



# FINE Mortuary College

A Private Two Year College  
[www.fmc.edu](http://www.fmc.edu)

## Transfer Credit Policy

FINE Mortuary College, LLC (FMC) reviews official college transcripts for possible transfer credit before an applicant starts classes. Transfer credit decisions are made on a case-by-case basis by the Dean and are intended to ensure that any accepted course meets the rigor and content expectations of the corresponding FMC course.

Applicants who wish to be considered for transfer credit must submit official college transcripts to FMC. FMC prefers transcripts to be submitted through Parchment but will accept official transcripts sent directly from the issuing institution or through another authorized transcript provider. FMC does not accept digital or physical transcripts submitted directly by the applicant or student.

All transcripts intended for transfer credit review must be received and reviewed before the student starts classes. FMC does not review transcripts for transfer credit after a student has started classes.

A student may transfer up to 35 credits into the FMC degree program. Transfer credit will be awarded only when approved by the Dean and only when the coursework applies to the student's FMC degree program.

FMC will review transfer credit only when all applicable criteria are met:

1. The transcript is official and was received directly from the issuing institution or an authorized transcript provider;
2. The coursework was completed at an appropriately accredited institution;
3. The course was completed before the student enrolled or started classes at FMC;
4. The course content is materially identical or sufficiently comparable to the corresponding FMC course;
5. The course was completed within the last four years, unless the course was part of a program in which the student earned a degree from an accredited institution;
6. The student earned a minimum average course grade of C or 75%; and
7. The Dean determines that the course is eligible for transfer credit.

FMC does not accept transfer credit based on unofficial transcripts, transcripts submitted directly by the applicant or student, incomplete transcript records, coursework completed after the student has enrolled or started classes at FMC, coursework from institutions or sources that are not appropriately accredited, coursework that is not materially identical or sufficiently comparable to the corresponding FMC course, coursework that does not meet FMC's grade, recency, timing, or documentation

requirements, or experiential learning, on-the-job learning, employment, or other non-coursework experience.

FMC does not currently have any articulation agreements in place. If FMC establishes an articulation agreement in the future, the agreement will be listed in this policy and made available to students and the public.

A challenge exam may be offered when an applicant has completed a previous course, but the completed course does not line up exactly with the corresponding FMC course. The challenge exam is used to determine whether the applicant has successfully demonstrated competence in the FMC program learning objectives that pertain to the applicable course. Challenge exam eligibility is determined as part of the transcript review process.

FMC does not use challenge exams to award credit for experiential learning, on-the-job learning, employment, or other non-coursework experience. Challenge exams are available only when the applicant has completed prior coursework that is related to the applicable FMC course.

The applicant must pay the \$200 challenge exam fee before the exam is set up. A passing challenge exam score is 75% or higher. If the applicant passes the challenge exam, the applicant does not need to take the applicable FMC course and receives transfer credit for that course. If the applicant does not pass the challenge exam, the applicant must take the course at FMC, and the \$200 challenge exam fee will be credited to the student's account in Populi.

Applicants are notified whether transfer credit is awarded, not awarded, or whether a challenge exam is available. When transfer credit is awarded, the notification identifies the applicable FMC course name and the total credits awarded. Approved transfer credits are entered in Populi and shown on the student's transcript as applicable.

Questions about transfer credit decisions or challenge exam eligibility should be directed to the Dean or the designated FMC admissions contact.