student academic file.

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

Student Name	<input style="width: 95%;" type="text"/>	Student ID #	<input style="width: 95%;" type="text"/>
Major	<input style="width: 95%;" type="text"/>	Expected Year of Graduation	<input style="width: 95%;" type="text"/>

SECTION I: Host Institution Information (Check one)

Olin	<input type="checkbox"/>	Babson	<input type="checkbox"/>	Brandeis	<input type="checkbox"/>	Wellesley	<input type="checkbox"/>
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SECTION II: Olin College Course or Credit Substitution

Guidelines: We have developed a set of questions to ask to help determine how a course's credits should be colored. The idea is that if the preponderance of these questions indicates a particular discipline, the course should be wholly in that discipline. If the answers are genuinely equivocal or divided, the course might receive split credits. (In the case of a 4 credits course, we are hoping split credits will generally be 2 and 2). These questions are:

1. What profession is being practiced by the students? For what are they qualified upon completion of the course?
2. From what discipline does the course draw its source material? Its pedagogic practice and standards?
3. Who teaches the course? In what area are the instructor's credentials? Current work? Documented expertise?
4. How does the home institution classify the course?

Host Course Number/Title	<input style="width: 98%;" type="text"/>	Credits	<input style="width: 95%;" type="text"/>
Term taken	<input style="width: 95%;" type="text"/>		
Olin Equivalent Course or Credit Requirement	<input style="width: 98%;" type="text"/>	Credits	<input style="width: 95%;" type="text"/>
Other Olin Equivalent (if splitting)	<input style="width: 98%;" type="text"/>	Credits	<input style="width: 95%;" type="text"/>

SECTION III: Other Relevant Information
Attach the following information

1. A course description - include course descriptions from the institution's catalog or syllabi when available. The more the better.
2. Faculty background/bio and the title/author of the primary textbook used.
3. An essay that makes the case for the substitution for a degree requirement, based on the Guidelines above.

SECTION IV: Signatures

Student / Date	<input style="width: 98%;" type="text"/>
Advisor / Date	<input style="width: 98%;" type="text"/>

For Office Use	Approval (Y / N)
ARB/Faculty Review / Date	<input style="width: 98%;" type="text"/>