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 transfer credit requirements for the Cincinnati College of Mortuary Science to ensure 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 the academic integrity of transfer credits and applicants.

CCMS academic programs are fully accredited and authorized to accept Title IV funds for qualified students.

Qualified applicants for admission will have met all admission and transfer credit requirements stated in this policy and as seen in the CCMS Transfer Credit Policy (04.01.DOC1) in the Admissions page of our website.

Qualified transfer credits will be 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.

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.

**Qualified Transfer Credits**

CCMS accepts transfer of quarter or semester credits when qualified. Qualified credits 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)
4. Reflect a grade of “C” or better in all required transfer courses (see “Required Transfer Courses”)
5. Reflect a cumulative 2.5 GPA for overall transfer courses

Transfer credit must include completion of the below five courses, with a grade of “C” or better in each, to be considered for admission into any CCMS academic program.

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.

Transfer credit requirements vary based on applicant’s program of choice. The above five courses are mandatory prerequisites for acceptance into either the Bachelor of Mortuary Science or the Associate of Applied Science in Mortuary Science academic program. Entrances requirements by program are as follows:

**Bachelor of Mortuary Science Program**

Admission requirements:
- Transfer 60 qualified semester credit hours (or 45 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

**Associate of Applied Science in Mortuary Science Program**

Admission requirements:
- Transfer 30 qualified semester credit hours (or 90 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.

**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 that is also accessible on the Admissions page of the college’s website that 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.

CCMS is committed to protecting the confidentiality of 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).

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