

CSTB Transfer Credit Approval Form Instructions:

1. Fill in Transfer Credit Approval 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
 - Title/author of the primary required textbook
3. Send Transfer Credit Approval 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** Transfer Credit Approval 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 transfer credit from another institution, 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. 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 submissions 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	<input style="width: 95%;" type="text"/>	Student ID #	<input style="width: 95%;" type="text"/>
Major	<input style="width: 95%;" type="text"/>	Expected Grad Date	<input style="width: 95%;" type="text"/>
Olin Email	<input style="width: 95%;" type="text"/>		

SECTION I: Host Institution Information

College/University Name	<input style="width: 95%;" type="text"/>	Study Away? (y/n)	<input style="width: 95%;" type="text"/>
Course # and Title	<input style="width: 95%;" type="text"/>	Credits	<input style="width: 95%;" type="text"/>
		Term Taken	<input style="width: 95%;" type="text"/>
Please explain the type of credits. (semester hours, quarter hours, or other)	<input style="width: 95%; height: 95%;" type="text"/>		

SECTION II: Olin College Course or Credit Substitution

The above course satisfies the Olin requirements for:

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

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	<input style="width: 95%;" type="text"/>
Advisor / Date	<input style="width: 95%;" type="text"/>

For Office Use	Approval (Y / N)
ARB/Faculty Review / Date	<input style="width: 95%;" type="text"/>