1. Students who wish to receive credit at Moravian College for Summer/Winter Study at other institutions must submit requests to the Registrar prior to the start of the course.

2. Students who have earned 16 or more units must attend a four-year institution in order to transfer credits to Moravian College. A maximum of 4 course units (or 16 credit hours) of course work may be taken in one summer at other institutions and applied to Moravian degree (for transfer students this number is reduced proportionately).

3. Your advisor should be consulted as you begin planning for Summer/Winter Study.

4. Summer/Winter session courses must be approved in advance by the appropriate Moravian College department. A 3 or 4-hour course taken elsewhere may be used to satisfy a LinC requirement.  
   **NOTE:** Departmental approval verifies course equivalency, but does not guarantee transferability of course. Final approval for transfer rests with the Registrar, in consultation with the Associate Dean for Academic Affairs.

5. **UPON REQUEST:** the Registrar will notify the host institution certifying that the approved course(s) may be taken for transfer credit at Moravian College, if a grade of “C” or better is earned. Courses taken on a Pass/No Credit basis are not transferrable.

6. Registration for Summer/Winter study at Cedar Crest College, DeSales University, Lafayette College, Lehigh University, or Muhlenberg College require a special cross-registration form. Work taken at these institutions is transferrable and the grade is entered and computed in the quality point average.  
   **NOTE:** Grades from courses taken at non-LVAIC institutions are not recorded.

7. Credit hours transferred to your Moravian College transcript will be equated to “course units”. A 4-hour course is equivalent to one full course unit; a 3-hour course is equivalent to .75 course unit.

8. The student is responsible for requesting an official transcript of Summer/Winter session be sent to the Registrar at Moravian College. If the transcript is not received by the second week of classes a HOLD will be placed on the students account.  
   **NOTE:** It is the student’s responsibility to notify the Registrar if they did not take the Summer/Winter course. Failure to do so may result in a student HOLD.

9. Questions regarding College policies and procedures should be directed to the Registrar’s Office at 610-861-1350.

---

**I HAVE READ AND UNDERSTAND THE ABOVE RULES AND REGULATIONS FOR SUMMER/WINTER REGISTRATION FOR REGISTRATIONS AT OTHER INSTITUTIONS.**

Print name_____________________________________________________

Student Signature and Date ________________________________________

Registrar’s Office 03/18/2014