Olin College of Engineering

Request for Course /Credit Substitution

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. 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 _____   Student ID# _____

Major _____   Expected Year of Graduation _____

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 _____

For Office Use   Approval (Y / N)

ARB/Faculty Review _____   Date _____

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