

CSTB Transfer Credit Approval Form Instructions:

These instructions must be followed precisely to enable the committee to efficiently review the dozens of forms it receives. The CSTB (Credit Substitution & Transfer Board) reviews submitted forms at the middle and end of each semester - see the [Academic Calendar](#) for CSTB submission deadlines.

- 1. Complete the Transfer Credit Approval Form Sections I & II.** You will need a separate form for each course for which you are requesting credit.
- 2. Gather Supporting Documentation - Section III -**
 - **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**, if applicable.
- 3. Send the 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. *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, then combine that email into your supporting documentation.
- 4. Using Adobe DC*, for each course *COMBINE* the Transfer Credit Approval Form and all supporting documentation (including the advisor approval email, if applicable) into ONE pdf. The naming convention for this PDF is:
Lastname Firstname_Host College or Program_Course Title
examples: Weasley Charlie_Romanian University_Dragon Behavior
*Cooper Emily_IES_French I***
- 5. Email the PDFs to Registrar@olin.edu.**

To summarize, you should be submitting:

- One PDF for each course for which you are requesting credit. This PDF should contain the credit approval form and all of the information requested in Section III, and should follow the naming convention of item 4 above.
- If you are requesting credit for multiple classes, the PDFs can all be attached to a single email.

* 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.

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 C, or 2.0 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. Forms & attachments should be sent to registrar@olin.edu. Hardcopy submissions are also 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 type="text"/>	Student ID #	<input type="text"/>
Major	<input type="text"/>	Expected Grad Date	<input type="text"/>
Olin Email	<input type="text"/>		

SECTION I: Host Institution Information

College/University or Study Away Program Name	<input type="text"/>	Study Away? (y/n)	<input type="text"/>
Course # and Title	<input type="text"/>	Credits	<input type="text"/>
		Term Taken	<input type="text"/>
			(fall/spring, calendar year)

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	<input type="text"/>	Credits	<input type="text"/>
Other Olin Equivalent (if splitting)	<input type="text"/>	Credits	<input 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 type="text"/>
Advisor / Date	<input type="text"/>
ARB/Faculty Review / Date	<input type="text"/>