

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 include 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. Completed submissions can be emailed to registrar@olin.edu. 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 the registrar's office. Hard copies can be sent to: Olin College, Registrar's Office, Olin Way, Needham, MA, 02492. Official electronic copies can be emailed to: registrar@olin.edu. Upon receipt of a transcript and minimum grade standards, credit will be posted to the student's Olin transcript.

Student Name

Student ID #

Major

Expected Year of Graduation

SECTION I: Host Institution Information

College/University Name Study Away? (y/n)

Course # and Title Credits Term Taken

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 Credits

Other Olin Equivalent (if splitting) Credits

SECTION III: Supporting Documentation

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
- Title/author of the primary textbook used.

SECTION IV: Signatures*

Student / Date

Advisor / Date

For Office Use

ARB/Faculty Review / Approval

*If obtaining e-signatures is not possible, we will accept an email approval provided it is sent directly to the student from the advisor and include it with this completed form as part of supporting documentation.