

# Franklin W. Olin College of Engineering      Transfer Credit Pre-Approval

## **Course Substitution Policy.**

In order to guarantee the acceptance of transfer credit from another institution, students at Olin College must receive prior 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 submission are accepted at the StAR Center. Questions regarding the CSTB can be sent to [cstb@lists.olin.edu](mailto:cstb@lists.olin.edu).

The student will be notified in writing 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, Student Accounts and Records Center, 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 Year of Graduation	<input type="text"/>

## **SECTION I: Hosts Institution Information (Check One)**

College/University 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"/>
Please explain the type of credits. (semester hours, quarter hours, or other)	<input 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 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"/>

### **For Office Use**

Approval ( Y / N )

Academic Group Chair / Date	<input type="text"/>
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