

ADMISSION & TRANSFER CREDIT POLICY

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Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure all individuals are treated in a non-discriminatory manner during the application, admission, and enrollment processes for all applicants and students in all terms, conditions, and privileges of the educational program.

This policy governs admission and transfer credit standards and requirements for applicants and enrollees of the Cincinnati College of Mortuary Science, ensuring the Office of Admission fulfills its obligation to issue admission decisions that are equally applied to all applicants and that the acceptance of transfer credits complies with regulatory requirements, accreditation standards, and college policies.

The Cincinnati College of Mortuary Science (CCMS) operates within the standards and best practices established by the Department of Education (DOE), the Higher Learning Commission (HLC), the Council for Higher Education (CHEA), the American Board of Funeral Service Education (ABFSE), and the American Association of Collegiate Registrars and Admissions Officers (AACRO) to ensure overall integrity of the admission process and academic integrity of qualifying transfer credits.

CCMS offers two fully accredited academic programs, the Bachelor of Mortuary Science and the Associate of Applied Science in Mortuary Science. CCMS is authorized to accept Title IV funds for qualified students.

CCMS is not certified to accept international students.

Qualified applicants must be beyond the age of compulsory school attendance as mandated in [Ohio Revised Code 3321](#).

CCMS accepts and enrolls students on a rolling basis. Enrollment occurs twice annually in the spring (January) and fall (August). Admission decisions are based on the applicant's academic qualifications as described in this policy.

Program acceptance is limited by seating capacity. A waiting list is established to fill seats left open by applicants deferring to another starting semester.

APPLICATION FEE / CONFIRMATION DEPOSIT

CCMS does not charge an application fee. Applications are good for one year from date of submission.

Accepted applicants must submit a nonrefundable confirmation-deposit to secure their place in the class as evidence of good faith that they will attend.

Confirmation deposits are credited to each enrolled student's first semester tuition invoice. Deposits are forfeited for those who fail to enroll or defer to a subsequent enrollment term.

Confirmation deposits may be deferred one time to secure enrollment in a subsequent term by written request to the Office of Admission. Deferral requests should be made in writing as soon as possible after acceptance. Deferral requests will not be granted after the start of a term and the deposit will be forfeited.

If a deposit deferral is granted, the applicant is assured a place in the subsequent enrollment term requested. Deposit is forfeited for failure to enroll in a deferred term. Only one deferral of a confirmation deposit may be granted. Subsequent deferral requests require a new confirmation deposit.

ADMISSION REQUIREMENTS

CCMS is not certified to accept international students at this time.

Qualified applicants for admission will have met requirements set forth in this policy.

CCMS admits students who have completed required qualified college credits as prescribed and seen in the transfer credit requirements by academic program section of this policy.

Qualified applicants must provide official evidence of completion of academic prerequisites. Because CCMS does not accept first time college students, applicants will have completed and provide evidence of successful completion of the prescribed prerequisites for the academic program they are applying for.

During the admissions process, the College may request the following official documents:

- An academic transcript that indicates the student successfully completed at least a two-year regionally accredited college program that is acceptable for full credit toward a bachelor's degree, or
- A copy of the student's high school diploma, a copy of the student's official final high school transcript that shows the date when the diploma was awarded, and/or a copy of the student's General Educational Development (GED) certificate or GED transcript, or
- Homeschool credential
 - If state law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or recognized equivalent), a copy of that credential.
 - If state law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

Transfer credits are considered part of a CCMS student's permanent academic record. All transferred credits and resident credits earned are reflected on an official CCMS transcript; however only credits earned at CCMS are calculated into a student's cumulative GPA on official CCMS transcripts.

TRANSFER CREDIT REQUIREMENTS FOR ADMISSION

CCMS accepts only transfer credits that meet the quality standards of a regionally accredited college, university, or academic program equivalent. CCMS makes no promises regarding the acceptance of transfer of credit awarded by examination, prior learning, or otherwise until an evaluation/audit or official transcripts has been completed by the CCMS Office of Registrar.

Qualified Transfer Credits

Qualified transfer credits will be semester or quarter credits equivalent to the credits that CCMS issues in its own regionally accredited academic program, meeting the highest educational standards. All earned CCMS credits are transferrable to any other college or university. CCMS credits also meet the highest educational requirements to qualify a candidate for professional licensure in all states.

Qualified credits for either CCMS academic program must:

1. Be regionally accredited by another college or university, or

2. Be accredited by the American Board of Funeral Service Education accredited colleges, or
3. Be accredited coursework by the American Council on Education (ACE), and
4. Reflect a cumulative 2.5 GPA for overall transfer courses, and
5. Include evidence of completing the below five courses with a grade of "C" or better in each:
 1. Accounting
 2. Anatomy & Physiology (lab not required, but recommended)
 3. Chemistry (lab not required, but recommended)
 4. Psychology (Introduction or General)
 5. Communication Skills (Interpersonal or Basic)

Note! Applicants who have previously earned a regionally accredited Associate, Bachelor, Master, or PhD have satisfied credit hour requirements for admission; however official evidence of completion of all above specific course prerequisites must be submitted in compliance with American Board of Funeral Service Education curriculum requirements.

The amount of transfer credits you will need range between 30-60 semester credits based on the CCMS academic program for which you are applying. However, the above transfer credit requirements including the required five courses are mandatory prerequisites for acceptance into either CCMS academic program.

ACADEMIC PROGRAM - TRANSFER CREDIT REQUIREMENTS BY PROGRAM

CCMS offers two academic programs, the Bachelor of Mortuary Science or the Associate of Applied Science in Mortuary Science academic program. Entrance requirements by program are as follows:

Bachelor of Mortuary Science Program

Transfer credit requirements:

- Transfer 60 qualified semester credit hours (or 90 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

Associate of Applied Science in Mortuary Science Program

Transfer credit requirements:

- Transfer 30 qualified semester credit hours (or 45 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

EXCEPTIONS OF TRANSFER CREDIT REQUIREMENTS

Certain circumstances warrant consideration for exception under this policy. Exceptions are considered in consultation with the CCMS Academic Chair and College President. No exception to transfer credit or course requirements will be granted without the written approval and signatures of the Academic Chair and College President as submitted by the Office of Admissions on your behalf.

Provisional Acceptance

CCMS strongly encourages completion of all prerequisite coursework prior to enrollment; however exceptions may be granted to accommodate completion of the following three required prerequisite courses concurrently while enrolled in semester 1 at CCMS: Chemistry, Psychology, and Communication Skills.

CCMS requires completion of Accounting and Anatomy & Physiology prerequisites prior to enrollment, as both are foundational to CCMS curriculum delivered during semester I.

An otherwise qualified applicant who is permitted to complete an allowable prerequisite course(s) while enrolled with CCMS must submit official transcripts to admissions@ccms.edu as evidence of completion prior to being permitted registration in semester II at CCMS. This ensures the necessary educational foundation is in place for a student to be successful as a CCMS student. Completion of all prerequisite and resident credits is a condition of CCMS entrance and graduation requirements.

CLEP (College-Level Examination Program®)

Cincinnati College of Mortuary Science welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning and may accept a full range of College-Level Examination Program (CLEP) exams, which measure mastery of college-level, introductory course content.

Prior Learning

Prior learning credit may be awarded to applicants holding a doctoral-level medical degree prior to CCMS admission. Special consideration for *prior learning** of transfer courses, and for attendance in classes, may be given in accordance with demonstrated mastery of the subject matter at the sole discretion of the college and faculty.

Resident Requirement

CCMS requires a minimum of 30 resident credit hours be completed at CCMS for applicants who have completed an ABFSE accredited mortuary science degree.

CO-OP Waiver Policy

CCMS may permit waiver of the BMS co-op during semester IV. Transfer credit may be granted ("T") on a case by case basis if the student can present evidence of three (3) years full-time experience as a dual licensed funeral service practitioner (funeral director and embalmer).

**In accordance with The American Board of Funeral Service Education (Standard 9.2.5.b), no more than 20% of the total number of credits for the program may be awarded through credit for prior learning. All of the curriculum requirements contained in Standard 5 are incorporated in awarding credit for prior learning.*

TRANSFER INSTITUTIONS AND ARTICULATION AGREEMENTS

The Office of Admission maintains a published list of all individual programs with which CCMS has established an agreement to receive/send transfer credit. Transfer institutions and pathways are also accessible on the Admissions page of the college's website and includes specific course pathways and institution/admission contact information as mandated by the Higher Learning Commission (Policy FDCR.A.10.040).

The Office of Admission conducts cyclical reviews of agreements to ensure pathway courses align with evolving educational needs of all CCMS programs.

TRANSLATION OF FOREIGN TRANSCRIPTS

Applicants who have completed general education coursework abroad require translation of academic transcripts. Cincinnati College of Mortuary Science (CCMS) conducts a complete assessment of all required

credential documents (official transcripts and official certification of degrees) submitted by the applicant, including the record of all academic course work.

The college does not consider documents certified by a notary public or commissioner of oaths to be official. Photocopies of certified documents are not acceptable. Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required.

If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation. Acceptable English translations may be provided by sworn court-approved translators and from reputable translation agencies. We recommend the services of [World Education Services \(WES\)](#).

In addition to translated official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all applicants who have attended a college/university outside the United States. Credential evaluations are accepted from [Josef Silny and Associates, Inc.](#) or [World Education Services \(WES\)](#) only. All documents required by World Education Services (WES) or Josef Silny and Associates, Inc., must be submitted directly by the applicants. CCMS is not responsible for forwarding any applicant documents received by our Admissions Office to Josef Silny and Associates, Inc. or World Education Services (WES).

CCMS accepts transcript evaluations from the following two agencies only:

- [Josef Silny and Associates, Inc.](#)
- [World Education Services, Inc.](#)

Please contact admissions@ccms.edu guidance and assistance.

PRIVACY OF ACADEMIC RECORDS

CCMS is committed to protecting the confidentiality of applicant and student records in our possession. We retain student records in compliance with both state and federal law, in particular with the Family Educational Rights and Privacy Act (FERPA).

The Mortuary Science Programs at Cincinnati College of Mortuary Science are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org.

The Cincinnati College of Mortuary Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (800) 621-7440 Web: www.hlcommission.org.

NOTICE OF NONDISCRIMINATION: CCMS does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, marital status, veteran or military status, genetic information, or any other class protected by law in the administration of its admission or academic policies, activities, financial aid, or programs. For further information on CCMS' nondiscrimination policy, go to <https://www.ccms.edu/about-ccms/safety/title-ix/>. You may also contact the Title IX Coordinator at 513-761-2020; titleix@ccms.edu; 645 W North Bend Rd. Cincinnati, OH 45224.

DISABILITY & ACCOMMODATION POLICY: Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner during the application process and for students to ensure non-discrimination in all terms, conditions, and privileges of the educational program. CCMS provides, at no charge, reasonable accommodations to qualified individuals where such accommodation would not fundamentally alter the academic, technical, or prerequisites and standards for admission or participation in the program or curriculum, or otherwise cause an undue hardship. CCMS operates in compliance with the U.S. Department of Education Americans with Disabilities Act (ADA) and abides by provisions of Section 504 of the Rehabilitation Act of 1973 to protect otherwise qualified individuals from discrimination. At the postsecondary education level, a qualified individual with a disability is capable of meeting the academic and technical standards and prerequisites for admission to fulfill the essential requirements of an educational program or activity with or without reasonable accommodation. View full policy at <https://www.ccms.edu/about-ccms/disability-and-accommodation-policy/>