

CSTB Course/Credit Substitution Approval Form

Instructions:

1. Fill in Request for Course/Credit Substitution Form (your name, info and sections I and II)

2. Section III: Gather Supporting Documentation-

- Course description - include course description from the institution's catalog or syllabi when available. The more the better.
- Faculty background/bio and title/author of the primary textbook used
- Essay that makes the case for the substitution for a degree requirement, based on guidelines.

3. Send Request for Course/Credit Substitution Form and supporting documentation to your advisor for review and approval signature.

- If you are unable to obtain a hard signature or e-signature, we will accept an email approval, if it is sent to you, the student, and included as part of supporting documentation. ***NOTE:*** please do not have your advisor email the registrar's office directly (imagine our inbox!). Ask your advisor for an email stating that the documentation has been reviewed and combine that email as part of your supporting documentation.

4. Using Adobe DC*, **COMBINE** Request for Course/Credit Substitution Form and all supporting documentation (including approval email, if applicable) in to ***ONE*** pdf (file name: last, first_Host College Name) and email to registrar@olin.edu for further processing.

** All Olin students have access to Adobe DC which allows you to combine multiple pdf's into one pdf. If you haven't done so already, go to the Adobe site and download the application: https://wikis.olin.edu/it/doku.php?id=adobe_creative_cloud_cc*



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 CSTB 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. Hard-copy submissions are accepted at the Registrar's Office, CC 320. Questions regarding the CSTB can be sent to cstb@lists.olin.edu.

Student Name _____

Student ID# _____

Major _____

Expected Year of Graduation _____

Olin Email _____

SECTION I: Host Institution Information (Check one)

Olin ___ Babson ___ Brandeis ___ Wellesley ___

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 indicate 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 credit course, we are hoping that 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 courses?

Host Course Number/Title _____ Credits _____

Term Taken _____

Olin Equivalent Course or Credit Requirement _____ Credits _____

Other Olin Equivalent (if splitting) _____ Credits _____

SECTION III: Other Relevant 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. An essay that makes the case for the substitution for a degree requirement, based on the Guidelines above.

SECTION IV: Signatures

Student _____ Date _____

Advisor _____ Date _____

ARB/Faculty Review _____ Date _____

For Office Use _____ Approval (Y / N)