



# How-To Guide for Collegiate Studies

This guide provides step-by-step instructions for universities, instructors, and students on how to participate in The Institutes' Collegiate Studies program.

## Participating in The Institutes' Collegiate Studies Program

### 1. Choosing a CPCU® Course

To qualify for a Collegiate Studies waiver, which allows students to receive CPCU credit for their courses, instructors must integrate at least 75% of The Institutes' course material into their syllabus.

Review the [Collegiate Studies Toolkit](#) to determine the best courses for your university.

#### Collegiate Studies Courses Eligible for Waivers

College students may earn up to two waivers towards the CPCU designation while also earning their Collegiate Studies for CPCU Certificate.

**CPCU 500**  
Introduction to  
Risk  
Management

**CPCU 520**  
Insurance  
Operations

**CPCU 530**  
Legal  
Foundations of  
Insurance

**CPCU 540**  
Insurance  
Accounting  
and Financing

**CPCU 551**  
Commercial  
Insurance

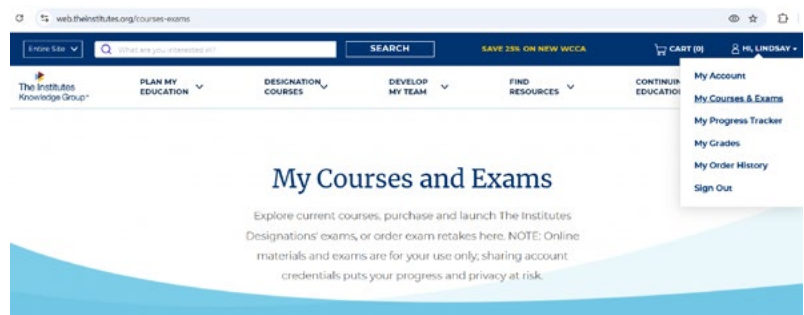
**CPCU 555**  
Personal  
Insurance  
and Financial  
Planning

### 2. Access to Professor Resources

To access course materials, instructors must email [Collegiate.Studies@theinstitutes.org](mailto:Collegiate.Studies@theinstitutes.org) with the following details:

- Material requested
- Email
- Address
- Phone number

The newly enrolled course will be found on your [My Courses and Exams page](#) on The Institutes website.



### 3. Submitting a Syllabus for Approval

#### To submit your syllabus for approval:

- ▶ Complete your syllabus, ensuring it includes:
  - Your university's course title
  - The Institutes' course title
  - The Institutes' course material listed as a required resource

*If our textbook is not listed, we cannot verify the course content.*

- ▶ Submit your **Collegiate Studies Form** for approval.
- ▶ Once approved, you will receive an email from [collegiate.studies@theinstitutes.org](mailto:collegiate.studies@theinstitutes.org) confirming the waiver, along with purchase options for students.

### 4. Purchasing Study Materials

#### Students can purchase study materials through:

- The Institutes' portal: **Purchase Study Materials**.
- University bookstore\*: **Contact us** for ISBNs and key codes.
- Bulk orders (50+ materials): Use the **Study Materials Order Form**.

\*Bookstore Orders

#### If students are purchasing through a university bookstore:

- Confirm the specific materials they need.
- We will provide the necessary ISBNs and key codes.
  - For online and textbook bundles, **contact us directly**—these cannot be ordered through bookstores.

### 5. Accessing Online Course Materials

#### To enroll students in online course materials:

1. Complete this form: **Online Order Student Info**.
2. Email the completed file to [classinfo@theinstitutes.org](mailto:classinfo@theinstitutes.org).

*Please note that enrollments can take 3-5 business days.*

- ▶ Students can set up an account and log in by following the provided step-by-step instructions.

### 6. Collegiate Studies for CPCU Certificate

Students who complete the required coursework may be eligible for the **Collegiate Studies for CPCU Certificate**.

#### Required Coursework:

- Completion of two courses approved to waive credit toward the CPCU designation.
- Completion of the **free online Ethics Course** from The Institutes Knowledge Group.

For more details, refer to the **Collegiate Studies Certificate Info Sheet**.

## 7. Applying for a Student Waiver

If your course was approved to waive one of The Institutes courses, students are eligible to receive a waiver for that course.

Students can complete the [Collegiate Studies Waiver Form](#) to apply for a waiver.

### Waiver Requirements:

- College students must earn a "B" or better in the course.
- Waiver requests must be submitted no later than 5 years after the semester was completed.
- Course transcript is required for approval.

*If their course is not listed in the drop-down within the waiver form, students will need to manually enter the course. Our team will verify the records.*

## 8. Exam Options

If your course is approved for a waiver, you can create your own exam for the course.

OR

Students can take The Institutes credentialing exam, which is provided at a 50% discount. To enroll students in the exam, please provide us with their first name, last name, and email address.

## 9. Additional Resources

Share this [Collegiate Studies Introduction Video](#) to get students excited about the Collegiate Studies program and the many benefits it provides them.

## 10. Additional Course Options

Beyond CPCU, students may explore electives such as **ARM™ courses** and other **CPCU electives**, including:

- |           |            |            |
|-----------|------------|------------|
| • ARM 400 | • AIC 300  | • AU 60    |
| • ARM 401 | • AIDA 401 | • ACRM 401 |
| • ARM 402 | • ARe 321  |            |

**There is a 50% discount on the total cost of materials for Collegiate Studies.**

The waiver approval process is still the same.