



FINE Mortuary College

A Private Two Year College

## **Transfer of Credit Policy**

Transfer credit is granted at the discretion of the College's Program Director, or designee, and Registrar. In most cases, transfer credit will only be granted for credit hours earned from accredited or approved colleges, universities, or credit providers (i.e., CLEP or Advanced Placement exams). Transfer credits will be noted on the transcript as a "TC."

### **Transfer Credit Acceptance**

To help ensure that all courses being accepted for transfer credit (TC) meet the rigor of the same course given at FMC for both in-house and distance education (DE) courses, the College only will review:

1. Official transcripts from a nationally and/or regionally accredited college;
2. Transfer of credits on a case-by-case basis;
3. Those courses taken prior to enrolling in FMC;
4. Those courses with content materially identical to the course provided by FMC;
5. Those courses taken within the last four (4) years, unless they were part of a program in which the student earned a degree;
6. Those courses in which the student earned a minimum average course grade of the letter "C" or 75%.

The College reserves the right to contact the College from which the TC is requested and ask for additional information about the College and/or the course(s) involved. The Admission Committee also may ask if the courses being considered as TC were taken as in-house or as DE unless it is clear on the official transcript.

Additionally, the College reserves the right to ask the student to provide additional information about the College and/or the courses for which the TCs are being requested. If any information gained by the FMC Admissions remains questionable, TC credits will not be granted.

For transfer of course credits for all courses that are tested on the National Board Exam, the student will need to have met the requirements above, AND also may need to arrange for, take, and pass a Challenge Exam on the topic being considered for transfer credits.

There is a non-refundable fee for taking a Challenge Exam. If the student scores a minimum of 75% on the Challenge Exam, he/she will be awarded transfer credits for that course. Should the student NOT pass the Challenge Exam, he/she will have to take the course at FMC. and pass it with a minimum average course score of 75%. The fee for

taking the Challenge Exam will be credited toward taking that course should the student fail the Challenge Exam.

### **Transfer Credit: Articulation Agreements**

There may be certain colleges in which a student earns a certificate or degree with which FMC may have an articulation agreement. Only students who complete ALL the courses to earn that specific certificate or degree will be awarded transfer credits for the courses taken within those programs without having to take a Challenge Exam for those courses tested on the National Board Exam (NBE).

### **Challenge Exams for National Board Exam-Related Courses**

In order to receive transfer credit for courses covering subjects included in the NBE, students may have to pass a FMC Challenge Exam with a score of 75% or higher. Passing a challenge exam confirms student learning equivalent to a FMC course.

Transfer students may petition the Program Director, or designee, for exceptions to this policy. Students schedule FMC Challenge Exams in cooperation with the Program Director, or designee. The FMC Challenge Exam fee is non-refundable.

### **FMC Challenge Exam Process**

1. The student submits his/her official College transcript(s) to FMC.
2. The Program Director, or designee, reviews the transcript and advises the student about the Challenge Exam if required.
3. The Student petitions, using the Challenge Exam Request Form. A separate written request must be made for each Challenge Exam.
4. One week prior to the Exam, the student pays the Challenge Exam fee.
5. The student sits for the Exam as scheduled. Failure to take a FMC Challenge Exam at the date and time scheduled may result in the loss of opportunity to take the exam.
6. The Exam is evaluated by a subject matter expert, usually a past or present teacher of the subject of the exam.
7. The Program Director, or designee, is notified by the expert of the score the student earned on the exam and in turn notifies the student.
8. The student's academic record is updated if a passing score is achieved.

### **Transferability of Credit**

No school can guarantee that credits from courses at one school are transferable to another institution. Transfer credit awards always at the discretion of the receiving school and transferable credits depend on comparability of curricula and institutional philosophy.