

2026-2027

College Catalog



Graduating Professionals of Distinction

mid-america.edu
(812) 288-8878



Mid - America
College of Funeral
Service

3111 Hamburg Pike,
Jeffersonville, IN 47130

MID-AMERICA

COLLEGE

OF FUNERAL SERVICE

A non-profit institution dedicated to education and research for the funeral service profession

The information contained in this catalog is true and correct to the best of my knowledge

Joseph Finocchiaro

Joseph Finocchiaro
President

Accreditation Statement

Mid-America College of Funeral Service and the Funeral Service associate and bachelor degree programs are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233 3747 Web: www.abfse.org

State Approval

Mid-America College of Funeral Service, 3111 Hamburg Pike, Jeffersonville, IN 47130, is authorized by:

The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206

Other Approvals

State Approval for Veteran Training
State Approval for Vocational Rehabilitation Training
NC-SARA

Non-discrimination Statement

In accordance with Title VI of the Civil Rights Act of 1964 (P. L. 88-32) we accept students without regard to race, color, sex, national origin, age, disability, marital status, or veteran status

Note: The Student Rules, Catalog, and Student Handbook, in all or in part, is subject to change without notice.

Revised as of January 2026

Table of Contents

College Catalog

<u>Message from the President</u>	1
<u>2026 – 2027 Academic Calendar</u>	2
<u>College Information</u>	7
<u>Accreditation</u>	7
<u>Board of Directors</u>	7
<u>Pierce Mortuary Colleges Staff</u>	8
<u>Mid-America College of Funeral Service Staff</u>	9
<u>College Facilities</u>	9
<u>Admissions</u>	11
<u>Procedures</u>	11
<u>Educational Licensing Requirements</u>	11
<u>Application and Acceptance</u>	11
<u>Admission of International Students</u>	12
<u>Transfer Credit Policy</u>	12
<u>Students with Disabilities</u>	13
<u>Add/Drop Policy</u>	13
<u>Military and Veteran Application Fee Waiver</u>	14
<u>Enrollment</u>	16
<u>Distance Learning</u>	16
<u>Auditing Courses</u>	17
<u>Advanced Placement</u>	17
<u>Articulation Agreements</u>	18
<u>Tuition & Fees</u>	19
<u>Tuition</u>	19
<u>Fees</u>	19
<u>Financial Assistance</u>	22
<u>About Our Scholarships</u>	22
<u>Federal Financial Aid (Title IV)</u>	22
<u>Military Benefits</u>	25
<u>State Benefits</u>	28
<u>Tuition Installment Plan (TIP)</u>	28
<u>Academic Information</u>	30
<u>Grading Methods and Symbols</u>	30
<u>Incomplete Grades</u>	31

<u>Repeating a Course</u>	31
<u>Student Academic Progress (SAP)</u>	32
<u>Grade Appeal</u>	38
<u>Attendance</u>	38
<u>Leave of Absence (LOA)</u>	38
<u>Emergency Leave of Absence</u>	39
<u>Quarter Hold Policy</u>	40
<u>Withdrawing from a Course(s)</u>	41
<u>Capstone Attempt Policy</u>	42
<u>Artificial Intelligence</u>	43
<u>Clinical, Laboratory, and Practicum Requirements</u>	44
<u>Testing Policies</u>	48
<u>Textbooks</u>	48
<u>National Board Exam (NBE)</u>	48
<u>Services for Students</u>	49
<u>Student Financial Services</u>	49
<u>Career Services and Job Board</u>	49
<u>Tutoring and Tutorial Services</u>	50
<u>E-mail and Microsoft Office Services</u>	50
<u>Help Desk and IT Support Services</u>	50
<u>Accommodation Services</u>	51
<u>Extracurricular Organizations, Clubs, Student Activities, and Events</u>	51
<u>Certifications</u>	52
<u>Academic Programs</u>	53
<u>Associate of Applied Science in Funeral Service</u>	53
<u>Associate of Applied Science – Online and On-Ground (Teach-Out)</u>	58
<u>Bachelor of Science in Funeral Service Management – Online (Teach-Out)</u>	63
<u>Bachelor of Science in Funeral Service (FSBS) – Online and On-Ground (Teach-Out)</u>	67
<u>Funeral Director Certificate (Teach-Out)</u>	72
<u>Course Descriptions</u>	74
<u>Associate of Applied Science in Funeral Service</u>	74
<u>Associate of Applied Science – Online and On-Ground (Teach-Out)</u>	80
<u>Bachelor of Science in Funeral Service – Online and On-Ground (Teach-Out)</u>	80
<u>Bachelor of Science in Funeral Service Management – Online (Teach-Out)</u>	87
<u>Funeral Director Certificate (Teach-Out)</u>	91

COLLEGE CATALOG

Message from the President



Welcome to Mid-America College of Funeral Service.

It is an honor to serve as President of this distinguished institution and to welcome you as you begin a meaningful and transformative journey into the funeral service profession. You have chosen a path defined by service, integrity, and compassion, and we are proud to walk alongside you as you prepare for this important work.

At Mid-America College, our commitment to academic excellence and professional preparation remains at the heart of everything we do. Our curriculum is thoughtfully designed to provide a strong foundation in both theory and hands-on practice. Guided by experienced faculty who are dedicated educators and seasoned professionals, you will gain the knowledge, technical skills, and confidence needed to succeed in this field.

Beyond the classroom, we are devoted to cultivating a culture grounded in respect, empathy, and ethical responsibility. Funeral service is more than a career—it is a calling to support families during some of their most difficult and personal moments. Our responsibility is to ensure you graduate not only as capable professionals, but as individuals who lead with compassion and uphold the highest standards of care.

Your time here will challenge you, inspire you, and prepare you for a rewarding future. I encourage you to fully engage in your education—ask questions, embrace hands-on learning opportunities, and build strong relationships with your peers and mentors. Our faculty and staff are committed to your success and stand ready to support you throughout your journey.

Thank you for choosing Mid-America College of Funeral Service. We are privileged to be part of your professional development and look forward to the contributions you will make to the communities you will serve.

Sincerely,

Joseph Finocchiaro

Joseph Finocchiaro, President
Mid-America College of Funeral Service

2026-2027 Academic Calendar

Academic Calendar	2026	2027
New Years Day Holiday - College Closed	Jan 1	Jan 1
Winter Quarter Begins - First Day of Classes	Jan 5	Jan 4
Tuition Due	Jan 5	Jan 4
First Installment of TIP Due	Jan 5	Jan 4
Add/Drop Period	Jan 5-11	Jan 4-10
Last Day to Withdraw with Full Refund of Tuition	Jan 11	Jan 10
Martin Luther King, Jr. Holiday - College Closed	Jan 19	Jan 18
Second Installment of TIP Due	Feb 1	Feb 1
Open House On-Campus and Virtual	Feb 6	Feb 6
Presidents' Day Holiday – College Closed	Feb 16	Feb 15
Third Installment of TIP Due	Mar 1	Mar 1
Bootcamp Review - Sciences	Mar 5	Mar 4
Bootcamp Review - Arts	Mar 6	Mar 5
Last Quarter Final Exams	Mar 9	Mar 8
Last Quarter Grades Due by 1 PM	Mar 13	Mar 12
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations and Restorative Art Lab	Mar 16-17	Mar 15-16
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Mar 16-17	Mar 15-16
Quarter Final Exams for all continuing students	Mar 16-19	Mar 15-18
Winter Quarter Last Day of Classes	Mar 19	Mar 18
Winter Quarter Final Grades Due by 1 pm	Mar 20	Mar 19

2026-2027 Academic Calendar

Quarter Break - No Classes	Mar 23-Apr 3	Mar 22-Apr 2
Orientation for New Spring Quarter Students	Apr 1	Mar 31
Spring Quarter Begins - First Day of Classes	Apr 6	Apr 5
Tuition Due	Apr 6	Apr 5
First Installment of TIP Due	Apr 6	Apr 5
Add/Drop Period	Apr 6-12	Apr 5-11
Last Day to Withdraw with Full Refund of Tuition	Apr 12	Apr 11
Open House On-Campus and Virtual	April 30	May 8
Second Installment of TIP Due	May 1	May 1
Commencement Ceremony	May 15	May 21
Memorial Day Holiday - College Closed	May 25	May 31
Third Installment of TIP Due	Jun 1	Jun 1
Bootcamp Review - Sciences	Jun 4	Jun 3
Bootcamp Review - Arts	Jun 5	Jun 4
Last Quarter Final Exams	Jun 8-11	Jun 7
Last Quarter Grades Due by 1 PM	Jun 12	Jun 11
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations	Jun 15-16	Jun 14-15
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Jun 15-16	Jun 14-15
Quarter Final Exams for all continuing students	Jun 15-18	Jun 14-17
Spring Quarter Last Day of Classes	Jun 18	Jun 17
Juneteenth Holiday - College Closed	Jun 19	Jun 18
Spring Quarter Final Grades Due by 1 pm	Jun 19	Jun 18

2026-2027 Academic Calendar

Quarter Break - No Classes	Jun 22-Jul 3	Jun 21-Jul 2
Orientation for New Summer Quarter Students	Jul 1	Jun 30
Fourth of July Holiday - College Closed	Jul 3	Jul 5
Summer Quarter Begins - First Day of Classes	Jul 6	Jul 6
Tuition Due	Jul 6	Jul 6
First Installment of TIP Due	Jul 6	Jul 6
Add/Drop Period	Jul 6-12	Jul 6-12
Last Day to Withdraw with Full Refund of Tuition	Jul 12	Jul 12
Open House On-Campus and Virtual	Jul 30	Aug 7
Second Installment of TIP Due	Aug 1	Aug 1
Third Installment of TIP Due	Sep 1	Sep 1
Bootcamp Review - Sciences	Sep 3	Sep 2
Bootcamp Review - Arts	Sep 4	Sep 3
Labor Day Holiday - College Closed	Sep 7	Sep 6
Last Quarter Final Exams	Sep 7-10	Sep 6
Last Quarter Grades Due by 1 PM	Sep 11	Sep 10
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations	Sept 14-15	Sept 13-14
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Sept 14-15	Sept 13-14
Quarter Final Exams for all continuing students	Sep 14-17	Sep 13-16
Summer Quarter Last Day of Classes	Sep 17	Sep 16
Summer Quarter Final Grades Due by 1 pm	Sep 18	Sep 17
Quarter Break - No Classes	Sep 21-Oct 2	Sep 20-Oct 1

2026-2027 Academic Calendar

Orientation for New Fall Quarter Students	Sep 30	Sep 29
Fall Quarter Begins - First Day of Classes	Oct 5	Oct 4
Tuition Due	Oct 5	Oct 4
First Installment of TIP Due	Oct 5	Oct 4
Add/Drop Period	Oct 5-11	Oct 4-10
Last Day to Withdraw with Full Refund of Tuition	Oct 11	Oct 10
Indigenous Peoples' Day - No Classes - College Offices Open	Oct 12	Oct 11
Open House On-Campus and Virtual	Oct 29	Nov 6
Second Installment of TIP Due	Nov 1	Nov 1
Veteran's Day Holiday – College Closed	Nov 11	Nov 11
Thanksgiving Holiday – College Closed	Nov 26-27	Nov 25-26
Third Installment of TIP Due	Dec 1	Dec 1
Bootcamp Review - Sciences	Dec 3	Dec 2
Bootcamp Review - Arts	Dec 4	Dec 3
Last Quarter Final Exams	Dec 7	Dec 6
Last Quarter Grades Due by 1 PM	Dec 11	Dec 10
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations	Dec 14-15	Dec 13-14
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Dec 14-15	Dec 13-14
Quarter Final Exams for all continuing students	Dec 14-17	Dec 13-16
Fall Quarter Last Day of Classes	Dec 17	Dec 16
Fall Quarter Final Grades Due by 1 pm	Dec 18	Dec 17

2026-2027 Academic Calendar

Quarter Break - No Classes	Dec 21-Jan 1	Dec 20-Jan 7
Christmas Holiday - College Closed	Dec 25	Dec 24
Orientation for New Winter Quarter Students	Dec 30	Dec 30

Accreditation

Accreditation is a voluntary activity initiated by the institution that requires a rigorous self-evaluation and an independent, objective appraisal of the overall educational quality by peers. Accreditation emphasizes quality assurance and a commitment to continuous quality enhancement.

Mid-America College of Funeral Service and the Funeral Service associate and bachelor degree programs are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233 3747 Web: www.abfse.org.

The ABFSE is an agency recognized by the United States Department of Education.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

Board of Directors

Mid-America College of Funeral Service is a member of Pierce Mortuary Colleges, Inc. It is a non-profit IRS 501(c)(3) corporation. The Board of Directors, in its responsibilities for Pierce Mortuary Colleges, is committed to the fulfilment of the College's mission and strategic plan. The Board defines the vision, oversees the financial planning, develops and advances the College's mission and goals, and determines the broad policies.

Jay D. Dodds, CFSP

Current Chairman of Pierce Mortuary Colleges Board of Directors

Mark Bates

Current Member of Pierce Mortuary Colleges Board of Directors

Timothy R. Borden

Current Member and Treasurer of Pierce Mortuary Colleges Board of Directors

Shana Garrett, PhD.

Current Member of Pierce Mortuary Colleges Board of Directors

Steve Jackson, CPA, CFP

Current Member of Pierce Mortuary Colleges Board of Directors

Robert "BBJ" Boetticher, Jr.

Current Member of Pierce Mortuary Colleges Board of Directors

Pierce Mortuary Colleges Staff

Joseph Finocchario, EJD, CFSP
College President and CEO

Tyler Wright, MBA
Executive Vice President and COO

Billie Wilson, MBA-HRM DEI
Vice President & Chief Human Resources Officer

Torie Sutton, CPA
Vice President and Chief Finance Officer

Cynthia Garde, MBA
Chief Information Officer

DeDe Willis
Program Compliance Specialist

Jason Kessinger
Director of Marketing

Victoria Hedrick
Director of Admissions and Training

Kendra Firek
Directors of Academics

Audrina Dollar
Dean of Curriculum

Cody Walker
Dean of Assessment

Brian Mullins
Associate Dean of Assessment

Tifarah Dial, Ed.D.
Distance Learning Coordinator

Faris Jafar
Director of Finance and Budgets

Susan Weaver
Financial Accounting & Reporting Manager

Berjamin Beituni
Accounting Clerk

Dan Williams
Accountant

MaLisa Williams, PHR, SHRM-CP
HR Manager

Mid-America College of Funeral Service Staff

Joseph Finocchario, EJD, CFSP
Campus President

Geralda Aldajuste
Academic Dean and Program Director

Admissions Department

Website: <https://mid-america.edu/admissions/>

E-mail: admissions@mid-america.edu

Financial Aid Department

Website: <https://mid-america.edu/admissions/financial-aid-and-scholarships/>

E-mail: financialaid@mid-america.edu

Registrar Department

E-mail: registrar@mid-america.edu

Veterans' Affairs Department

Website: <https://mid-america.edu/admissions/veteran-benefits/>

E-mail: registrar@mid-america.edu

Bursar Department

E-mail: Accounting@mid-america.edu

Instructors

Our team of instructors may be found [here](#).

College Facilities

Building

Mid-America College of Funeral Service operates and maintains a physical facility that appropriately serves the needs of the College's educational programs, support services, and other mission-related activities for the students of funeral service. The classrooms, Restorative Art Lab, library, student lounge, administrative and faculty offices are housed in a modern higher education facility of almost 11,000 square feet. Ample parking is provided on the campus for the convenience of the student body and college visitors. The college meets ADA requirements.



Hours of Operation

Mid-America College of Funeral Service is committed to responsiveness and timely service to our students. Our college is open Monday through Thursday from 7:00 a.m. to 4:00 p.m. Eastern Time Zone.

Teaching Aids

In the instructional areas of the college, the lecture classrooms are equipped with visual aids designed specifically to assist the student during the course of study. LCD projectors are provided in each classroom. By preparing complicated study material like diagrams as presentation and projecting using LCD projectors, teachers are able to engage multiple learning styles. The use of teaching aids allows the students to understand cycles, flowcharts, structures and diagrams, which ultimately increases students visual impact and improves students' focus. Instructors are provided with interactive learning collaboration tools to use in their classroom. In addition, the Restorative Art Laboratory is fully equipped with casts, molds, waxes, modeling instruments, cosmetics and cosmetic masks, as well as other materials used for instruction in the practice of Restorative Art, including modeling techniques and applied cosmetology. Extensive visual aids are used in this laboratory to assist the student in achieving technical and practical proficiency in this important aspect of their professional training.

Library

The W.H. Pierce Library exists to provide a relevant quality collection of learning resources that will support the educational needs of students and support the instructional programs of Mid-America College of Funeral Service. Cooperatively selected by faculty, students, and the College librarian, these learning resources are designed to help develop the whole student. The library contains a solid core of reference books and other literature directly pertaining to the funeral service profession, including professional periodicals and journals. Books on literature, business management, restorative art, psychology, ethics, health science, law, history, philosophy, comparative religion and customs, mortuary science, and nature, complement the professional holdings and provide the student of funeral service with a wide variety of choices for study. The library provides adequate and functional facilities in which users can find comfort in studying and exchanging ideas with fellow knowledge seekers. Computers are available in the library for academic searches. Through the College's online library resources and services through consortium membership and subscriptions with the Library & Information Resources Network (LIRN), students and faculty have access to several resources. Subscriptions to research databases from Gale Cengage, Credo, and ProQuest to provide access to content from ebooks, e-journals, e-magazines, and e-news sources covering topics relevant to general education, applied science, and funeral services supporting all components of curriculum objectives. Students & faculty can access the online library resources 24/7. To connect to the online library, access the LIRNPortal via the Learning Management System. Librarians can follow-up via e-mail, phone call, or screen-share as applicable.

The library is open daily during the normal operating hours of the college for student use and to funeral service practitioners for reference and research.

An application for enrollment can be found on our website, <https://mid-america.edu/apply-to-mid-america/>. The application should be completed as far in advance of the enrollment date as possible to allow for proper processing of the application.

Educational Licensing Requirements

Educational requirements are prescribed by statute as well as rules and regulations of the funeral service licensing board of the state in which a student desires to obtain licensure following graduation from Mid-America College of Funeral Service. It is essential that an applicant be familiar with these requirements before enrollment. Licensing criteria vary considerably from state to state so it is strongly recommended that the applicant contact the state licensing board or the Admissions Office to insure compliance in advance of graduation; students may also visit <https://mid-america.edu/academics/state-licensure>, for further information on Licensing. The minimum requirement for admission in all cases is high school graduation or its equivalent.

Many states require fingerprinting and background check upon application for professional licensure. Additionally, many funeral homes require a background check as well as drug testing prior to employment. Individuals who possess a criminal record or history of bad character may be denied licensure in certain states because of the wording of their rules and laws even though a student successfully completes mortuary school.

Application and Acceptance

The application for matriculation should be completed online at <https://mid-america.edu/apply-to-mid-america/>. In addition, the following items are required for admission and acceptance to the College:

- 1) A completed application for the program desired;
- 2) A \$50.00 non-refundable application fee;
- 3) Applicants must complete a set of enrollment documents through Docusign for the desired program;
- 4) A high school transcript certifying graduation, or a GED certificate and scores sent directly to the college from the certifier, or an equivalency is required;
- 5) Indiana Law requires a student to attend school until he graduates or turns 18 unless he/she is between age 16 and 18 and his/her parents and the school principal consent in writing to his withdrawal at an exit interview (Indiana Code, Sec. 20-8. 1-3-17);
- 6) Official transcripts from all other educational institutions previously attended by the applicant should also be sent directly to the college from the certifier;
- 7) A recent photograph for ID purposes only;
 - a. A driver's license or state identification card is preferred.
- 8) Successfully completed ONE of the required entrance assessments and earn the required minimum score.
 - a. Wonderlic: required minimum score of 305 in the verbal section and 295 in the quantitative section (link provided by the college)

- b. SAT: required minimum score of 900
 - c. ACT: required minimum score of 16
- An entrance exam is NOT required for applicants who have already acquired a degree of Associate level or higher.

The college reserves the right to refuse admission to any applicant when it is in the best interest of the College, staff, faculty, students and the funeral service profession.

When the application and required admissions documentation have been submitted to the Admissions Office, your application will be processed, and an admissions decision will be made. Should there be any missing documents, you may be contacted via e-mail to provide them prior to an approval of acceptance.

Admission of International Students

At this time, Mid-America College of Funeral Service is not SEVIS approved by the Department of Homeland Security to accept international students.

Transfer Credit Policy

Mid-America College of Funeral Service values the academic achievements of students transferring from other institutions and is committed to facilitating a seamless transition. This policy outlines the criteria and procedures for the acceptance of transfer credits from regionally accredited institutions, ensuring both academic integrity and the relevance of transferred coursework.

General Transfer Credit Acceptance

Transfer credits are accepted for the following courses, regardless of the time elapsed since their completion:

- ENG 100: English Grammar and Composition
- MAT 100: Mathematics for Business

Transfer credit for these courses will be granted based on official transcripts that indicate a minimum grade of "C" or its equivalent.

Time-Sensitive Transfer Credits

For the following courses, transfer credit acceptance is contingent upon the following conditions:

- The course must have been completed within the four (4) years preceding the transfer to the College.
- The official transcript must reflect a minimum grade of "C" or its equivalent.

Time-Sensitive Courses:

- SCI 100: Introduction to Natural Sciences

Admissions

- TEC 101: Introduction to Technology
- SCI 202: Anatomical Foundations
- SCI 222: Introduction to Microbiology
- MGMT 101: Small Business Management
- SCI 102: Introduction to Social Sciences
- LAW 203: Practical Issues in Business Law

Non-Transferable Courses

Due to the specialized nature of the curriculum, transfer credits will not be accepted for any Funeral Service Core (COR) courses or Capstone (CAP) courses.

Retake Requirement

Students who have completed any time-sensitive course(s) more than four (4) years prior to transferring must retake the course(s) at the College to receive credit. This retake requirement does not apply to ENG 100 or MAT 100.

Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), Mid-America College of Funeral Service is fully committed to providing educational services to all individuals, regardless of disabilities they may have. To accommodate individuals with disabilities, it is the policy of Mid-America College of Funeral Service to:

- 1) Administer educational courses in facilities that are accessible to individuals with disabilities or to make alternative arrangements; and
- 2) Make such modifications to its courses and curriculum as are necessary to ensure that the place and manner in which the course is given are accessible to individuals with disabilities; and
- 3) Provide appropriate auxiliary aids and services for persons with impaired sensory, manual or speaking skills.

However, it is provided that Mid-America College of Funeral Service will not admit any individuals to its programs or offer modifications and auxiliary aids to such individuals if any of the following conditions apply:

- 1) If the individual poses a direct threat to the health or safety of others, or
- 2) If the modification in the course or the provision of the auxiliary aid or service requested will fundamentally alter the course of study or result in an undue burden to Pierce Mortuary Colleges, or
- 3) If the individual cannot meet the basic eligibility criteria set forth below or elsewhere in the admissions policies and requirements of Mid-America College of Funeral Service.

Add/Drop Policy

The add/drop period is the time at the beginning of the quarter when students can enroll, change, or drop courses without penalty. Mid-America College offers students the opportunity

to add or drop a course through the first seven (7) calendar days of the quarter. In extenuating circumstances, the Dean can approve exceptions to the policy in the first fourteen (14) calendar days of the term/quarter. Students who do not post attendance in all their courses during the add/drop period will be withdrawn from the program.

For students who add or drop a course(s), tuition will be billed or refunded in accordance with the Tuition & Fees, Cancellation, and Refund policies.

Dropping or adding course(s) may impact a student's financial aid eligibility. A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds. It is a student's responsibility to discuss the impacts on financial aid eligibility with the financial aid team prior to submitting the request to add or drop a course(s).

To add or drop a course(s), a student consults with the Registrar's Office for current processes and procedures and completes all necessary steps before the deadline stated above.

*The add/drop period may be adjusted due to holidays, inclement weather, or other mitigating or unforeseen circumstances.

Military and Veteran Application Fee Waiver

At Mid-America College of Funeral Service, we honor the valuable contributions of our military and veteran students. We recognize the unique strengths you bring to our campus community, as well as the distinct challenges you may face. To support your educational journey, we offer an application fee waiver for eligible U.S. military service members and veterans.

Eligibility for Application Fee Waiver

The application fee is waived for:

- Active-Duty U.S. Military personnel
- Members of the Individual Ready Reserve (IRR)
- U.S. Military Veterans who have been honorably discharged from Active Duty or IRR

Our Admissions and Financial Aid staff are committed to assisting active-duty members, veterans, IRR participants, and military family members.

Approved Military Branches and Statuses

Eligible individuals must have served or be currently serving in one of the following:

Air Force

- Active Duty
- Reserves (IRR)
- National Guard (IRR)

Army

- Active Duty

Admissions

- Reserves (IRR)
- National Guard (IRR)

Coast Guard

- Active Duty
- Reserves (IRR)

Marine Corps

- Active Duty
- Reserves (IRR)

Navy

- Active Duty
- Reserves (IRR)

Required Documentation

To receive the waiver, applicants must submit one or more of the following:

For Veterans:

- **DD Form 214** – Certificate of Release or Discharge from Active Duty (must indicate *Honorable Discharge*)
- **DD Form 256** – Honorable Discharge Certificate (National Guard or Reserves)
- **DD Form 257** – General Discharge Certificate (National Guard or Reserves)

For Active Duty or IRR Members:

- A signed statement from your unit commander verifying current status and standing
- A current Leave and Earnings Statement (LES)

Fee Waiver Approval Process

1. All documentation will be reviewed by the VA Certifying Official (SCO) for approval.
2. If the SCO is unavailable, the College President may perform this function.
3. Once approved, the waiver will be processed, and the application fee will be officially credited from your account.

Distance Learning

Mid-America College's distance learning program allows its students the opportunity to complete their programs and/or their courses off campus.

Distance learning classes are delivered to the student through the internet, allowing the student to forego the time he or she would normally spend in the classroom. To be successful in a distance learning course, excellent time management skills are necessary as distance learning courses still require study time and commitment.

What programs are available through distance learning?

The Associate of Applied Science and Funeral Directors Certificate Program are available through distance learning. You may find more information on these programs here:

- [Associate of Applied Science](#)

Textbooks

Textbooks that have an electronic version available will be provided to students in the electronic form. The electronic version does provide students with the opportunity to download the textbook to an electronic device which allows students to make notations/highlights for their own use. Students who prefer physical copies can elect to purchase textbooks through 3rd-party vendors when available.

What are grading and testing procedures?

The grade of a student in any course represents all the work of the student in the course, including assignments and examinations, combined in such proportion as the instructor in charge of the course may decide. Course assignments and discussions are completed online. Exams may be completed online. Make-up of incomplete course work will be solely at the discretion of the instructor.

The College maintains complete records of the academic progress of all students. The students will be given access to their grades at the end of each academic quarter.

How do distance learning programs/courses compare to programs/courses on-campus?

Attending a distance learning program, a student receives the same quality education as those in a traditional face-to-face program. Our programs provide the same level of service found on-campus, the same quality of instruction, and a variety of learning options. Our online and distance learning programs are designed for individuals who are seeking an alternative to the on-campus experience yet expect the same rigorous course load and same prestigious degree.

Potential Challenges of Distance Learning

While distance learning offers flexibility and convenience, it also presents unique challenges that students should be prepared to navigate:

Enrollment

- **Limited Face-to-Face Interaction:** Students may find it difficult to build relationships with instructors and peers due to the absence of in-person communication. This can lead to a sense of isolation and may impact collaborative learning experiences.
- **Self-Discipline and Motivation:** Without the structure of a traditional classroom, students must be highly self-motivated and capable of managing their time effectively to stay on track with coursework.
- **Technology Requirements:** A reliable internet connection and access to a functional computer or electronic device are essential. Technical difficulties or a lack of familiarity with online platforms can hinder learning.
- **Delayed Feedback:** Communication with instructors and peers often occurs asynchronously, which can lead to delays in receiving feedback or answers to questions.
- **Learning Style Compatibility:** Not all students thrive in a digital learning environment. Those who prefer hands-on activities or direct instruction may find distance learning less effective.

By being aware of these potential hurdles, students can take proactive steps to ensure a successful online learning experience.

Auditing Courses

Auditing a course applies to alumni and current students only. Students seeking to audit a course will contact the Registrar to register for the course(s) and must be added prior to the end of the add/drop period. Only courses that were previously completed at Mid-America College of Funeral Service with a “C” grade or higher can be audited. No academic credit is earned for auditing a course. Students who have been dismissed from the College for academic or disciplinary reasons or are otherwise ineligible to attend classes, are not eligible to audit classes.

Auditing course(s) must be approved by the Academic Dean and is subject to class availability and is limited by students needing the course(s) for credit requirements. Students auditing courses are charged the current per credit tuition rate for the course in addition to any course materials deemed necessary by the instructor/College for the overall success of the course.

The grade “AU” reflects course audits on academic transcripts.

Advanced Placement

First-year students who have taken a College Board Advanced Placement Examination may be eligible for as many as 20 credits towards specific general education courses at Mid-America College of Funeral Service. Students who wish to have their scores considered should request that the College Board send them directly to Mid-America College of Funeral Service (MACFS code: 0644). Scores of 3 and above may result in credit.

AP Exam	Score	Course Approved	Credit Hours
<i>Precalculus</i>	3+	MAT 100 – Mathematics for Business	3

<i>Calculus AB</i>	3+	MAT 100 – Mathematics for Business	3
<i>Calculus BC</i>	3+	MAT 100 – Mathematics for Business	3
<i>Statistics</i>	3+	MAT 100 – Mathematics for Business	3
<i>English Language & Composition</i>	3+	ENG 100 – English Grammar and Composition	4
<i>English Literature & Composition</i>	3+	ENG 100 – English Grammar and Composition	4
<i>Research</i>	3+	ENG 100 – English Grammar and Composition	4
<i>Seminar</i>	3+	ENG 100 – English Grammar and Composition	4

Articulation Agreements

Mid-America College of Funeral Service strives to create and maintain articulation agreements between itself and other colleges and/or programs. Articulation agreements benefit the student in understanding the transferability of credits and courses.

Mid-America College of Funeral Service articulation agreements may be found, <https://mid-america.edu/academics/articulation-agreement>.

Quarter Credit Hour Definition

Mid-America College of Funeral Service defines a quarter credit hour as an instructional period consisting of:

- Lecture, recitation, or classroom instruction:
One 50-minute session per week over an eleven-week quarter.
- Laboratory instruction:
One quarter credit hour is awarded for each two hours of laboratory instruction per week.
- Clinical experience:
One quarter credit hour is awarded for each three hours of clinical experience per week.

Tuition Charges

Mid-America College of Funeral Service charges tuition on a quarterly basis according to the number of credit hours in which a student is enrolled.

For all students enrolling or reenrolling on or after July 2026, the tuition rate will be:

- \$340.00 per quarter credit hour enrolled.

Fees

Application Fee: A non-refundable Application Fee of \$50.00 must accompany the Application for Matriculation.

[Applying and application process](#)

Textbook Fee/Course Materials: A non-refundable textbook fee will be charged at the beginning of each quarter based on the following:

- If you are enrolled in 5.5 or less credits you will be billed a \$125 textbook fee
- If you are enrolled in 6 or more credits you will be billed a \$250 textbook fee

This fee may be covered by financial aid (TIV) and covers the following:

- Course textbook(s) and/or e-textbook(s)
- Shipping costs associated with textbook(s)
- Fees associated with ordering textbook(s) and/or e-textbook(s)
- Software associated with and incorporated within the course(s)
- Administrative Costs
- Other costs associated with textbook(s)/or e-textbook(s), or course materials

Note: *If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost.*

Technology Fee: A \$250.00 per quarter technology fee is charged at the beginning of each quarter of a student's enrollment. The technology fee is a charge in addition to tuition costs that will be used to enhance the student's learning environment, protect the academic integrity of its educational programs, provide resources, and increase the College's capacity to meet the technological environment expectations. The technology fee is due at the beginning of each quarter the student is enrolled in.

Technology fees are non-refundable and can be covered by financial aid. This fee includes:

- Technical infrastructure – software and hardware
- Technology Maintenance & Upgrades
- Learning Management System (LMS)
- Online secured proctored examination
- McGraw-Hill Connect, Cengage, and other support services for course content
- DL Faculty and student resources & support
- Computer Lab and Deep Freeze
- Office 365
- Student Information System (SIS)
- Software for live and recorded lectures
- Student & Faculty Help Desk & technical assistance
- Library databases
- Faculty technology needs to support student learning and communication
- Content development, Course development, and Course design
- Training and professional development to create skills and materials integrating technology into the classroom
- Security solutions to protect student and institutional data
- NBE study question bank

Proctor Exam Fee: All students are responsible for scheduling proctored exams in advance. All proctored exams must be scheduled at least seven (7) calendar days prior to the exam date. Those who do not comply with that timeframe are subject to late scheduling fees. Students that fail to take scheduled proctor exam(s) or reschedule/cancel their exam within 48 hours of the exam are assessed a \$25.00 rescheduling fee for each exam missed.

Proctor exam fees are non-refundable and not covered by financial aid.

Practicum, Lab, and Supply Fee: Associate of Applied Science Program (2024)
Students enrolling into the new Associate of Applied Science Program (2024), will be charged a non-refundable fee of \$800.00 when first enrolled in the "COR 232 Restorative Art (RA) Lab I course."

Associate of Applied Science Program (prior to October 2024 curriculum update)
A non-refundable fee of \$800.00 will be charged to all students in the quarter tied to the course "History of Funeral Service."

- Student Embalming Supplies
- Student Restorative Art Supplies

Tuition & Fees

- Onsite and Offsite Lab Supplies
- Administrative On-Site Inspection and Recertification
- Inspector's Travel
 - This includes: taxi (or other), hotel, mileage, tolls, etc.
 - Meals
 - Airfare
- Funeral Home Business Verification (if applicable)
- Preceptor Training
- Certified Preceptor pay/cost
- Administrative Costs

Re-Admission Fee: A non-refundable \$50.00 re-entry application fee is charged prior to re-entry into the program of study. This fee includes:

- Student demographic confirmation and updates
 - Student will meet with the admissions representative or Dean to update any demographics that may be out of date; such as: address, phone number, e-mail, etc.
- Re-entry documentation and updates
- Enrollment updates within NSLDS
- Financial aid updates
- Credit evaluation/re-evaluation

Returned Payment Fee: A returned payment fee of \$30 will be charged to a student's account for any check dishonored by the drawee bank. Return payment fees are non-refundable and are not covered by financial aid. This fee covers administrative duties associated with the returned payment.

Payment:

- The returned payment must be paid by cash or money order

Waiving the Fee:

- The fee will be waived if the payment was returned in error, providing supporting documentation is submitted

Note: This Bulletin in all or in part is subject to change without notice

About Our Scholarships

Thanks to the generosity of our donors and many organizations, the College offers several scholarship opportunities. These gifts allow us to support the college's mission of recruiting and retaining high-achieving students who enrich and diversify the academic environment. Scholarships are available for both current and incoming students.

Each scholarship has specific criteria based on the donor's wishes. Examples of criteria include academic merit, financial need, department or major, special interests, organizational involvement, and classification. The college awards several undergraduate scholarships each year. All current and prospective students are encouraged to apply each year.

View our Scholarships page, <https://mid-america.edu/funeral-service-program-admissions/scholarships/>, and contact Mid-America College of Funeral Service for more information.

Federal Financial Aid (TIV)

The Mid-America College of Funeral Service's Office of Financial Aid is available to assist you in navigating the financial aid process and to provide you with a better understanding of what options and tools are available to assist you in paying for tuition and fees.

We will be happy to assist you and answer any questions or concerns you may have when working through the financial aid process in person, via phone, or via e-mail at financialaid@mid-america.edu.

Financial Aid Grants

Federal Pell Grant

Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's degree and who possess financial need as determined by the FAFSA. All students meeting eligibility are offered Federal Pell Grant.

Eligibility

- You must have a qualifying Expected Family Contribution (EFC)
- Recipients must meet Satisfactory Academic Progress
- You are limited to receive twelve (12) terms at full-time enrollment

Award eligibility varies based on enrollment status.

Helpful Websites

- [Free Application for Federal Student Aid \(FAFSA\)](#)
- [Student Aid](#)

Financial Assistance

Federal Supplemental Educational Opportunity Grant (FSEOG)

Am I eligible to receive FSEOG funds?

- You must complete a FAFSA for the award year you are enrolled in
 - July 1st, 2026 – June 30th, 2027, is the 2026/2027 Award Year
- You must be enrolled at least half-time in your program of study (undergraduate program)
- You must demonstrate exceptional financial need
- You must not have a bachelor's or a professional degree
- Meet Satisfactory Academic Progress

If I am eligible for FSEOG funds, how much am I eligible to receive?

You may receive up to \$200.00 per quarter, depending on the following:

- Your financial need
- When you apply (complete FAFSA)
- The amount of other aid awarded
- Availability of funds at Mid-America College of Funeral Service

What is the application process?

To receive FSEOG funds, you must file a FAFSA as part of the application process. Students who receive Federal Pell Grants and have the most need will receive FSEOG funds first. Mid-America College of Funeral Service receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid.

FSEOG funds are limited; meeting the criteria is not a guarantee that you will receive this grant.

Helpful Websites

- [Free Application for Federal Student Aid \(FAFSA\)](#)
- [Student Aid](#)

Loans

Direct Subsidized

The Direct Subsidized Loan is awarded based on your financial need. You will not be charged interest prior to repayment or during authorized periods of deferment. During deferment, the federal government pays your interest on the loan until the time of your repayment. Payment is automatically deferred until you are no longer enrolled at least half-time. When you are no longer enrolled at least half-time, a six (6) month grace period begins prior to entering repayment.

Disbursements made on or after July 1st, 2012, and before July 1st, 2014, are not eligible for an interest subsidy during the six month grace period prior to entering repayment, and interest will accrue during this time period. Disbursements on or after July 1st, 2014, are eligible for an interest subsidy during the six (6) month grace period, and interest will not accrue during this time period.

Eligibility

- You demonstrate financial need determined by the FAFSA
- You are enrolled at least half-time at a Mid-America College of Funeral Service
- You must maintain Satisfactory Academic Progress
- You do not exceed annual or lifetime aggregate loan limits
- You may not have received Direct Subsidized Loans for more than 150% of the length of your academic program
 - Applicable to borrowers receiving their first disbursement on or after July 1st, 2013

Award eligibility varies based on enrollment status and dependency status.

Helpful Websites

- [Student Aid](#)
- [Repayment Estimator](#)

Direct Unsubsidized

The Direct Unsubsidized Loan is awarded based on your financial need. You will not be charged interest prior to repayment or during authorized periods of deferment. During deferment, the federal government pays your interest on the loan until the time of your repayment. Payment is automatically deferred until you are no longer enrolled at least half-time. When you are no longer enrolled at least half-time, a six (6) month grace period begins prior to entering repayment.

Disbursements made on or after July 1st, 2012, and before July 1st, 2014 are not eligible for an interest subsidy during the six month grace period prior to entering repayment, and interest will accrue during this time period. Disbursements on or after July 1st, 2014, are eligible for an interest subsidy during the six (6) month grace period, and interest will not accrue during this time period.

Eligibility

- You demonstrate financial need determined by the FAFSA
- You are enrolled at least half-time at a Mid-America College of Funeral Service
- You must maintain Satisfactory Academic Progress
- You do not exceed annual or lifetime aggregate loan limits
- You may not have received Direct Subsidized Loans for more than 150% of the length of your academic program

Financial Assistance

- Applicable to borrowers receiving their first disbursement on or after July 1st, 2013

Award eligibility varies based on enrollment status and dependency status.

Helpful Websites

- [Student Aid](#)
- [Repayment Estimator](#)

Direct PLUS Loans

The Direct Parent Loan (PLUS) is available to the parents of dependent, undergraduate students. The parent may borrow up to the Cost of Attendance (COA) (excluding any other federal student aid). All funds are received electronically and will be posted to the student's account to pay for authorized tuition and fees. Completing the FAFSA is required.

Eligibility

- Your child must be attending at least half-time
- Your child must be meeting Satisfactory Academic Progress
- You must have a good credit history
- You must not have defaulted on any previous student or parent loans
- Your child must have completed the FAFSA

Award eligibility varies based on enrollment status.

For further information on Federal Financial Aid, go [here](#).

Federal Work Study (FWS)

Mid-America College of Funeral Service does not participate in this TIV program.

Military Benefits

Mid-America College of Funeral Service is pleased to participate in Veterans' Affairs Educational Benefit Programs and Military Tuition Assistance Programs. If you have been in the military, please provide all college and military educational transcripts to determine if you may be eligible for any transcript credits.

Students receiving VA education benefits are required to have all prior credit reviewed by the school, with credit awarded where applicable (Title 38 Code of Federal Regulations 21.4253(d)(3) and 21.4254(c)(4)). This review includes all credits from military service as well as all post-secondary institutions previously attended.

The school is responsible for obtaining copies of all post-secondary and military transcripts for all veteran students receiving or requesting VA education benefits. This requirement applies to all approved programs of study offered by the school.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Mid-America College complies with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38, United States Code.

What benefit am I eligible for?

If you are an eligible active-duty member of the military, an eligible dependent, or a veteran of the U.S. military, you may be eligible for Veteran Affairs (VA) Educational Benefits.

VA Educational Benefits include, but are not limited to:

Chapter 30: Montgomery GI Bill® – Active Duty

For information on Chapter 30: Montgomery GI Bill® Active Duty - <https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/>

Chapter 31: Vocational Rehabilitation and Employment

For information on Chapter 31: Vocational Rehabilitation and Employment - <https://www.va.gov/careers-employment/vocational-rehabilitation/>

Chapter 33: Post-9/11 GI Bill®

For information on Chapter 33: Post-9/11 GI Bill® - <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/>

Chapter 35: Survivors' and Dependents' Assistance Program

For information on Chapter 35: Survivors' and Dependents' Assistance Program - <https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/>

Chapter 1606: Montgomery GI Bill® – Selected Reserve

For information on Chapter 1606: Montgomery GI Bill® – Selected Reserve - <https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/>

If you are unsure of what you may be eligible for, or unsure what benefit is right for you, try the GI Bill® Comparison Tool at <https://www.va.gov/education/gi-bill-comparison-tool/>

VA Educational Benefits do not include state sponsored VA grants or scholarships

How do I apply for my benefits?

To apply for your VA Educational Benefit, you will complete the application through [VONAPP](#). Once completed, the VA will send you a Certificate of Eligibility (COE) for the benefit you have applied for.

Please submit a copy of your COE to the College.

Does Mid-America College of Funeral Service participate in the Yellow Ribbon Program?

Financial Assistance

Yes, Mid-America College of Funeral Service is a proud participant in the Yellow Ribbon Program. Mid-America College of Funeral Service will pay 50% (percent) of the remaining tuition and fees that Chapter 33: Post-9/11 GI Bill® does not cover for a maximum of 100 eligible students. The amount each Yellow Ribbon recipient will receive will vary by tuition cost of degree enrolled in, and any scholarships or grants they may be awarded during their program. Yellow Ribbon will not exceed the tuition charged per quarter.

For information on the Yellow Ribbon Program:

<https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/>

Tuition Assistance

What is Tuition Assistance?

- Tuition Assistance (TA) is a Department of Defense funding program
- This program is not administered by the Department of Veterans Affairs (VA)
- TA rules, policies, and procedures vary by branch of service and even vary between different units within the same branch depending on whether the unit is active, reserve, or National Guard
- TA will be applied to tuition only. It will not apply to any fees associated with enrollment

What is the process of using my TA?

1. Once you are enrolled in classes, you will complete the paperwork required by your branch of service in order to secure your tuition assistance for each quarter. Failure to follow your branch of service's processes may lead you to ineligibility for each quarter's tuition assistance
2. Provide receipt of your TA approval to the College
3. Any balance remaining will need to be covered by the student through financial aid, a tuition installment plan, etc.
4. For questions on when TA is paid to the college, contact your branch of the military
5. Once you pass your classes, you will move on to your next quarter
6. A few weeks prior to the start of your classes, submit your TA documentation through your branch of the military, this needs to occur each quarter of enrollment

Where can I get information on my benefits?

A good place to start is here: <http://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html>

This site has links to specific branch sites that go further in depth.

Where do I go to apply for my TA?

Where you start depends on what branch of the military you need to apply to.

Air Force – This may have advanced security settings

<https://federation.prod.cce.af.mil/pool/sso/authenticate/msg/19?m=GET&p=3911&r=f&u=https%3A%2F%2Fwww.my.af.mil%2Fgcss-af%2FUSAF%2Fep%2Fhome.do&x=true>

Army – <https://armyignited.army.mil/student/>

Coast Guard – https://media.defense.gov/2017/Oct/23/2001830871/-1/-1/0/CG_4147.PDF

- Or online, go

<https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do>

Marines –

<https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do>

Navy –

<https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do>

Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees, and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

This policy will change upon accreditation of the school. The State Approving Agency will be notified accordingly.

State Benefits

Applicants desiring to attend Mid-America College of Funeral Service under provisions of a state rehabilitation or vocational program must contact their local rehabilitation office directly.

Tuition Installment Plan (TIP)

Mid-America College of Funeral Service is pleased to offer enrolled students a Tuition Installment Plan (TIP). The Tuition Installment Plan is a service to the student, allowing the student to finance education over the period of a quarter throughout their academic year. The TIP is interest free, making budgeting the cost of your education easier. Late charges may be added to the student's account if the student misses the deadline of payment dates. If payments are made as scheduled, there will be no additional costs to the student. The payment schedule calculates the balance remaining after guaranteed funding is applied; financial aid funds (such as loans, grants, scholarships, etc.) are recognized as payments toward the payment plan. Any balance remaining after all guaranteed funds have been paid **MUST** be set up on the installment plan. Only students in good standing and with a zero balance for the current quarter are eligible

Financial Assistance

to enroll in an installment plan. Students may prepay, without penalty, on their Tuition Installment Plan. Adjustments may be made on future payments.

The payment schedule is based on a division of the quarter's tuition into three installments. If a student does not receive any financial aid, the first installment will be due on the first day of classes for that quarter. Those students receiving financial aid (Pell Grant, Direct Loans, and/or FSEOG) or any other guaranteed payments (VA, scholarships, tuition reimbursement, etc.) will be required to pay the balance of direct charges minus all guaranteed funding of the academic year over the, up to, three quarters per academic year.

Should a student not pay their first installment by the designated payment date, there will be a grace period of five (5) school days for that payment to be made. If, after five (5) school days, the payment is not secured, a late fee of fifty dollars (\$50) will be applied to the student's account and no books provided until the payment is made.

If the second and third installments are not paid by the designated payment dates, a fifty dollar (\$50) late fee will be applied to the student's account for each of the late payments. ALL balances owed for a quarter must be paid before a student is allowed to progress into a subsequent quarter.

Academic Information

Grading Methods and Symbols

Grade reports are available to students at the completion of each quarter. Final grades are based on the quality of work submitted and as demonstrated by assignments, examinations, and/or class projects as outlined in the course syllabus. Earned Grade Points are calculated for each course by multiplying the Grade Points (quality point value) for the grade received for the course times the credit hour value of the course. For example, a 4-credit-hour course with a grade of “B” would earn 12.0 quality points [credit value of course (4) times grade point value of B (3)].

Letter Grade	Grade Points	Numeric Grade	Included in Credits Earned	Include in Credits Attempted	Included in CGPA
A	4	96 – 100	Yes	Yes	Yes
A-	3.75	92 – 95	Yes	Yes	Yes
B+	3.5	89 – 91	Yes	Yes	Yes
B	3	85 – 88	Yes	Yes	Yes
B-	2.75	82 – 84	Yes	Yes	Yes
C+	2.5	80 – 81	Yes	Yes	Yes
C	2	75 – 79	Yes	Yes	Yes
F	0	0 – 74	No	Yes	Yes
W (Withdrawal)	n/a	n/a	No	Yes	No
I (Incomplete)	n/a	n/a	No	Yes	No
TR (Transfer Credits)	n/a	n/a	Yes	Yes	No
R (Repeated Course)	n/a	n/a	Yes	Yes	Yes
MIL (Military Credit)	n/a	n/a	Yes	Yes	No
PR (Proficiency Credit)	n/a	n/a	Yes	Yes	No
AU (Audit Course)	n/a	n/a	n/a	n/a	n/a

Grade Point Averages

A student’s grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of credit hours for which grades were awarded. The grade points are

Academic Information

calculated by multiplying the quality point values for the grade earned for each course by the number of credit hours associated with the course. The quarter GPA applies to work in each quarter. A student's overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credit hours earned in the program of study to date.

The term GPA and CGPA range from 0.00 through 4.00 and only include courses that are required for graduation in the student's current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. The CGPA is used to determine whether a student is meeting the standards of academic progress and eligibility for graduation.

Incomplete Grades

An incomplete grade "I" is a temporary grade signifying that the required coursework was completed during the quarter. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

An "I" grade may be assigned for the following reason(s):

- The student has been making satisfactory progress in the course and needs additional time, as determined by the instructor; or
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor.

To receive additional time to complete the course requirements, the student must request the incomplete form from their instructor at least seven (7) days prior to the end of a quarter and submit the incomplete packet at least three (3) days prior to the final date and time grades are due.

To receive additional time to complete course requirements, the student must submit completed documentation regarding the requested incomplete grade by the last day of the quarter, prior to the due date and the time for the final grades. The student should request the incomplete form from their instructor at least seven (7) days prior to the end of the quarter and submit it at least three (3) days prior to the final date and time grades are due. Students approved for an incomplete must have all required coursework completed and submitted within two (2) calendar weeks after the end of the quarter.

Once the student submits all coursework during or at the end of the incomplete period, whichever comes first, the "I" grade is changed to the earned grade ("A", "B", "C", or "F"). Once incomplete grades are converted and final grades are posted, the student's academic status is evaluated and determined, in accordance with the Satisfactory Academic Progress (SAP) Policy.

Repeating a Course

Students must repeat any required course(s) in the program of study for which the student did not earn a passing grade ("C" or higher). Students who repeat a failed course and repeatedly fail the same course may remain eligible to receive financial assistance so long as students meet the standards of satisfactory academic progress (SAP). SAP for purposes of continued eligibility for

federal financial assistance including those eligible for veterans' education benefits – is determined by applying the cumulative grade point average (CGPA) requirements, pace of completion (POC) requirements towards graduation, maximum timeframe restrictions, warning and probation provisions, appeals procedures, and dismissal and reinstatement procedures as outlined in the SAP Policy of this catalog.

Students may repeat a previously passed (“C” or higher) course only for one (1) repetition of the course. The one (1) repeat of a previously passed course will be counted towards the student’s enrollment status for the quarter and in determining the student’s eligibility for Federal Financial Aid. For those eligible for veterans' education benefits, the U.S. Department of Veterans Affairs (VA) does not allow a previously passed course to be certified for benefits when the course is repeated.

A student who retakes a previously passed course and subsequently withdraws before completing the course for which Federal Financial Aid was awarded/disbursed for retaking is not considered to have used their one allowed retake for that course. However, if a student passed a class once and then is paid Federal Financial Aid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time.

All courses that are repeated are factored in the calculation of a student's SAP status.

Student Academic Progress (SAP)

All students must meet the standards of the satisfactory academic progress (SAP) policy to remain enrolled at the College. The standards of SAP must also be maintained to remain eligible for Federal Student Aid (FSA), Veterans Education Benefits (VA), and other forms of financial assistance.

Satisfactory academic progress is determined by measuring the cumulative grade point average (CGPA) and the pace of completion (POC) toward completion of the student’s program of study. Both components (CGPA and POC) of SAP must be met at each SAP evaluation period to remain eligible and considered to be maintaining SAP. Additionally, students must complete their program of study within the maximum timeframe for program completion.

SAP Status Evaluation

The students’ SAP statuses are evaluated at the end of each quarter (SAP evaluation period) after grades have been posted to determine if students are progressing satisfactorily, as outlined below. Both components (CGPA and POC) of SAP will only include courses that are required for graduation in the student’s program of study.

1. **Cumulative Grade Point Average (CGPA)** – The cumulative grade point average (CGPA) is the student’s overall academic average based on grades and credit hours earned in the student’s program of study. The CGPA is calculated by dividing the total earned quality points by the total attempted credit hours for which grades are awarded. Students that have attempted a course(s) multiple times only have the best grade earned for the CGPA

Academic Information

calculation. A student must meet minimum CGPA requirements based on the cumulative number of credit hours attempted at each SAP evaluation period.

- Pace of Completion (POC) Requirements** – In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credit hours attempted in the program of study at each SAP evaluation period to maintain SAP. Credit hours attempted are defined as those credits for which students are enrolled past the add/drop period of the quarter. In the POC calculation, a grade of W (Withdrawn) is included in hours attempted. Courses removed during the add/drop period are not included in POC calculations. Please refer to the Grading Scale, Add/Drop, and Leave of Absence policies for more information.
- Maximum Time Frame to Complete Program (Financial Aid Requirement)** – A student is not allowed to attempt more than 1.5 times, or 150%, of the number of quarter credit hours (QCHs) in their program of study. For example, a program that requires students to earn 100 QCHs to complete the program. The maximum allowable attempted QCHs for the specified program would be 150 QCHs (1.5 times or 150% of 100). This means students must successfully complete and earn 100 QCHs after attempting no more than 150 QCHs.

Therefore, the minimum percentage requirement for the pace of completion (POC) is to ensure that students are progressing at a pace at which they will complete their program within the maximum time frame. If at any point it is determined that it is mathematically impossible for a student to meet the minimum SAP standards or complete their program of study within the maximum time frame allotted, the student becomes ineligible to receive financial aid funding for the remainder of their enrollment.

The minimum CGPA requirement and corresponding minimum POC percentage are outlined in the table below.

Minimum SAP Standards

Total Attempted Quarter Credit Hours	Minimum Cumulative GPA (CGPA)	Minimum Pace of Completion (POC)
0 – 25	1.50	50%
26 – 50	1.75	58.33%
51 and more	2.00	66.67%

How Change of Program or Transfer Credits Affect SAP

Transfer credit(s) awarded due to a program change—whether from Pierce Mortuary College, another postsecondary institution, or a military transcript—that are applicable to the new program of study will not be included in the calculation of the Cumulative Grade Point Average (CGPA). However, for the purposes of determining Pace of Completion (POC) and Maximum Time Frame, only the credit value of the equivalent course in the student's new program will be

counted as credits attempted and earned, regardless of the credit value of the original transferred course.

SAP Statuses

At the end of each quarter once final grades have been posted, each student's CGPA and POC are reviewed to determine whether the student is meeting the satisfactory academic progress requirements. The following terminology is used by the College to indicate each student's academic standing:

SAP Met: A student who met the minimum CGPA and POC requirements at the end of the quarter.

SAP Warning: A student who was in good academic standing at the beginning of the quarter but failed to achieve the minimum CGPA and/or POC requirement at the end of the quarter. The student will automatically be placed on SAP Warning for the subsequent quarter and notification of academic standing including requirements to meet SAP at the end of the subsequent quarter will be sent to the student. This status allows a student to remain eligible for Federal Student Aid and Veterans Education Benefits for one additional quarter (payment period).

At the end of the warning period (subsequent quarter):

- A student who meets or exceeds the minimum SAP standards are returned to SAP Met.
- A student unable to meet the minimum SAP requirements at the end of the quarter are placed on SAP Probation status.

SAP Probation: A student who has not met SAP at the end of the SAP Warning quarter will enter the following quarter on SAP Probation status and are not eligible for Financial Aid or Veterans Education Benefits. An academic plan is required, and a plan is assigned prior to the student starting the SAP Probation quarter. The student does have the option to submit a SAP Appeal within the required timeframe to potentially re-establish Financial Aid and Veterans Education Benefits, if approved.

A student's Academic Plan may be approved for more than one quarter when the student is unable to meet minimum SAP requirements after one quarter of probation. A student who has filed a SAP Appeal and has received approval, are eligible for Financial Aid and Veterans Education Benefits during the period(s) of probation, as long as the student is meeting the requirements outlined in their approved academic plan.

Additional Considerations

- Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the College as a condition of their academic monitoring. Students who fail to comply with these requirements are subject to dismissal even if CGPA or POC are above the dismissal levels.

Academic Information

- When it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student is dismissed from the College. The College also reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.
- Notification of academic dismissal is provided in writing to the student. The *Student Conduct* section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the College's Refund Policy.

Academic Dismissal

Students are subject to academic dismissal when they:

- Fail to meet the minimum cumulative grade point average (CGPA) or pace of completion (POC) or do not meet their Academic Plan requirements at the end of a SAP Probation quarter.
- Become mathematically impossible for the student to meet the minimum SAP requirements.
- Exceed the maximum time frame for program completion.

Students facing dismissal from the College for failing to meet SAP may appeal their dismissal in writing to the Academic Dean, in accordance with the *SAP Appeal for Reinstatement* section of this catalog. The appeal must include all of the following:

- Explain the extenuating circumstances that led to failure to meet satisfactory progress.
- Include related documentation (letter from a medical professional, obituary, military orders, etc.) about the extenuating circumstance.
- What has changed since the event/situation stated above.
- Plans/steps to meet SAP or the academic plan at the next evaluation period.

A student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe a class as an inactive student during the add/drop period of the quarter or until the appeal has been reviewed.

The College may approve an appeal and return a student back to the probation status when the student had an extenuating circumstance that affected the student's ability to meet SAP standards and the College determines (1) that the student will be able to meet SAP standards after the subsequent quarter or (2) that the student will be able to meet SAP standards by a specific point in time if they follow an academic plan developed by the College.

Approved students must return with an Academic Plan and cannot exceed twelve (12) credit hours in their first quarter returning from dismissal.

SAP Appeal for Federal Financial Aid and Veterans Education Benefits

To regain financial aid or veterans' education benefits eligibility in a probationary status, a student must submit a complete SAP Appeal packet to the Academic Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the extenuating circumstances(s) for past academic issues.
2. Explain what has changed that will allow the student to achieve SAP standards;
3. Must include supporting documentation of extenuating circumstances (e.g., unforeseen medical issue/illness, death of a relative, family emergency injury/illness, or other special circumstances), dated during the quarter(s) of unsatisfactory progress.
4. The plans or steps the student will take to meet SAP or the academic plan at the next evaluation period.

The SAP Appeal for Federal Financial Aid must be submitted to the Academic Dean within seven (7) days of notification of their financial aid/veterans' education benefits suspension status. The Academic Dean submits the appeal to the Academic Appeals Committee for review. The student will receive notification from the Academic Dean of the appeal decision within seven (7) days of receipt of the student's SAP Appeal. If the appeal is approved, the student will be eligible as demonstrated; if denied, the student will be responsible for covering all quarter charges through non-financial aid/veterans' education benefits means.

Reentering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before reenrollment. Students seeking reenrollment requiring an SAP Appeal are not subject to the seven (7) day limitation for filing the appeal but must submit the appeal before the start of the quarter.

Students transferring from program to program will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal.

SAP Appeal for Reinstatement

To regain eligibility to continue enrollment after academic dismissal, a student must submit an SAP Appeal with supporting documentation to the Academic Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the extenuating circumstances(s) for past academic issues.
2. Explain what has changed that will allow the student to achieve SAP standards;
3. Must include supporting documentation of extenuating circumstances (e.g., unforeseen medical issue/illness, death of a relative, family emergency injury/illness, or other special circumstances), dated during the quarter(s) of unsatisfactory progress.
4. The plans or steps the student will take to meet SAP or the academic plan at the next evaluation period.

The College's portion of the SAP Appeal packet will include the following:

1. An academic plan by the student and the Academic Dean, or academic designee, detailing specific requirements for the student to meet SAP within the next quarter(s);
2. SAP calculation prepared by Academic Dean, or academic designee, used to develop the academic plan;
3. A copy of the Academic/FA Warning letter/notification sent to the student; and

Academic Information

4. An unofficial transcript with final grades for the most recently completed quarter.

The SAP Appeal packet must be submitted to the Academic Dean within seven (7) days of notification of their academic suspension status. The Academic Dean submits the appeal packet to the Academic Appeals Committee for review. The student will receive notification from the Academic Dean of the appeal decision within seven (7) days of receipt of the student's SAP Appeal.

Students who opt to attend school while an Academic Appeal is pending must have their balance paid in full or have arrangements approved by the College, or other means than federal funding before the start of the quarter.

Re-entering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before reenrollment. Students seeking reenrollment requiring an SAP Appeal are not subject to the seven (7) day limitation for filing the appeal but must submit the appeal before the start of the quarter.

Students transferring from program to program will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal.

Academic Dismissal and Reinstatement

Students who are deemed academically ineligible and dismissed from the College may apply for readmission after one (1) quarter. If their readmission application is approved, the student is required to retake all failed courses during their first quarter after reinstatement or as soon as the course(s) is offered. Approved students must return with an Academic Plan and cannot exceed twelve (12) credit hours in the first quarter back from dismissal.

Students who are successful with the course retakes are permitted to continue with their enrolled program of study.

Withdrawal from a PMC College

Students who enroll in all quarters of an academic year, however, withdraw during one of the quarters, must still fulfill the minimum quarter credit hours and pace of completion requirements outlined in the SAP policy.

Students that withdraw during two (2) consecutive quarters of attendance are subject to academic dismissal. Those who are dismissed and wish to return to the program are required to complete the academic appeals process to seek approval for possible reinstatement.

Academic Plans

Students who are on SAP Probation status receive an academic plan outlining requirements to regain good academic standing. The academic plan is monitored regularly by the Dean, academic advisor, or designee. Status updates are shared regularly with the students.

Grade Appeal

Students have the right to challenge the validity of the final course grade given by an instructor due to grading errors. The student must first attempt to resolve the disputed grade with the instructor within three (3) calendar days of the official posting of the final course grade.

In the event if the policy and/or process is not followed, the student can submit a petition in writing to the Dean of the College (Dean), clearly describing the grievance or complaint. The student's petition packet must be submitted to the Dean within seven (7) calendar days following the official posting of the final course grade and must include the student's letter (dated and signed) and all supporting documentation.

The Dean reviews the petition packet, seeks a resolution, and notifies the student of the decision in writing within seven (7) calendar days of receipt of the petition packet. In the event the policy and/or process is not followed, the student can contest the Dean's decision through the College's Grievance Policy.

*Please note that a grade appeal can result in a delay of program due to the need to fulfill prerequisites prior to enrolling in some courses.

Attendance

The College has measured a direct correlation between class attendance and academic success. Therefore, students are administratively withdrawn from the College when the student misses fourteen (14) consecutive days of a quarter within all courses.

Campus classes: Attendance is measured by physical attendance in scheduled classes, labs, and off campus activities related to a specific course.

Online courses: Attendance is measured by submitting discussion activities, assignments, quizzes, tests, and other graded work. These activities are readily tracked and documented through the College's learning management system.

Falsifying attendance or absences from a course result in violation of this policy. Students should not offer a falsified excuse for an absence from an examination, test, quiz, or other course requirement, directly or through another source. Falsification of an absence invokes the Student Conduct Policy.

Leave of Absence (LOA)

A Leave of Absence (LOA) option is available to currently enrolled students in good academic standing. The LOA provides students the opportunity to remain enrolled in the institution without scheduling courses for one quarter. Once the leave period is completed, students are eligible and expected to resume their academic studies.

Students seeking an LOA must complete a "Leave of Absence Request Form" and receive approval from the Dean or designated school official. Except in extraordinary circumstances as determined by the Dean or designated school official, the LOA must be approved prior to the

Academic Information

first day of classes for the quarter in which the student is requesting leave. Students are limited to one leave period, not to exceed a cumulative total of 180 days, within any 12-month period.

During the LOA, the student's academic files will remain active. Upon returning from the LOA, the student will resume their academic program with the same academic status as before. Students remain subject to all applicable academic policies while on leave.

Impact on Financial Aid: Students on an LOA are not eligible for financial aid disbursements during the leave. Financial aid, including Title IV funds, will only be awarded for periods in which the student is actively attending classes. Enrollment verification and financial aid eligibility will be limited to actual quarters of attendance.

Failure to Return: Students who do not return from an approved LOA at the end of the designated period will be withdrawn from the College. The student's withdrawal date will be used to calculate any necessary adjustments to financial aid, and this may result in the student owing a repayment of unearned aid. Students who wish to return after withdrawal must reapply through the Admissions Office.

Note: *Before granting an LOA to any student who is a recipient of a Title IV, HEA program loan, the institution will explain the potential consequences on loan repayment terms. The student will be informed that failure to return from the LOA may result in the exhaustion of some or all of the student's loan grace period, which could lead to immediate repayment obligations.*

Emergency Leave of Absence

Students may request an Emergency Leave of Absence (LOA) due to extraordinary circumstances that require an immediate short-term absence. Eligible circumstances for an emergency LOA include hospitalization, life-threatening illness or injury, recovery from an accident or surgery, death of a family member, or military deployment. Emergency LOA requests will be evaluated on a case-by-case basis, and the student must provide official documentation (e.g., doctor's note, hospital records, military orders) supporting their request.

Students approved for an emergency LOA are permitted to miss up to five (5) consecutive school days during the quarter. In exceptional cases, an extension may be considered upon further review. Students must notify their instructors as soon as possible and work with them to establish a plan for completing any missed assignments or exams during their absence. All missed work must be completed promptly according to the plan established with the instructors; the Dean is available to offer guidance if needed.

The request for an emergency LOA must be submitted to the Dean or designated school official for approval. The student will be notified of the institution's decision within a reasonable timeframe, typically within 48 hours of submission. During the LOA, students remain subject to the institution's academic policies and procedures, and there will be no changes to their enrollment status or financial aid eligibility unless the absence exceeds the allowed period.

Quarter Hold Policy

Academic and administrative holds are used to prompt student engagement and ensure compliance with institutional policies. Holds may be placed when other attempts to communicate with the student have failed or when a student's actions—or inactions—threaten academic progress, policy adherence, financial responsibility, or the well-being of the campus community.

Appropriate Use of Holds

Holds may be placed in the following situations:

- When a student is in violation of institutional policy (academic, conduct, health/safety).
- When a student fails to meet financial obligations to the College.
- When a student's academic decisions or disengagement may jeopardize academic standing.
- To uphold community well-being or safety.

Impact of a Hold

While a hold is active, a student may be restricted from:

1. Receiving:
 - Diplomas
 - Certificates
 - Letters of good standing
 - Verification for the National Board Exam (NBE)
 - Official transcripts
2. Accessing:
 - Financial aid processing or disbursement
 - Quarter registration or schedule changes
 - College-sponsored travel or academic events
 - Library, lab, or other institutional resources
 - Graduation ceremonies

FERPA Note: Holds do not affect the student's legal right to inspect their educational records. However, the institution may withhold *copies* of transcripts or other official documents until the hold is resolved.

Types of Holds

1. **Academic Hold:** Placed due to unsatisfactory academic progress (e.g., warning, probation), missing academic advising, or unresolved academic matters.
2. **Conduct Hold:** Placed due to student disciplinary actions or failure to comply with student conduct sanctions.
3. **Financial Hold:** Placed when there is an outstanding balance or delinquent payment due to the institution.

Academic Information

4. **Medical or Safety Hold:** Placed in cases of serious health, behavioral, or safety issues as governed by the institution's threat assessment or medical withdrawal procedures.

Hold Communication and Posting

- All departments authorized to place holds must maintain clear, published guidelines on:
 - Hold criteria
 - Steps to resolution
 - Staff contacts
 - Expected timelines

Hold Timing

- Holds that may interfere with registration or continuation should be placed *before* or *after* the academic term, not during active enrollment unless urgent (e.g., disciplinary dismissal or safety concern).
- Holds must be placed in time to allow the student a reasonable opportunity to resolve the issue prior to adverse impacts (e.g., registration deadlines or disbursement dates).

Authority to Place Holds

- **Non-Academic Holds:** May be placed by the **Dean, President**, or designated senior administrators.
- **Financial Holds:** Managed by the **Student Accounts Office** or **Financial Aid Office**.
- **Academic/Registration Holds:** Managed by the **Registrar's Office** in coordination with academic leadership.

Student Notification

Prior to placing a hold, the student must be notified in writing (via institutional email or student information system alert) with:

- The reason for the hold
- The action required to avoid the hold
- The deadline for which action must be taken
- Contact information for further assistance

Faculty may be notified of a student's hold status *when appropriate* and with sensitivity to privacy, never during classroom instruction.

Withdrawing from a Course(s)

Course Withdraw

A student can withdraw from a course(s) after the add/drop period has ended through the end of the sixth week of the quarter. The student must contact an academic official to discuss the withdraw request and any possible academic impacts. Students who proceed with withdrawing

after speaking with the academic official, will send their withdraw request to the College Registrar for processing. Any course(s) attempted and withdrawn from after the add/drop period will impact Pace of Completion (POC).

Grades

The student will receive a “W” (Withdraw) grade for the course(s) withdrawn after the add/drop period. Students must withdraw from a course(s) by the designated withdrawal deadline of the end of the sixth week of the course. Students who opt to withdraw from a course(s) after the withdraw deadline will be assigned the grade earned in the course.

Students receiving financial aid should meet with the Financial Aid Office to discuss any financial aid eligibility/impact when withdrawing from a course(s).

Capstone Attempt Policy

Students are permitted to take the Capstone course a maximum of three (3) times. Students who fail the course three times face academic dismissal from the college.

1. Attempt Limits

- A student may attempt the Capstone course up to three times.
- A "fail" is defined as a grade below the minimum passing grade of 75% set by the institution.
- A student has one calendar year to successfully complete the capstone course from their first attempt.

2. Impact of Retakes on Academic Standing

- Each retake will be recorded on the student’s academic transcript. The highest grade (best grade) achieved in the course will be used in calculating the student’s cumulative grade point average (CGPA).
- All attempts will be calculated in the student’s total number of credits attempted for Max Retake (150%).

3. Academic Dismissal

- Students who fail the Capstone course on their third attempt or do not pass within one calendar year from their first attempt will be academically dismissed from the college.
- The student will be notified in writing of the academic dismissal. Students who are dismissed due to failure of the Capstone course can submit an appeal of the decision.

4. Appeals Process

- A student who believes that there are extenuating circumstances (e.g., medical, personal) that impacted their performance in the Capstone course may submit an appeal to the Academic Appeals Committee.

Academic Information

- The appeal must be submitted in writing within 7 days of receiving notification of academic dismissal.
- The committee will review the appeal and may make recommendations or decisions regarding an exception to this policy based on the merit of the student's case.

5. Communication and Support

- Students who fail a course will be advised by an academic advisor to discuss their performance, review potential reasons for failure, and develop strategies for success in future attempts.
- The college offers academic support resources, including tutoring, counseling, and other student services, to assist students in improving their academic performance.

6. Comprehensive Exam (Old Curriculum)

- Students in the old curriculum who completed all academic work (including capstone courses) came to campus to pass comprehensive examinations. Students who failed this comprehensive exam requirement would not have their degree.
- Comprehensive exams are no longer offered on campus. As a substitute, students are enrolled in a capstone course as an audit student (not for credit). Students must successfully pass the final exam in both arts and sciences in order to satisfy the comprehensive exam requirement. Students must take the courses concurrently and may not separate the courses.
- Students are encouraged to participate in all classroom activities and lectures in order to master the material to maximize their chances of success.
- Students must complete the final exams within one (1) year of their first attempt under this policy like other capstone students and only have 3 total attempts as a capstone audit students.

Artificial Intelligence

The use of AI content-generation tools (such as ChatGPT, DALL-E, etc.) is permitted. Students are invited to use AI platforms to help prepare for assignments and projects. When submitting work, students must clearly identify any writing, text, or media generated by AI. It is a violation of college policy to misrepresent work submitted to the instructor as one's own that does not acknowledge the use of generative AI tools. All student work must be at least 80% original work. Any violations are investigated for integrity concerns. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade on their assignment(s), in the course, and/or expulsion from the College.

Clinical, Laboratory, and Practicum Requirements – Associate of Applied Science Degree and Funeral Director's Programs 2025

All students are required to meet the graduation requirements outlined in the *College Catalog* to successfully complete the Associate of Applied Science (AAS) Degree Program. These requirements include a combination of academic coursework and hands-on training experiences designed to ensure technical competence in funeral service practice.

Major components of the graduation requirements include:

- Clinical Embalming
- Restorative Art Laboratory
- Funeral Director Practicum

This document provides general descriptions and logistical considerations for each component. Course syllabi contain additional detailed instructions. Requirements are uniform across on-campus and distance learning modalities, though the methods and timing for completion may vary and are specified where applicable.

Embalming Clinical Requirement

Students enrolled in the AAS Degree Program must complete a minimum of eleven (11) embalming cases under the supervision of a certified preceptor at an approved clinical site. The 12th and final embalming case will be overseen and certified by a qualified faculty member on campus during week 11 of the sixth quarter.

Clinical Site Affiliation Process

Students are responsible for selecting or securing a clinical site to complete their embalming cases. The process includes the following steps:

1. Preceptor Selection

- Students may choose from an extensive list of college-approved clinical preceptors, accessible on the Embalming Clinical Course Page in Blackboard.
- If a student selects a site not on the approved list, the site must undergo inspection and certification by the College.

2. Notification Deadline

- Students must be affiliated with a funeral home by the end of Week 8 of *COR 220 – Embalming I* to allow time for site inspection and approval.

3. Site Affiliation Requirements

- The location must meet ABFSE standards for clinical embalming, this means:
- The funeral director or embalmer-in-charge (FDIC/EIC) must provide the following items to students so it can be kept on file with the campus:

Academic Information

- A completed *Location Affiliation Agreement*.
- A completed Preceptor Application for any practitioner that will oversee and sign off on cases
- A copy of each preceptor's funeral director or embalmer's license. (dual or single license)
- The results of a formaldehyde exposure test. Not more than three (3) years old.
- A current business license for the location being affiliated with.
- The facility must be inspected and approved by a qualified faculty member prior to the start of instruction.

4. Preceptor Certification Requirements:

- Submit a completed *Offsite Clinical Preceptor Application*.
- Provide proof of a valid embalmer license.
- View the preceptor training video on the campus' website.
- Sign the preceptor training video acknowledgment at the end of the Clinical Preceptor Handbook.
- Fulfill all additional requirements outlined in the Clinical Preceptor Handbook.

Once all documentation is verified, and training is complete, the College will issue official approval and certification.

Clinical Embalming Case Schedule

1. **Cases 1–6:** Completed during *COR 222 – Embalming Lab I*.
2. **Cases 7–11:** Completed during *COR 226 – Embalming Lab II*.
3. **Case 12 (Final Case):** Must be completed on-campus or in the presence of a qualified faculty member, in accordance with ABFSE guidelines, to demonstrate technical competency.
 - **On-Campus Students:** Perform the final embalming under supervision during *COR 226*. Students are grouped in teams of no more than five (5) for this process.
 - **Distance Learning Students:** Report to campus during the final week of *COR 226* to complete this certification in similar small groups.

Restorative Art Laboratory Requirements

All students must fulfill the Restorative Art Laboratory requirements through both distance and in-person instruction. See modality specific details below.

1. Instruction occurs during:
 - *COR 232 – Restorative Art Lab I*
 - *COR 236 – Restorative Art Lab II*
2. Note: The College provides necessary laboratory supplies during on-campus sessions.

Modality-Specific Details

1. **On-Campus Students:** Practice restorative art techniques under direct instructor supervision throughout the lab courses.
2. **Distance Learning Students:**
 - Complete assigned work in quarters four (4) and six (6) via instructor-led live presentations and tutorial videos.
 - Submit photo and video documentation of their work.
 - Attend on-campus labs during the final week of *COR 236* to complete hands-on activities and the final embalming case. Supplies are issued and must be returned after the session.

Funeral Director Practicum

Students in the AAS or Funeral Director Certificate must fulfill specific funeral directing skills as part of their curriculum.

Practicum Components

Each student must complete each of the items below. Please note all items below may be completed in a simulated setting with the exception of attending five (5) funeral services.:

- Five (5) first calls.
- Five (5) arrangement conferences.
- One demonstration of a body removal.
- One demonstration of dressing, casketing, and preparing a decedent for disposition.
- Attendance at five (5) funeral-related activities, each unique in function.
- As a part of the arrangement conferences, the student must utilize or create each of the following at least once:
 - 1. First Call Sheet
 - 2. Arrangement Form
 - 3. Embalming Authorization Form
 - 4. Cremation Authorization Form
 - 5. Federal Trade Commission Compliant General Price List
 - 6. Federal Trade Commission Compliant Casket Price List
 - 7. Federal Trade Commission Compliant Outer Burial Container Price List
 - 8. Death Certificate
 - 9. Burial Transit Permit
 - 10. Statement of Death by a Funeral Director
 - 11. Death Notice
 - 12. Obituary
 - 13. Veteran's Flag Application
 - 14. Veteran's Burial Benefits Form
 - 15. Veteran's Headstone and Marker Forms
 - 16. Federal Trade Commission Compliant Statement of Funeral Goods and Services Selected

Academic Information

Course Integration and Expectations

1. COR 207 – Funeral Directing

- Three (3) distinct arrangement conferences, including one for a military/veteran case.
- Two (2) different funeral event observations, each event must be unique and not repeated. *No duplicates allowed.*

2. COR 213 – Funeral Service Sociology

- Two (2) arrangement conferences, including one involving cremation disposition.
- Three (3) different funeral event observations, each event must be unique and not repeated, with at least one (1) being a live/in-person event. *No duplicates allowed.*

3. Demonstration Requirements **For AAS students only*

- **On-Campus Students:** Complete removal, dressing, and casketing demonstrations during *COR 226 – Embalming Lab II* under faculty supervision.
- **Distance Learning Students:** Attend campus during the final week of *COR 226* for completion under qualified faculty supervision.

As a component of the COR 207, and COR 213 courses, students are required to participate in a funeral arrangement simulation, a one-day intensive online experience.

1. **Mandatory Participation:** Non-attendance disqualifies students from taking the final exam.
2. **Activities Include:**
 - Content-specific lecture.
 - Completion of various practicum components.

Documentation Requirements

Students must submit all Embalming Clinical and Funeral Director Practicum documentation in Blackboard under the designated course pages. All submissions must be complete, accurate, and timely to meet graduation eligibility.

Boot Camp – Capstone Preparation

As a component of the *CAP 290*, *CAP 292*, and *CAP 294* Capstone courses, students are required to participate in Boot Camp, an intensive online review experience.

1. **Mandatory Participation:** Non-attendance disqualifies students from taking final and board exams.
2. **Activities Include:**
 - Content-specific lectures.
 - Workshops and interactive activities.
 - Practice exams and review sessions.

Dates for Boot Camp are published in the Academic Calendar and listed in the *College Catalog*.

On-Campus Requirements for Distance Learning Students

Distance Learning Students must be on campus to complete the following:

1. Final embalming case (12th case)
2. Restorative Art Lab hands-on components
3. Clinical demonstrations required in:
 - o *COR 226 – Embalming II Lab*
 - o *COR 236 – Restorative Art Lab II*

Note: Students should prepare for up to four (4) full days on campus at the end of the quarter that includes these courses. Students are responsible for all travel, lodging, and meals unless otherwise noted by the College.

Testing Policies

See the official syllabus for each course to determine the instructor guidelines concerning testing policies. Final exams will not be available for any student who has not completed the required clinical work for the current quarter.

A secure live and automated online proctoring service is utilized within all distance learning courses.

Textbooks

Textbooks that have an electronic version available will be provided to students in the electronic form. The electronic version does provide students the opportunity to download the textbook to an electronic device which allows students to make notations/highlights for their own use. Students who prefer physical copies can elect to purchase textbooks through 3rd-party vendors when available.

Textbook Accommodations for Individuals with Disabilities

Students that require physical textbooks due to approved accommodations, should contact the ADA/504 Coordinator (Dean of Academics) on their campus to discuss steps.

National Board Exam (NBE)

Upon completion of all graduation requirements from the funeral service programs at Mid-America College of Funeral Service, there is generally an expectation that the graduate plans to pursue licensure. Many states have eligibility requirements for licensure that are contingent upon completing and successfully passing the National Board Examination (NBE). Mid-America College encourages each graduate to schedule and take the NBE as soon as possible following graduation. For information on State Licensure requirements, please review: <https://mid-america.edu/academics-overview/funeral-service-licensing/>.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

All the College's Student Services programs and support teams are dedicated to ensuring you have what you need to succeed at Mid-America College of Funeral Service. There are several services available on campus, and remotely, to help you be successful, both inside and outside the classroom.

Student Financial Services

We serve the College community at large by assisting with Student Accounts, Tuition Installment Plan, and billing process works to the myriad of academic policies and deadlines. Student Financial Services (SFS) assists students in the handling of their financial affairs with the Mid-America College of Funeral Service. SFS collects all tuition payments and ensures that all charges for tuition, fees, and other related charges, are appropriately applied to student accounts. We also credit student accounts for financial aid, student loans, scholarships, and payments.

The telephone number for Student Financial Services is (812) 288-8878. If you have any questions, please e-mail us at Accounting@mid-america.edu.

Career Services and Job Board

Mid-America College of Funeral Service is committed to serving as a valuable resource for both employers and job seekers. We strive to provide current students, graduates, and alumni with access to meaningful career opportunities in the funeral service industry. Employers across the United States regularly recruit from our talented pool of students and alumni, and those open to relocating often have greater success in securing positions.

While the College offers guidance and resources to help graduates find suitable employment, the primary responsibility for job placement lies with the graduate. To assist with career development and job placement, the College maintains a comprehensive Job Board featuring employment opportunities posted throughout the year. Positions span the funeral service industry, local community, and beyond, offering students and alumni chances to apply their educational background and enhance their professional skills.

Jobs are posted electronically on the College's website and updated daily. Please note that students and alumni must contact employers directly to apply for any listed position.

We also invite funeral homes and businesses seeking qualified candidates to reach out for support in recruiting skilled professionals. Whether you are a student, graduate, or employer, do not hesitate to contact the Office of Career Services for assistance.

Please contact the College at (812) 288-8878 or by e-mail CareerServices@mid-america.edu with any questions.

Campus Job Board

Tutoring and Tutorial Services

The college provides tutoring services for both general education and funeral service courses. The tutoring opportunities are free of charge and open to all students currently enrolled at the institution. With the college's tutoring partnership with tutor.com, students can access online tutoring 24 hours a day to further support them with their general education course needs. Students can access tutor.com via their student learning platform. Students with additional questions should contact their academic advisor or the advising department at registrar@mid-america.edu.

Students seeking tutoring needs for funeral service courses are available in a combination of one-on-one and small group tutorials for many of the courses offered. Tutoring may be long-term, short-term, or single visits, depending upon the needs of each student. Tutoring for funeral service courses is available on a first-come, first-served basis throughout the quarter. Please contact your instructor or academic advisor for more information regarding tutoring for funeral service courses.

E-mail and Microsoft Office Services

Mid-America College of Funeral Service provides Microsoft Office 365 to all students who attend part-time or full-time.

Office 365 allows students to install Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Publisher, Delve, Sway, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®. The plan also includes 1TB of OneDrive storage, managed by the school.

Please contact [IT Support](#) for more Information regarding student's e-mail account and Microsoft Office 365 support. Access your e-mail account, please click [here](#).

Help Desk and IT Support Services

The College IT Services Help Desk provides prompt, knowledgeable, courteous technology support services over the phone, in person, and via e-mail to the College community. During the operational hours of the college, 7am – 4pm Monday through Thursday, the Distance Learning Coordinator is the central contact point for questions about the use of information technology, including the Learning Management System, Student Information System, student e-mail, and Office 365. For any after-hours assistance concerning IT support, the Help Desk will answer questions directly or facilitate a resolution if second-level technical support is required. To receive the highest level of support, please contact them using the information located at this link: [Help Desk](#).

If you are unable to submit a support request using the PMC IT Support Request Form or need after-hours technical support, call 888-256-1427 to reach the Pierce Mortuary Colleges IT Help Desk.

Services for Students

Accommodation Services

The College works to ensure that qualified students, whether incoming or current students, with a disability, are provided with reasonable accommodations that enable a student to participate fully in the activities, programs, services, and benefits provided to all students. In conjunction with Pierce Mortuary Colleges, accommodation services also promote the College's compliance with applicable disability laws and regulations, including the Americans with Disabilities Act (as amended) and Section 504 of the Rehabilitation Act.

For more information regarding ADA accommodations, please visit our website page <https://mid-america.edu/funeral-service-program-admissions/accommodations/> or email the following individuals according to your current status as a student:

1. If you have been accepted for matriculation into the College or are a currently enrolled student, please email the Dean of Academic's
2. If you are in the application process – admissions@mid-america.edu.
3. To speak with an individual concerning information on accommodation services by phone, please call the college at (812) 288-8878 and ask for one of the individuals listed above.

Extracurricular Organizations, Clubs, Student Activities, and Events

Getting involved with a student organization, fraternity, clubs, organizations, college events, and outings is a great way to explore and develop your identity within the college community. By joining or attending, students make lasting connections and memories. Getting involved or attending events is encouraged for all students, whether online or an on-campus student. One of the many ways student groups have helped out greater communities is to make charitable contributions.

Student developed activities help students grow as leaders, and their efforts make a positive impact at the Mid-America College of Funeral Service. There are many ways for students to get involved and we hope to serve as a connection point for students in finding the opportunity that is right for them. Please contact the College should you like to start a new club, get assistance in planning an event, or find a group who shares your passions.

Two of the ongoing organizations/activities are:

Pi Sigma Eta – Pi Sigma Eta is a nationally chartered professional and social funeral service fraternity. Admission to membership in the Lambda-Kappa Chapter is based on scholastic standing, an invitation, and is subject to the rules and regulations of the Supreme Council.

Allied Trades Activities – Allied Trades Activities serve as a valuable supplement to the student's classroom education. Class visits to manufacturers of funeral merchandise, crematories and cemeteries in the Jeffersonville-Louisville area for on-campus students acquaint the student with those industries that support the profession itself. Online students are encouraged to seek out similar types of activities in their areas. The Allied

Trades are always willing to reinforce student learning whenever possible. Throughout the academic program, guest lecturers also address the student body on various subjects associated with the profession.

If you have any questions, please call us at (812) 288-8878 or drop by our office with your questions and ideas!

Certifications

The College may provide selected certifications to students that are great ways to learn more about a specific funeral service skill set. These certifications will enhance your resume by making you more competitive and increasing your eligibility for a wider variety of opportunities.

Other certifications and certificates are selected by the College as they are available.

Academic Programs

As of January 2025, only the Associate of Applied Science in Funeral Service program will be open for enrollment.

Mid-America College of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE) a national accrediting agency recognized by the U.S. Department of Education. It is important to note that the College is not regionally accredited. As a result, transfer of credits to other institutions or acceptance of credentials earned at the College by other schools may be limited and is determined at the discretion of the receiving institution.

Associate of Applied Science in Funeral Service

Program Overview

The Associate of Applied Science curriculum at Mid-America College of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. The program is developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

Curriculum

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. The courses are listed under the headings of:

1. Public Health and Technical
2. Business Management and Professional
3. Social Sciences
4. Legal, Ethical, Regulatory
5. General Education

General Education Requirements

- All general education requirements for the associate degree may be completed here at the college
- No previous college credit needed to enter the program
- The degree will fulfill all general education requirements

General education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

Graduation Requirements

To be considered a candidate for graduation from the Associate of Applied Science Degree Program (AAS) at Mid-America College of Funeral Service, the following guidelines must be met:

1. The student has successfully completed the AAS program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
2. The student has successfully completed all requirements of the Restorative Art Lab and Clinical Embalming Program as specified by the College and the American Board of Funeral Service Education; also, has been certified by a qualified faculty member as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Courses by Quarter

Quarter 1		
Course Number	Course Title	Quarter Credit Hours
MAT 100	Mathematics for Business	3
ENG 100	English Grammar and Composition	4
INT 100	Preparing for Professional Success	3
TEC 101	Introduction to Technology	4
Quarter 1 Totals		14
Quarter 2		
Course Number	Course Title	Quarter Credit Hours
SCI 100	Introduction to Natural Sciences	4
SCI 222	Introduction to Microbiology	2
SCI 202	Anatomical Foundations	4
MGT 101	Small Business Management	4
Quarter 2 Totals		14
Quarter 3		
Course Number	Course Title	Quarter Credit Hours
COR 220	Embalming I	3
COR 230	Restorative Art I	3

Academic Programs

COR 201	Funeral Service Essentials	4
COR 242	Microbiology for Funeral Service	2
SCI 102	Introduction to Social Sciences	2
Quarter 3 Totals		14
Quarter 4		
Course Number	Course Title	Quarter Credit Hours
COR 222	Embalming Lab I	1.5
COR 232	Restorative Art Lab I	1.5
COR 205	Cremation & Disposition Options	4
COR 210	Pathology I	2
COR 209	Funeral Service Communications	3
Quarter 4 Totals		12
Quarter 5		
Course Number	Course Title	Quarter Credit Hours
COR 224	Embalming II	3
COR 234	Restorative Art II	3
COR 207	Funeral Directing	4
COR 212	Pathology II	2
COR 211	Funeral Service Management	2
Quarter 5 Totals		14
Quarter 6		
Course Number	Course Title	Quarter Credit Hours
COR 217	Ethical Applications in Funeral Service	2
COR 226	Embalming Lab II	1.5
COR 236	Restorative Art Lab II	1.5
COR 203	Funeral Service Merchandising	3

Academic Programs

COR 215	Funeral Service Psychology	3
LAW 203	Practical Issues in Business Law	2
Quarter 6 Totals		13
Quarter 7		
Course Number	Course Title	Quarter Credit Hours
LAW 223	Law in Funeral Service	3
COR 228	Embalming III	3
COR 238	Restorative Art III	3
COR 213	Funeral Service Sociology (w/Religious Rites)	4
Quarter 6 Totals		13
Quarter 8		
Course Number	Course Title	Quarter Credit Hours
CAP 290	Capstone: Arts	2
CAP 292	Capstone: Science	2
CAP 294	Capstone: Pathway (Elective)	2
Quarter 6 Totals		6
Program Total		
Program Total		100

Categories of Instruction

Public Health and Technical	Quarter Hours
Embalming	9
Embalming Lab	3
Restorative Art	9
Restorative Art Lab	3
Pathology	4

Academic Programs

Microbiology for Funeral Service	2
Total Quarter hours in Division	30
Business Management and Professional	Quarter Hours
Preparing for Professional Success	3
Funeral Directing	4
Funeral Service Merchandising	3
Cremation and Disposition Options	4
Funeral Service Essentials	4
Funeral Service Communications	3
Funeral Service Management	2
Capstone: Science	2
Capstone: Arts	2
Capstone: Pathway (Elective)	2
Total Quarter hours in Division	29
Social Sciences	Quarter Hours
Funeral Service Sociology	4
Funeral Service Psychology	3
Introduction to Social Sciences	2
Total Quarter hours in Division	9
Legal, Ethical, Regulatory	Quarter Hours
Practical Issues in Business law	2
Law in Funeral Service	3
Ethical Applications in Funeral Service	2
Total Quarter hours in Division	7
General Education	Quarter Hours

Academic Programs

Mathematics for Business	3
English Grammar and Composition	4
Introduction to Natural Sciences	4
Introduction to Technology	4
Introduction to Microbiology	2
Small Business Management	4
Anatomical Foundations	4
Total Quarter hours in Division	25

Mid-America College of Funeral Service is not regionally accredited and that may limit the transfer of credits to another institution. All transfer credits are dependent on the receiving institution.

Associate of Applied Science – Online and On-Ground (Teach-Out)

Program Overview

The Associate of Applied Science curriculum at Mid-America College of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. It fulfills the requirements of accreditation and approval agencies. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. The program is developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

Curriculum

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. The courses are listed under the headings of:

1. Public Health
2. Business Management
3. Social Sciences
4. Legal, Ethical, Regulatory
5. Liberal Arts, and
6. General Education/Liberal Arts/Electives

General Education Requirements

- All general education requirements for the associate degree may be completed here at the college
- No previous college credit needed to enter the program

Academic Programs

- The degree will fulfill all general education requirements

The general education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

Graduation Requirements

To be considered a candidate for graduation from the Associate of Applied Science Degree Program (AAS) at Mid-America College of Funeral Service, the following guidelines must be met:

1. The student has successfully completed the AAS program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
2. The student has successfully completed all requirements of the Restorative Art Lab and Clinical Embalming Program as specified by the College and the American Board of Funeral Service Education; also, has been certified by a qualified faculty member as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Courses by Quarter

Quarter 1		
Course Number	Course Title	Quarter Credit Hours
ENG 110	English Grammar and Composition	5
SOC 110	Introduction to Sociology	5
HIS 110	United States History through 1877	5
MAT 110	Business Mathematics	5
SCI 111	Fundamentals of Science	4
Quarter 1 Totals		24
Quarter 2		
Course Number	Course Title	Quarter Credit Hours
ENG 120	Advanced Composition and Business Communications	5

Academic Programs

PSY 120	Introduction to Psychology	5
HIS 120	United States History since 1877	5
BUS 120	Introduction to Business	5
SCI 122	Introduction to Pathology and Anatomy	4
Quarter 2 Totals		24
Quarter 3		
Course Number	Course Title	Quarter Credit Hours
SBM 130	Small Business Management	4
COM 130	Communications	4
EMB 131	Embalming Theory	4
HIS 130	History of Funeral Service	3
BIO 230	Pathology	5
BIO 131	Anatomical Framework and Cardiovascular System	4
Quarter 3 Totals		24
Quarter 4		
Course Number	Course Title	Quarter Credit Hours
ADM 241	Funeral Directing	5
LAW 241	Business Law	3
SOC 240	Cremation and Burial Alternatives	4
EMB 242	Embalming Practicum	4
BIO 240	Microbiology	4
BIO 242	Study of Body Organ Systems	4
Quarter 4 Totals		24
Quarter 5		
Course Number	Course Title	Quarter Credit Hours

Academic Programs

PSY 250	Funeral Service Psychology and Counseling	3
LAW 252	Mortuary Law and Ethics	3
ADM 252	Funeral Service Merchandising	3
CHE 251	Inorganic Chemistry	3
ACC 250	Accounting	5
SCI 251	Restorative Art Theory	4
Quarter 5 Totals		21
Quarter 6		
Course Number	Course Title	Quarter Credit Hours
CHE 262	Organic Chemistry	3
SOC 260	Sociology of Funeral Service	5
ADM 263	Funeral Service Marketing and Operations	3
SCI 262	Restorative Art Practicum	3
PRT 269	Professional Portfolio	2
CAP 269	Capstone Review	3
Quarter 6 Totals		19
Program Total		
		136

Categories of Instruction

Public Health and Technical (FSS)	Quarter Hours
Anatomical Framework and Cardiovascular System	4
Study of Body Organ Systems	4
Embalming Theory	4
Embalming Practicum	4
Embalming Clinical	0

Academic Programs

Restorative Art Theory	4
Restorative Art Practicum	3
Restorative Art Clinical	0
Microbiology	4
Pathology	5
Inorganic Chemistry	3
Organic Chemistry	3
Total Quarter hours in Division	38
Business Management (FSM)	Quarter Hours
Accounting	5
Funeral Directing	5
Funeral Service Merchandising	3
Funeral Service Marketing and Operations	3
Small Business Management	4
Communications	4
Capstone Review	3
Professional Portfolio	2
Total Quarter hours in Division	29
Social Science (FS)	Quarter Hours
History of Funeral Service	3
Cremation & Burial Alternatives	4
Funeral Service Psychology and Counseling	3
Sociology of Funeral Service	5
Total Quarter hours in Division	15
Legal, Regulatory and Ethics (FS)	Quarter Hours
Business Law	3

Academic Programs

Mortuary Law and Ethics	3
Total Quarter hours in Division	6
General Education/Liberal Arts/Electives	Quarter Hours
English Grammar and Composition	5
Advanced Composition and Business Communication	5
Introduction to Sociology	5
Introduction to Psychology	5
United States History through 1877	5
United States History since 1877	5
Business Mathematics	5
Introduction to Business	5
Fundamentals of Science	4
Introduction to Pathology and Anatomy	4
Total Quarter hours in Division	48

Mid-America College of Funeral Service is not regionally accredited and that may limit the transfer of credits to another institution. All transfer credits are dependent on the receiving institution.

Bachelor of Science in Funeral Service Management – Online (Teach-Out)

The Bachelor of Science degree in Funeral Service Management has course offerings in funeral service-related topics. The bachelor degree allows ABFSE funeral service associate degree graduates, who have passed both National Board Exams (NBE) or is a licensed Funeral Director/Embalmer, to enroll in the program.

The program is a well-rounded education in topics that directly relate to the profession in which they are employed. The bachelor degree is designed for the working funeral service apprentice or licensee. Students can work full-time in the funeral service profession. This degree is accomplished 100% online. The course-work includes nine (9) required courses and as many as twelve (12) open electives that may be used to complete the 180 required credit hours. The length of the program can vary pending the transfer credit evaluation and the speed at which the student wishes to proceed.

Program Learning Outcomes for the Bachelor of Science in Funeral Service Management

Graduates from this program should be able to:

1. Identify funeral service industry standards, as well as new developments and trends
2. Apply principals of successful social and cultural relationships as they relate to funeral service
3. Demonstrate best practices for funeral providers
4. Describe key factors in personal and life skills development

Graduation Requirements

To be considered a candidate for graduation from the Bachelor of Science in Funeral Service Management Degree Program (BFSM) at Mid-America College of Funeral Service, the following guidelines must be met:

1. The student has successfully passed both the Arts and Science sections of the National Board Examination (NBE) administered by the International Conference of Funeral Service Examining Boards OR is a licensed Funeral Director/Embalmer;
2. The student has completed the 9 required courses within the BFSM program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
3. The student has completed sufficient credit hours to meet the 180 required credits to earn the degree. This may be accomplished by the following combination - transfer credits awarded with acceptance into the program, the 44 hours of required coursework, and sufficient elective course hours completed from with the BFSM elective pool;

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Courses by Subject

The core course content is designed to provide an enhanced understanding of key topics within the funeral service profession. The courses all provide content that will be important knowledge for a Funeral Director. Required courses consist of 44 credit hours, 6 upper-level courses pertaining specifically to the Funeral Service Profession and 3 general education courses providing a broader base of knowledge pertaining to business.

General Education

Course Number	Course Title	Semester Credit Hours	Quarter Credit Hours
BFS 320	Experiencing World Religion	3.33	5

Academic Programs

BFS 340	Workplace Communications	3.33	5
BFS 390	Stress Management	3.33	5
Totals		10	15

Funeral Core Content Courses

Course Number	Course Title	Semester Credit Hours	Quarter Credit Hours
BFS 310	Thanatology	3.33	5
BFS 330	Intercultural Appreciation for Funeral Service	3.33	5
BFS 350	Hospitality and Event Planning for Funeral Service	2.67	4
BFS 360	Entrepreneurship	3.33	5
BFS 370	Marketing Funeral Service	3.33	5
BFS 380	Fundamentals of Preneed Sales	3.33	5
Totals		19.32	29

Elective Pool Content Courses

All courses from the elective pool listed below are considered upper division management/leadership courses to enhance the skills required of a Funeral Director. The elective pool will be used to meet the 180 credits required credits to earn the Bachelor of Science in Funeral Service Management (BFSM). The total number of elective courses will be dependent of the transcript evaluation. The evaluation is conducted before acceptance into the Bachelor of Science in Funeral Service Management Program.

Course Number	Course Title	Semester Credit Hours	Quarter Credit Hours
FIN 310	Open Elective Essentials of Corporate Finance	2.67	4
GBC 310	Open Elective	2.67	4

Academic Programs

	Changing Landscapes in Green Funeral Service		
HRM 310	Open Elective Human Relations	2.67	4
BFS 311	Open Elective Applied Thanatology	2.67	4
BFS 315	Open Elective Death Companionship	2.67	4
HRM 320	Open Elective Human Resource Management	2.67	4
MGT 410	Open Elective Applying Leadership Principles	2.67	4
MGT 420	Open Elective Choosing Success	2.67	4
MGT 430	Open Elective Conflict Management and Negotiation	2.67	4
MGT 440	Open Elective Life-Span Development	2.67	4
MGT 450	Open Elective Organizational Behavior	2.67	4
MGT 460	Open Elective Interpersonal Conflict	2.67	4
Totals		32	48

Mid-America College of Funeral Service is not regionally accredited and that may limit the transfer of credits to another institution. All transfer credits are dependent on the receiving institution.

Academic Programs

Bachelor of Science in Funeral Service (FSBS) – Online and On-Ground (Teach-Out)

Program Overview

The Funeral Service Bachelor of Science Degree curriculum at Mid-America College of Funeral Service is designed to provide the needed education to meet the prerequisites for licensure and employment in funeral service. It fulfills the requirements of accreditation and approval agencies. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. The program is developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

This program is designed to provide graduates of non-funeral service disciplines who wish to move into funeral service and embalming with the education needed meet the prerequisites for licensure and employment in funeral service. It fulfills the requirements of accreditation and approval agencies.

Curriculum

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts.

The courses are listed under the headings of:

1. Public Health
2. Business Management
3. Social Sciences
4. Legal, Ethical, Regulatory
5. Liberal Arts, and
6. General Education/Liberal Arts/Electives

General Education Requirements

All general education requirements for the bachelor's degree may be completed here at the College. The degree will fulfill all general education requirements. The general education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

Graduation Requirements

To be considered a candidate for graduation from the Bachelor of Science in Funeral Service Degree Program (FSBS) at Mid-America College of Funeral Service, the following guidelines must be met:

1. The student has successfully completed the AAS program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;

2. The student has successfully completed all requirements of the Clinical Embalming program as specified by the College and the American Board of Funeral Service Education; also, be certified by the Clinical Program Director as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum;
4. The student has transferred in up to 45 hours of level 300 or higher credits from another college to meet the 180 total credit hours for the FSBS requirement. These credits may also be earned by the student by completing courses offered by Mid-America College.

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Courses by Quarter including General Education

Quarter 1		
Course Number	Course Title	Quarter Credit Hours
ENG 110	English Grammar and Composition	5
SOC 110	Introduction to Sociology	5
HIS 110	United States History through 1877	5
MAT 110	Business Mathematics	5
SCI 111	Fundamentals of Science	4
Quarter 1 Totals		24
Quarter 2		
Course Number	Course Title	Quarter Credit Hours
ENG 120	Advanced Composition and Business Communications	5
PSY 120	Introduction to Psychology	5
HIS 120	United States History since 1877	5
BUS 120	Introduction to Business	5
SCI 122	Introduction to Pathology and Anatomy	4
Quarter 2 Totals		24
Quarter 3		

Academic Programs

Course Number	Course Title	Quarter Credit Hours
SBM 130	Small Business Management	4
COM 130	Communications	4
EMB 131	Embalming Theory	4
HIS 130	History of Funeral Service	3
BIO 230	Pathology	5
BIO 131	Anatomical Framework and Cardiovascular System	4
Quarter 3 Totals		24
Quarter 4		
Course Number	Course Title	Quarter Credit Hours
ADM 241	Funeral Directing	5
LAW 241	Business Law	3
SOC 240	Cremation and Burial Alternatives	4
EMB 242	Embalming Practicum	4
BIO 240	Microbiology	4
BIO 242	Study of Body Organ Systems	4
Quarter 4 Totals		24
Quarter 5		
Course Number	Course Title	Quarter Credit Hours
PSY 250	Funeral Service Psychology and Counseling	3
LAW 252	Mortuary Law and Ethics	3
ADM 252	Funeral Service Merchandising	3
CHE 251	Inorganic Chemistry	3
ACC 250	Accounting	5
SCI 251	Restorative Art Theory	4

Academic Programs

Quarter 5 Totals		21
Quarter 6		
Course Number	Course Title	Quarter Credit Hours
CHE 262	Organic Chemistry	3
SOC 260	Sociology of Funeral Service	5
ADM 263	Funeral Service Marketing and Operations	3
SCI 262	Restorative Art Practicum	3
PRT 269	Professional Portfolio	2
CAP 269	Capstone Review	3
Quarter 6 Totals		19
Program Total		
		136

Transfer Credit Information

1. Up to 48 quarter credit hours for General Education courses may be transferred in from a regionally accredited postsecondary institution as indicated in the “Transfer Credits” policy elsewhere in this catalog.
 - a. Any additional General Education credits needed may be completed at Mid-America College of Funeral Service
2. Up to 45 quarter credit hours of level 300 and up in Humanities, Natural Science, Sociology, or Business Courses may be transferred in from a regionally accredited postsecondary institution. No more than 15 hours per discipline listed above is allowed.
3. If necessary, level 300 – 400 courses are available at Mid-America College for students to take as electives to meet the 180-quarter credit hour requirement for the awarding of the Bachelor of Science in Funeral Service

Student completing the FSBS program would end with 180 credits consisting of the following subtotals:

1. 48 General Education quarter credit hours
2. 88 Funeral Service Core quarter credit hours
3. 44 level 300 and higher, transfer credits from an approved list of transfer disciplines or from the below list of 300-400 level courses offered at Mid-America College of Funeral Service.

Academic Programs

The courses listed below are eligible to be completed as elective credit hours towards the FSBS degree:

Course Number	Course Title	Quarter Credit Hours
BFS 310	Thanatology	5
BFS 311	Applied Thanatology	5
BFS 315	Death Companionship	5
BFS 316	Applied Death Companionship	5
BFS 320	Experiencing World Religion	5
BFS 330	Intercultural Appreciation for Funeral Service	5
BFS 340	Workplace Communications	5
BFS 350	Hospitality and Event Planning for Funeral Service	4
BFS 360	Entrepreneurship	5
BFS 370	Marketing Funeral Service	5
BFS 380	Fundamentals of Preneed Sales	5
BFS 390	Stress Management	5
FIN 310	Essentials of Corporate Finance	4
GBC 310	Changing Landscapes in Green Funeral Service	4
HRM 310	Human Relations	4
HRM 320	Human Resource Management	4
MGT 410	Applying Leadership Principles	4
MGT 420	Choosing Success	4
MGT 430	Conflict Management and Negotiation	4
MGT 440	Life-Span Development	4
MGT 450	Organizational Behavior	4
MGT 460	Interpersonal Conflict	4

NOTE: Students are not eligible to sit for the National Board Exam (NBE) until the required 180 quarter credit hours are earned.

Mid-America College of Funeral Service is not regionally accredited and that may limit the transfer of credits to another institution. All transfer credits are dependent on the receiving institution.

Funeral Director Certificate (Teach-Out)

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program will not have the academic credential for licensure in states where graduation from an ABFSE accredited program is required.

Graduation Requirements

To be considered a candidate for graduation from the Funeral Director Certificate Program at Mid-America College of Funeral Service, the following guidelines must be met:

1. The student has successfully completed the Funeral Director Certificate program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
2. The student has successfully completed all requirements of the Funeral Director Practicum

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Course by Quarter

Quarter 1		
Course Number	Course Title	Quarter Credit Hours
HIS 130	History of Funeral Service	3
COM 130	Communications	4
SBM 130	Small Business Management	4
Quarter 1 Totals		11
Quarter 2		
Course Number	Course Title	Quarter Credit Hours
ENG 120	Advanced Composition	5
ADM 241	Funeral Directing	5
LAW 241	Business Law	3

Academic Programs

Quarter 2 Totals		13
Quarter 3		
Course Number	Course Title	Quarter Credit Hours
PSY 250	Funeral Service Psychology and Counseling	3
LAW 252	Mortuary Law and Ethics	3
ADM 252	Funeral Service Merchandising	3
Quarter 3 Totals		9
Quarter 4		
Course Number	Course Title	Quarter Credit Hours
SOC 260	Sociology of Funeral Service	5
ADM 263	Funeral Service Marketing and Operations	5
ACC 250	Accounting	5
Quarter 4 Totals		15
Program Total		
Program Total		48

The Funeral Director Certificate is not eligible for Financial Aid.

Mid-America College of Funeral Service is not regionally accredited and that may limit the transfer of credits to another institution. All transfer credits are dependent on the receiving institution.

The Funeral Director Certificate is Indiana Post-Secondary Education approved.

General Education Courses

MAT 100 Mathematics for Business (3 QH)

This course is intended to support students in developing skills, strategies, and reasoning needed to succeed in mathematics. Topics include introductory treatments of sets and logic, financial mathematics, probability, and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course. Communication and appropriate use of technology is included. Additional topics may be covered. Requires a passing score on entrance exam.

ENG 100 English Grammar and Composition (4 QH)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. The basic skills to be successful at a college and professional level are explored, focusing on APA style writing, proper grammar, and paper composition. Upon completion, students will have the skills needed to perform at a college and professional level. Requires a passing score on entrance exam.

TEC 101 Introduction to Technology (4 QH)

A basic introduction to data processing, hardware, software, and operating systems for current systems and applications. Basic technology skills are designed to inform the student on modern applications of computer skills and how they may be applied to be successful as a student and working professional.

SCI 100 Introduction to Natural Sciences (4 QH)

This course will provide a foundation for students to develop an understanding of terminology related to the natural sciences. Students will be introduced to basic anatomical terms, including the anatomical position, directional terms, and gross anatomical regions and planes. Also, an introduction to general, organic, and biochemistry.

SCI 202 Anatomical Foundations (4 QH)

This course will expose the student to a study of the structure and function of the human body. Systems include the following: integumentary system, skeletal system, digestive system, urinary system, reproductive system, respiratory system, cardiovascular system, endocrine system, nervous system, and muscular system.

Course Descriptions

SCI 222 Introduction to Microbiology (2 QH)

This course is an introduction to the study of the anatomy, physiology, and methods of control of microorganisms. A fundamental approach to the mechanisms of pathogenicity and host response to infection through a study of immunology is also presented.

MGT 101 Small Business Management (4 QH)

This course explores the principles of management applicable to small business. Areas of study include planning for a new or existing business, organization, location, and marketing strategies. Financial planning, basic accounting, capital asset management, personnel management, use of technology and elements of sound business management will be emphasized.

Funeral Service Core Courses – Public Health and Technical

COR 220 Embalming I (3 QH)

This is an introductory course in embalming, concentrating on professionalism, accountability, responsibility, and legal regulation. Students will learn the overall value of embalming, terminology of death, and the physical and chemical changes that occur in the body. Embalming instruments, preparation room equipment and supplies are also discussed.

COR 222 Embalming Lab I (1.5 QH)

This course will expose students to the practical application of embalming. The student will experience and discuss embalming procedures and applications through physical, virtual, and/or technological conveyed mediums. **Prerequisite: COR 220**

COR 224 Embalming II (3 QH)

This course presents students with an intense study of embalming case analysis through the completion of a case. Students will study areas to include embalming chemicals, positioning, posing features, vascular considerations, fluid mechanics, and cavity treatment. **Prerequisite: COR 222**

COR 226 Embalming Lab II (1.5 QH)

This course will further expose students to the practical applications of embalming theory. Students will be presented with an immersive experience in embalming application through virtual and in-person interaction with instructors and preceptors. Students will complete a clinical embalming experience to demonstrate competency. **Prerequisite: COR 224**

COR 228 – Embalming III (3 QH)

This course focuses on the handling of special cases and the proper embalming procedures of each. Attention is devoted to many of the unique challenges facing the modern embalmer.

Prerequisite: *COR 226*

COR 230 Restorative Art I (3 QH)

This course will introduce students to the basic principles of restorative art, with detailed analysis of human anatomy which are responsible for the characteristics common to the countenance of human beings. The course will include a detailed study of the bones of the head, muscles of form and expression, subcutaneous tissues, and integument.

COR 232 Restorative Art Lab I (1.5 QH)

This course will present students with the foundational principles and application of restorative art in funeral service, including the study of modeling media and techniques. Students will apply techniques in the modeling of facial features. **Prerequisite:** *COR 230*

COR 234 Restorative Art II (3 QH)

This course will focus on a detailed study of facial features and structures. Students will intensely study individual features and explore facial markings, proportions, profiles, and shapes. **Prerequisite:** *COR 232*

COR 236 Restorative Art Lab II (1.5 QH)

This course will include extensive focus on the practical application of Restorative Art in funeral service. Students will be guided through a practical application of Restorative Art techniques and practices. This lab must be taken on-campus. **Prerequisite:** *COR 234*

COR 238 – Restorative Art III (3 QH)

This course will focus on general restorative treatments required in properly preparing remains. Students will be exposed to color theory, cosmetology, and other practical applications in Restorative Art. **Prerequisite:** *COR 236*

COR 210 Pathology I (2 QH)

This course will provide an introduction to disease processes and their impact on the human body. It will include basic pathological terminology, a study of the divisions of pathology, the nature and cause of disease, circulatory disturbances, inflammation, and a study of tumors and cysts. Also included, an introduction to special pathology. **Prerequisite:** *SCI 100*

Course Descriptions

COR 212 Pathology II (2 QH)

This course provides students an intense focus in special pathology. The areas of concentration include a study of the diseases and their effect on the systems of the body. **Prerequisite: COR 210**

COR 242 Microbiology for Funeral Service (2 QH)

This course is an intense exploration of microbiology principles as related to specific bacteria, rickettsia, chlamydia, viruses, fungi and protozoa and the infections they cause. The relationship to funeral service practice is established by an analysis of the possible transmission of microorganisms to funeral service personnel and the public. **Prerequisites: SCI 100, SCI 222**

Funeral Service Core Courses – Business Management and Professional

INT 100 Preparing for Professional Success (3 QH)

This course explores essential study skills for college level academics, as well as proven methods for stress management. Emphasis is given to organizational and time management skills, as well as concepts of mindfulness. Additionally, this course explores current trends in the workforce in terms of expectations and requirements, pay rates and job placement, and professional practices.

COR 201 Funeral Service Essentials (4 QH)

This course aims to provide students with a comprehensive understanding of the history of funeral service, highlighting the individuals, events, and cultural forces that have shaped contemporary funeral principles and practices, while exploring the evolution of professional associations and educational standards within the funeral service industry.

COR 203 Funeral Service Merchandising (3 QH)

This course introduces students to the basics of merchandising as it applies to the funeral profession. This course explores the construction and features of caskets, outer burial containers, and other funeral, cremation, and cemetery products. It also examines methods of purchasing, pricing, display, and sale of funeral and cemetery merchandise as well as funeral and cemetery services.

COR 205 Cremation and Disposition Options (4 QH)

This course will provide students an overview of cremation topics including proper procedures, legal considerations, services, merchandise, trends, and the history of cremation. This course will also explore non-traditional disposition options including eco-friendly funerals, cryonics, alkaline hydrolysis, green burial, natural organic reduction, and burial at sea.

COR 207 Funeral Directing (4 QH)

This course will focus on the fundamental duties, responsibilities, and expectations of those practicing funeral service. Including notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, shipment of remains, and aftercare. **Prerequisite: COR 201**

COR 209 Funeral Service Communications (3 QH)

This course will provide students a survey of the basic principles of effective communication skills as they relate to funeral service. Topics will include the communication process, language, nonverbal communication, listening, self-concept, public speaking; interpersonal, group, business communication with an emphasis on soft skills; and the use of technology in communication.

COR 211 Funeral Service Management (2 QH)

This course is a broad overview of the basic principles of Funeral Service Management. General management theory is applied to funeral service practice with a focus on concepts, functions, and areas of management. In addition, trends in funeral service and disaster preparedness are explored.

CAP 290 – Capstone: Science (2 QH)

This course is a comprehensive review and learning assessment of the science curriculum to prepare students to successfully complete the capstone competency exam. Emphasis is placed on specific problem areas and the requirements for licensure examinations.

CAP 292 – Capstone: Arts (2 QH)

This course is a comprehensive review and learning assessment of the arts (non-science) curriculum to prepare students to successfully complete the capstone competency exam. Emphasis is placed on specific problem areas and the requirements for licensure examinations.

CAP 294 – Capstone: Pathway (2 QH)

This course will require students to research a topic related to funeral service and present their results to the course participants as a part of the final requirements for program completion.

Course Descriptions

Funeral Service Core Courses – Social Sciences

SCI 102 Introduction to Social Sciences (2 QH)

This course is designed to introduce students to psychological and sociological norms. Students will learn concepts of general psychology including schools of thought, areas of specialization, social behavior, and emotional intelligence. Students will form a sociological foundation in building relationships with co-workers, community, clientele, and business.

COR 213 – Funeral Service Sociology (4 QH)

This course provides students with principles of sociology as related to funeral service. Emphasis is placed on family and social structures, and the changes in each as related to funeral service. This course will also examine religious, fraternal, and military rites as they relate to funeral service. **Prerequisite: SCI 102**

COR 215 – Funeral Service Psychology (3 QH)

This course examines psychology and counseling as they relate to funeral service. Specifically stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with emphasis on the role of the funeral practitioner. **Prerequisite: SCI 102**

Funeral Service Core Courses – Legal, Ethical, Regulatory

LAW 203 – Practical Issues in Business Law (2 QH)

This course is a survey of the basic principles of business law as related to funeral service. Especially stressed are the bodies of law and the judicial system found in the United States of America including contracts, sales, bailments, negotiable instruments, agency, employment, and business organizations.

LAW 223 – Law in Funeral Service (3 QH)

This course is designed to introduce students to the rights, duties, and responsibilities of the funeral service practitioner and funeral establishment. Including but not limited to state and federal laws, regulations and administrative agency law pertaining to funeral service.

Prerequisite: LAW 203

COR 217 Ethical Applications in Funeral Service (2 QH)

This course will familiarize students with the origins, philosophy, and importance of ethics in funeral service. This course will help students develop a strong set of professional ethics. This knowledge will help funeral practitioners do what is proper and in the best interest of those they serve while maintaining the public trust.

Associate of Applied Science (AAS) – Online and On-Ground & Bachelor of Science in Funeral Service (FSBS) – Online and On-Ground (Teach-Out)

General Education Courses

Course descriptions are designed to depict each course's content in understandable items to aid the student in a complete comprehension of requisite studies to attain the objectives of the program.

BUS 120 - Introduction to Business (5 QH)

This course of study will introduce the student to American business today. The student will explore the foundations of business, ethics and social responsibilities, global business and the types of business ownership. Human resources, management, and organization procedures will be examined, as well as the impact of marketing and advertising in shaping modern business practices. The student will be introduced to finance and investment, including money and banking, financial management, securities markets, and investments. The course concludes with a study of the business environment with respect to government regulations, introduction to business law, and careers in business.

ENG 110 - English Grammar and Composition (5 QH)

This course provides an overview of the rules of grammar and the fundamentals of writing. The student will begin by studying contemporary college learning. Emphasis will be on usage rather than on grammar per se. Students will write several essays, including descriptive, comparative, definitive, narrative, and cause/effect. How to select a topic and how to write a thesis statement, an introduction, body, and conclusion will be examined. The student will also demonstrate the ability to write both topic and sentence outlines.

ENG 120 - Advanced Composition and Business Communications (5 QH)

This course is designed to refine the writing skills learned by students in English Grammar and Composition and to apply these skills to business situations. Students will learn the communication process and their role in it. They will become familiar with the tools that business writers use when preparing messages. Students will also learn and apply the principles of business communication. Writing with accuracy, clarity, and a positive tone are among the topics covered. Students will also be required to prepare a resume and write a cover letter. In preparation for a research paper, students will review such topics as how to select a subject, how to write an effective thematic, introduction, body and conclusion. Students will also review how to write and utilize an outline. Proper use of APA formats will also be examined. **Prerequisite:** **ENG 110**

HIS 110 - United States History through 1877 (5 QH)

This course will survey history from the earliest American civilizations through the period leading up to the American Civil War. The student will become familiar with the various early peoples migrating into North America from Europe, Africa, and Asia. Other topics include American Colonial life, the development of the U. S. Constitution, westward expansion,

Course Descriptions

American Indian relations, slavery, reform movements, the Mexican-American War, and the Antebellum South. The course will also describe the events leading up to and the aftermath of the American Civil War.

HIS 120 - United States History II (US History since 1877) (5 QH)

This course will survey history since 1877. The student will become familiar with; Reconstruction and the New South, Industrialization, Urbanization, The Great Depression, World War 2, the “Atomic Age”, and Cold War Era, Civil Rights Movement, Vietnam War and the rise of global terrorism will be addressed. **Prerequisite: HIS 110**

MAT 110 - Business Mathematics (5 QH)

This course is designed to develop the ability of the student to use general mathematical skills in the business setting. Accounting applications, percentages in business, computation of interest, discounts, commissions, mark-up, and the determination of selling price are examined. Other areas surveyed include business and personal insurance, depreciation, inventory, payroll, and business financial statements. The course concludes with advanced mathematical applications and math in employment tests.

PSY 120 - Introduction to Psychology (5 QH)

The student will survey the evolution of psychology and the research methods employed by psychologists. Major psychological perspectives, theories, and theorists will be studied. The course will examine learning processes, human development across the life span, motivation, emotion, personality, social behavior, group processes, psychological disorders, and psychotherapy. Stress and coping and their relationships to health will be examined.

SCI 111 - Fundamentals of Science (4 QH)

This course of study will introduce the student to the fundamentals of science, the scientific method, the chemical basis of life, several chemistry principles, the metric system, and the biology of cells. The student will also examine the principles of energy and its sources and will end the quarter with animal reproduction and development.

SCI 122 - Introduction to Pathology and Anatomy (4 QH)

This course of study will introduce the student to the various human organ systems. The student will be introduced to basic anatomical terms, including the anatomical position, directional terms, and gross anatomical regions and planes. The student will briefly survey pathological concepts, including causes and effects of some diseases, and will learn common prefixes and suffixes associated with anatomy and pathology. **Prerequisites: SCI 111**

SOC 110 - Introduction to Sociology (5 QH)

This course is designed to provide a survey of sociology. The course will include a presentation of sociological theories and perspectives, the roots of sociology as an empirical science,

sociological research, culture, socialization, social interaction, deviance, and social structure, how socialization happens and social interaction.

Funeral Service Core Courses

ACC 250 - Accounting (5 QH)

In this course, the student of funeral service is introduced to the basic principles of accounting theory and its application to funeral home operations, with emphasis placed upon contemporary accounting terminology. The use of accounts, journals and ledgers, the mechanics of journalizing and posting, and the preparation of the trial balance and formal financial statements create the central theme of the course. The course concludes with an examination of accrual, modified cash, and cash basis accounting, depreciation and other adjustments, closing entries, accounting for cash, notes and interest, payroll taxes, and the application of modern payroll techniques. **Prerequisite: MAT 110**

ADM 241 - Funeral Directing (5 QH)

Funeral Directing focuses on the basic duties, responsibilities and expectations of those people practicing funeral service. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, cremation, aftercare and regulatory and legislative compliance.

ADM 252 - Funeral Service Merchandising (3 QH)

Funeral Merchandising is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Funeral providers as defined by the FTC in 1984 offer both service and merchandise. This course considers both service and merchandise as the products provided by funeral service practitioners. The course is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section of the course examines methods of purchasing, pricing, display, and sale of funeral merchandise as well as funeral services.

ADM 263 - Funeral Service Marketing and Operations (3 QH)

This course is a survey of the basic principles of Funeral Service Management. Emphasis is on general management technique and theory, employee motivation, hiring and training staff, and specific guidelines for funeral service management.

BIO 131 - Anatomical Framework and Cardiovascular System (4 QH)

The student of funeral service is exposed to the study of the human body using the Systemic Anatomy approach. The first quarter of study begins with a presentation of basic anatomical vocabulary and organization concepts. The systems of the skin, skeleton, and muscles are examined in detail. **Prerequisites: SCI 111, SCI 112**

Course Descriptions

BIO 230 - Pathology (5 QH)

The student of funeral service will be introduced to the divisions of the field of pathology as well as to the cause and nature of disease. The pathologic conditions associated with the skin, bones and joints, and blood and circulatory system will be examined, as well as the inflammatory, repair, and regenerative processes. The application to funeral service will be emphasized. The study of pathology continues to show its application to funeral service practice by examining the pathologic conditions associated with the digestive, respiratory, urinary, nervous, endocrine, and reproductive systems. A detailed discussion of neoplasms commonly found in the human body will conclude the course. **Prerequisites: SCI 111, SCI 122**

BIO 240 - Microbiology (4 QH)

In examining the importance of microbiology to funeral service practice, the student is introduced to basic vocabulary and concepts involving microorganisms, their structures, and activities necessary for their life. The relationship of microbiology to funeral service practice is further established by an analysis of infections and disease, and the body's resistance to these. Specific types of microbes and the disease each may cause are also carefully examined.

Prerequisite: SCI 111

BIO 242- Study of Body Organ Systems (4 QH)

The study of the structures of the human body continues with a detailed investigation of the circulatory system. This study includes the examination of the heart, blood, arteries, veins, and lymphatic system of an adult. In addition, the circulatory system of a fetus is also examined. The conclusion of the study of funeral service anatomy will focus on the structures and functions of the endocrine, digestive, urinary, respiratory, nervous and reproductive systems of the human body. **Prerequisites: SCI 111, SCI 112, BIO 131**

CAP 269 – Capstone Review (3 QH)

This course reviews all subject areas that have been covered during the funeral service curriculum. This is not only to prepare students for their comprehensive examinations at the end of the quarter, but also to help prepare those students who will go on to take the National Board Examination (NBE). The NBE is the nationally-recognized standard for FSE graduates. **Pre/Co – requisites: BIO 131, BIO 242, EMB 131, EMB 242, SCI 251, SCI 262, BIO 240, BIO 230, CHI 251, CHE 262, ACC 250, ADM 241, ADM 252, ADM 263, SBM 130, COM 130, PRT 269, HIS 130, SOC 240, PSY 250, SOC 260, LAW 241, LAW 252**

CHE 251 - Inorganic Chemistry (3 QH)

The student of funeral service begins the study of chemistry with a discussion of general concepts including properties of matter, atoms, elements and the periodic table. An overview of ionic and covalent compounds is followed by an investigation of selected elements and water. Acids, bases and the pH scale are examined. Solution chemistry and its application to mortuary science are explored in detail. This quarter of study concludes with an introduction to organic chemistry and chemical equations. **Prerequisite: SCI 111**

CHE 262 - Organic Chemistry (3 QH)

The study of chemistry and its application to funeral service practice continues with discussions of organic chemistry and the properties of various types of organic compounds. Chemicals used in embalming, such as formaldehyde, glutaraldehyde, phenol and various humectants are also analyzed. All the covered material is then culminated with an introduction to both biochemistry and embalming chemistry. **Prerequisites: SCI 111 and CHE 251**

COM 130 - Communications (4 QH)

This course will introduce the student to the techniques of proper business communications, including written as well as public speaking. Appropriate communication terminology will be examined, and the student will become familiar with the different types of letters, resumes and memos, as well as the different modes and types of public speaking and how to prepare for such occasions. The student will examine the ethics associated with communications and the funeral service profession in general.

EMB 131 - Embalming Theory (4 QH)

The first quarter of study introduces the student of funeral service to the basic vocabulary utilized by the professional embalmer. The need and purpose of embalming, as well as the responsibilities, conduct, and qualities of the professional embalmer are discussed. The structure of a preparation room and the typical devices and instruments used will be discussed as well as the presentation of the various historical devices used to inject arterial fluid into the body. In addition, the chemicals that are used in the embalming process are presented. The quarter continues with a study of the governmental agencies and the regulations that govern the embalming of dead human remains. This quarter of the study of embalming examines both the physical and chemical changes, as well as the ante-mortem and post-mortem processes that typically occur in a human being prior to embalming. To complement the student's knowledge of bone structure, muscles and the circulatory system, detailed linear guides, anatomical limits, and anatomical guides used to locate the major blood vessels used in the embalming of a human body are examined. The quarter concludes with the concept of proper embalming analysis. This analysis will be used to prescribe and apply the proper techniques in preparing a human body for funeralization. Various intrinsic and extrinsic factors that influence the embalming analysis will be discussed. A detailed study of the recommended procedures for embalming a normal body is presented, to include the posing of the mouth and eyes. The student is also exposed to the methods by which the strength, volume, and temperature of the arterial fluid is calculated for normal cases as well as emaciated and edematous remains.

EMB 242 - Embalming Practicum (4 QH)

The quarter continues with a discussion of the proper manner in which arteries and veins are raised, incised, and ligated to permit the introduction of arterial fluids or the drainage of blood. The discussion will include recommendations regarding injection pressure and rate of flow. The various methods by which arterial fluid is introduced into the body tissues by processes such as distribution, diffusion, osmosis, and dialysis are presented. Recommended procedures for the proper embalming of infants and ship-out cases will be discussed. The student will be exposed to

Course Descriptions

the various methods used for venous drainage, cavity treatment, controlling purge, and the embalming of the autopsied case. **Prerequisite: EMB 131**

HIS 130 – History of Funeral Service (3 QH)

This survey course deals with the development of the funeral service profession from primitive man to modern times. The ancient civilizations of Egypt, Greece, and Rome are studied and their contributions to funeral service practice are examined. The course concludes with a study of the professional association development in America during the nineteenth and twentieth centuries.

LAW 241 - Business Law (3 QH)

This course of study examines the origins of the law, the functions of the court, civil and criminal actions, and business crimes and torts. Contracts and bailment are also examined. The course concludes by introducing the student of funeral service to personal property, negotiable instruments, real property, agency and employment, bankruptcy, defenses, and wills.

Prerequisites: SBM 130

LAW 252 - Mortuary Law and Ethics (3 QH)

The student of funeral service is introduced to the statutory laws that pertain to the funeral service profession. The study of law governing the disposition of a dead human body, the rights, duties, and responsibilities of the funeral service practitioner, and federal laws and regulations pertaining to the funeral service industry are also examined. The course of study concludes with an examination of ethical practices in the funeral service profession. **Prerequisite: LAW 241**

PRT 269 - Professional Portfolio (2 QH)

This end of program course is portfolio-based. Students will be asked to create a portfolio that assesses their various experiences within the program, reflects on their own performance during their time in the program, and give them tools to graduate and find employment within the funeral service profession. **Pre/Co – requisites: BIO 131, BIO 242, EMB 131, EMB 242, SCI 251, SCI 262, BIO 240, BIO 230, CHI 251, CHE 262, ACC 250, ADM 241, ADM 252, ADM 263, SBM 130, COM 130, PRT 269, HIS 130, SOC 240, PSY 250, SOC 260, LAW 241, LAW 252**

PSY 250 –Funeral Service Psychology and Counseling (3 QH)

Topics covered include how funeral directors can facilitate grief coping, and the characteristics of the helping funeral director. Students will examine crisis intervention, aftercare, a funeral director's own grief, and funeral service stress. Also included will be the varying definitions of counseling, the types and styles of counseling, grief counseling, the principles and procedures of counseling, the student will become more familiar with theorists such as Worden, Wolfelt, Rogers, and Stone. **Prerequisite: PSY 120**

SBM 130 – Small Business Management (4 QH)

This course of study emphasizes the role and function of the Funeral Director as an effective manager of a small business. Trends and activities of a typical small business, the problems and risks of small business ownership, buying a going concern versus building a new funeral home, as well as the economic contributions that small businesses provide for the economy are carefully examined. The student of funeral service explores the financial aspects of running a small business, including sources of funds, equipment and inventory requirements, advertising, sales promotions, and pricing policies and strategies. Factors involving the use of credit, insurance and risk management, cost analysis, and the recruitment and selection of personnel are also examined. **Prerequisites: BUS 120**

SCI 251 - Restorative Art Theory (4 QH)

In this lecture class, the student of funeral service is introduced to the basic principles of restorative art. Detailed emphasis is placed on those facets of human anatomy that are specifically responsible for physical characteristics common to the countenance of man, including the cranial and facial bones, muscles of facial expression, and unique facial markings. An examination of basic restorative concepts continues during this quarter of study, with emphasis placed upon the Canon of Beauty and its practical application to restorative procedures, and the proper analysis and interpretation of photographs and portraits. The quarter then focuses on a study of geometric head forms and profile views of importance to the restorative artist. Concluding the quarter, the students will study the principle of color theory and how it relates to cosmetic mediums used.

A laboratory environment is employed during this quarter to introduce the student of funeral service to practical restorative applications and modeling technique. Each facial feature is examined in depth, then carefully reproduced with restorative wax and instruments issued to the student.

SCI 262 - Restorative Art Practicum (3 QH)

Practical restorative applications form the basis of study during this quarter, with the special attention of the student directed to tissue preparation, restorative waxes and their application, and corrective as well as other non-wax treatments. Application to basic cosmetology is also examined during this quarter. A focus on basic techniques of cosmetic application through lecture and demonstration are an important part of this quarter of study. Specialized treatments, such as hypodermic tissue building, hair restoration, treatment of stains and discolorations, and special cases of significance to the restorative artist are carefully analyzed.

In the laboratory setting, the student of funeral service will continue to perfect his or her skill in wax modelling and restorative techniques through practical applications. With professional cosmetics in the laboratory, the student is introduced to mixing, blending, and the application of cosmetics upon a specially designed cosmetic mask. To conclude the quarter, the student will complete his or her Senior Project resulting in the recreation of a face, from a photograph, with wax and a plastic skull that has been issued. This will include all techniques learned.

Prerequisite: SCI 251

Course Descriptions

SOC 240 - Cremation and Burial Alternatives (4 QH)

The Cremation and Burial Alternatives Curriculum focuses on the important considerations when working with those that choose cremation as a form of disposition. This includes proper identification, legal authorization, use of third-party crematories, required forms, cremation containers, cremation merchandise, services in conjunction with cremation, arranging for the disposition of cremated remains, shipping cremated remains as well as FTC compliance and the history of cremation. Green funerals, cryonics and other alternative forms of disposition will also be discussed. **Prerequisite: SOC 110**

SOC 260 – Sociology of Funeral Service (5 QH)

The student of funeral service is introduced to the study of human behavior as it pertains to the funeral service profession. The language and vocabulary of the sociologist relative to the structure of the family unit are examined. The past, present, and future of the funeral service profession as a care-giving activity are also explored.

Also included in this quarter are the development of ethics, the stages of ethics, and the differences between ethics and law are examined. Individual ethics, ethics in funeral directing, community relationships, ethics with regard to the deceased, ethics within a funeral service operation and ethics with regard to publicity are examined in this course. The course will conclude with a study of ethics with regard to pre-need and post-need care and colleague relationships. **Prerequisite: SOC 110**

Bachelor of Science in Funeral Service Management – Online (Teach-Out)

Course descriptions are designed to depict each course's content in understandable items to aid the student in a complete comprehension of requisite studies to attain the objectives of the program.

Funeral Service Management Core Courses

BFS 310 - Thanatology (5 QH)

This course is intended to familiarize the student with the study of death and dying. Students will discuss various societal attitudes about death and how death is addressed and taught in society, how the current healthcare system supports or hinders the process of dying, end-of-life concerns for the terminally ill and their families, and the impact on survivors from traumatic or sudden death circumstances.

BFS 320 - Experiencing World Religion (5 QH)

This course will examine religion as a living cultural experience, and will include systems of belief and how those beliefs are expressed with regard to funeral traditions from around the world. We will also study how those beliefs are expressed in ceremonies, food, clothing, art, architecture, scripture, and music.

BFS 330 - Intercultural Appreciation for Funeral Service (5 QH)

This introductory course provides students a framework on which to build their intercultural communication skills. The world can be a very small place, and funeral directors can regularly be faced with interacting with different cultures. By understanding the complexities of intercultural interaction, students can begin the process of learning about other cultures in their professional endeavors and personal relationships.

BFS 340 - Workplace Communications (5 QH)

This class will take a strategic approach to communication in the working world, using real-world practicality. Students will learn how to communicate in ways that enhance their own career success and help their funeral home operate effectively. There will be an emphasis on communication among ethnicities and cultural diversity, discussions of evolving communication technologies, and self-assessment tools, while incorporating digital teaching and learning tools to help students better connect to the course material and apply it to funeral service situations.

BFS 350 - Hospitality and Event Planning for Funeral Service (4 QH)

Funerals are not just rituals anymore, they are social events. In this class we will examine event planning as it relates to funeral service. The student will learn how to plan and see an event through from the early planning stages to clean up. Topics covered will include budgets and finance, site selection, contracts, vendors (such as caterers), food and beverage management, related technology, and hospitality law.

BFS 360 - Entrepreneurship (5 QH)

This course takes a hands-on, problem-based learning approach that works through real problems faced by entrepreneurs and small business owners. It is designed to put the student in the roles of financial analyst, marketer, and business owner to find solutions. Students will be provided with the necessary foundation to design, start, and manage their own funeral home.

BFS 370 - Marketing Funeral Service (5 QH)

Funeral directors and funeral home business owners are continually faced with how to make marketing decisions in deciding what customer to focus on and how best to meet their needs. This introductory marketing course will provide a basic marketing framework with a strategy planning focus. It will include recent best practices and will integrate the best digital tools for ensuring that students are prepared to engage, pursue and execute a successful marketing campaign for their business.

BFS 380 - Fundamentals of Preneed Sales (5 QH)

This course teaches students a detailed, yet broad, step-by-step selling process that is universal in nature but relates specifically to funeral service. It will demonstrate the order of steps within the selling process and will provide numerous examples of what should be in each step and show how the steps within the selling process interact with one another. Combined with up-to-date

Course Descriptions

content and a strong ethical focus, this course teaches sales with a strong, practical focus that puts the customer first.

BFS 390 - Stress Management (5 QH)

This course empowers students to learn what stress is, evaluate their level of stress, and apply to their own lives the tools and skills to manage that stress. We will examine a variety of topics relevant to funeral professionals such as intrapersonal and interpersonal stressors, physiological reactions to stress, spirituality and stress, occupational stress, and family stress.

Funeral Service Management Elective Courses

BFS 311 – Applied Thanatology (5 Qtr. Credits)

This course is designed to expose the student to the professional practice of thanatology and to deliver that in-depth knowledge and comprehensive training, so you'll be ready to positively impact lives. It is intended to familiarize the student with deeper aspects of thanatology, and components that overlap with professional work in end-of-life careers. Students will learn the difference between a disposition and a funeral rite, the value of meaning-making and the impact on mental health, what a death doula is and is not, setting appropriate boundaries and navigating dual-relationships, techniques for improving self-care and reducing compassion fatigue, contemporary issues in end-of-life careers and methods for engaging with the public.

BFS 315 – Death Companionship (5 Qtr. Credits)

In this course, students will become familiar with the modern American death landscape, identify the differences between hospice and palliative care, learn about the stages of active death, identify normal childhood developmental comprehension of death and the history of death companionship. Students will be able to give examples of compassion fatigue, distinguish between sympathy and empathy, and describe the appropriate role of a death companion.

BFS 316 – Applied Death Companionship (5 Qtr. Credits)

In Applied Death Companionship, students will be able to compare and contrast the different roles of death companions, death doulas, funeral directors and other end-of-life professionals. Students will learn to create a death plan and meaning-based memorial service. The concept of legacy work will be explored as will the intersection of death companionship and deathcare. Ethical boundaries and contemporary challenges facing death companionship will be taught.

FIN 310 - (Open Elective) Essentials of Corporate Finance (4 QH)

This course will examine the most important concepts and principles of corporate finance at a level that is approachable for a wide audience. The course is a modern approach to finance, which has distilled the subject down to the essential topics in 18 chapters. The “why” is just as important, if not more so, than understanding the “how,” especially in an introductory course of finance. The course will enable one to understand key financial issues related to companies, investors, and the interaction between them in the capital markets. By the end of this course one

should be able to understand most of what is read in the financial press and use the essential financial vocabulary of companies and finance professionals.

GBC 310 - (Open Elective) Changing Landscapes in Green Funeral Service (4 QH)

This course primarily explores the growth of ethical, compassionate, and environmentally sustainable green funeral service. Growing numbers of funeral consumers are expressing a strong interest in living—and dying—with a lighter hand on the land, creating a demand for innovative products and authentic services that they may not perceive to be available in standard conventional service. Many consumers have been drawn toward home funerals, home vigils, and green (or natural) burials, as well as biodegradable, fair-market, and footprint-conscious products. This course explores in depth the rise in environmentally-conscious products and practices, aesthetics and ethics. Learn how the contemporary perception of funerals is changing and how funeral service providers can meet their needs with integrity—and stay in business at the same time. Students who take and pass this course will be eligible to earn a Certificate of Proficiency in Green Funeral Service from the Green Burial Council.

HRM 310 - (Open Elective) Human Relations (4 QH)

This course studies research-based social science and management principles, as well as newer theories and philosophies of human relations drawn from management theory, group theory, personality theory, and relationship theory. More than ever, effective human relations skills are crucial to business success as organizations grow and compete in a global business environment. Employees must have the knowledge and skill to adapt to a workplace where change is frequent and inevitable.

HRM 320 - (Open Elective) Human Resource Management (4 QH)

This course will examine all of the important management functions in selecting the appropriate individual for the position available, including screening considerations, employment interviews, techniques of interviewing, preparation of resumes, application forms, and offer and acceptance letters. It will further identify key components like; employment relationships, orientation of new employees, compliance with EEOC guidelines, orientation and training, employee motivation and performance evaluations, compensation administration, and employee health and safety are also covered.

MGT 410 - (Open Elective) Applying Leadership Principles (4 QH)

This course will identify various leadership skills that are important to all fields of study because regardless of the role a person assumes in an organization he or she will need to influence others in order to accomplish the goals and tasks of their work. The course engages students in discussion, exploration and application of leadership skills, principles and practices. Students will learn about the relationships and connections among leaders, individuals and organizations. Topics include communication, motivation, problem solving, organizational change, and workplace conflict.

Course Descriptions

MGT 420 - (Open Elective) Choosing Success (4 QH)

This course focuses on how good decision-making skills determine success in all aspects of life. From study skills to money management, this course applies active and service learning techniques as well as the 5C decision-making model to prepare one for success. One does not merely become successful, but rather they choose to be successful.

MGT 430 - (Open Elective) Conflict Management and Negotiation (4 QH)

This course will explore ways to identify and analyze appropriate management strategies for dealing with various types of functional and dysfunctional conflicts in the workplace. This course will also focus on conflict management styles of avoidance, accommodation, collaboration, negotiation, mediation and domination.

MGT 440 - (Open Elective) Life-Span Development (4 QH)

This course will examine the current research and real-world application, helping students see how developmental psychology plays a role in their own lives and future careers. Through an integrated, personalized digital learning program, students gain the insight they need to study smarter and improve performance.

MGT 450 - (Open Elective) Organizational Behavior (4 QH)

This course will examine the effects of individual, interpersonal, group, and leadership factors on human behavior. Management applications of behavioral and social science concepts and theories are explored, to include those concerning motivation and communication, which helps students get a deeper understanding and scope of human behavior and interaction in professional organizations.

MGT 460 - (Open Elective) Interpersonal Conflict (4 QH)

This course in Interpersonal Conflict explains the key dynamics of personal conflicts that we all face. Key areas of discussion will include communication and conflict, interpersonal conflict, conflict management, conflict and negotiation, and conflict in personal relationships. The course will examine the central principles of effective conflict management in a wide variety of contexts--whether at home or on the job. Presented will be a combination of up-to-date research and examples giving students a theoretical and practical foundation in conflict management.

Funeral Director Certificate (Teach-Out)

ACC 250 - Accounting (5 QH)

In this course, the student of funeral service is introduced to the basic principles of accounting theory and its application to funeral home operations, with emphasis placed upon contemporary accounting terminology. The use of accounts, journals and ledgers, the mechanics of journalizing and posting, and the preparation of the trial balance and formal financial statements create the central theme of the course. The course concludes with an examination of accrual, modified cash, and cash basis accounting, depreciation and other adjustments, closing

entries, accounting for cash, notes and interest, payroll taxes, and the application of modern payroll techniques.

ADM 241 - Funeral Directing (5 QH)

Funeral Directing focuses on the basic duties, responsibilities and expectations of those people practicing funeral service. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, cremation, aftercare and regulatory and legislative compliance.

ADM 252 - Funeral Service Merchandising (3 QH)

Funeral Merchandising is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Funeral providers as defined by the FTC in 1984 offer both service and merchandise. This course considers both service and merchandise as the products provided by funeral service practitioners. The course is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section of the course examines methods of purchasing, pricing, display, and sale of funeral merchandise as well as funeral services.

ADM 263 - Funeral Service Marketing and Operations (3 QH)

This course is a survey of the basic principles of Funeral Service Management. Emphasis is on general management technique and theory, employee motivation, hiring and training staff, and specific guidelines for funeral service management.

COM 130 - Communications (4 QH)

This course will introduce the student to the techniques of proper business communications, including written as well as public speaking. Appropriate communication terminology will be examined, and the student will become familiar with the different types of letters, resumes and memos, as well as the different modes and types of public speaking and how to prepare for such occasions. The student will examine the ethics associated with communications and the funeral service profession in general.

ENG 120 - Advanced Composition and Business Communications (5 QH)

This course is designed to refine the writing skills learned by students in English Grammar and Composition and to apply these skills to business situations. Students will learn the communication process and their role in it. They will become familiar with the tools that business writers use when preparing messages. Students will also learn and apply the principles of business communication. Writing with accuracy, clarity, and a positive tone are among the topics covered. Students will also be required to prepare a resume and write a cover letter. In preparation for a research paper, students will review such topics as how to select a subject, how to write an effective thematic, introduction, body and conclusion. Students will also review how to write and utilize an outline. Proper use of APA formats will also be examined.

Course Descriptions

HIS 130 – History of Funeral Service (3 QH)

This survey course deals with the development of the funeral service profession from primitive man to modern times. The ancient civilizations of Egypt, Greece, and Rome are studied and their contributions to funeral service practice are examined. The course concludes with a study of the professional association development in America during the nineteenth and twentieth centuries.

LAW 241 - Business Law (3 QH)

This course of study examines the origins of the law, the functions of the court, civil and criminal actions, and business crimes and torts. Contracts and bailment are also examined. The course concludes by introducing the student of funeral service to personal property, negotiable instruments, real property, agency and employment, bankruptcy, defenses, and wills.

LAW 252 - Mortuary Law and Ethics (3 QH)

The student of funeral service is introduced to the statutory laws that pertain to the funeral service profession. The study of law governing the disposition of a dead human body, the rights, duties, and responsibilities of the funeral service practitioner, and federal laws and regulations pertaining to the funeral service industry are also examined. The course of study concludes with an examination of ethical practices in the funeral service profession.

PSY 250 – Funeral Service Psychology and Counseling (3 QH)

Topics covered include how funeral directors can facilitate grief coping, and the characteristics of the helping funeral director. Students will examine crisis intervention, aftercare, a funeral director's own grief, and funeral service stress. Also included will be the varying definitions of counseling, the types and styles of counseling, grief counseling, the principles and procedures of counseling, the student will become more familiar with theorists such as Worden, Wolfelt, Rogers, and Stone.

LAW 252 - Mortuary Law and Ethics (3 QH)

The student of funeral service is introduced to the statutory laws that pertain to the funeral service profession. The study of law governing the disposition of a dead human body, the rights, duties, and responsibilities of the funeral service practitioner, and federal laws and regulations pertaining to the funeral service industry are also examined. The course of study concludes with an examination of ethical practices in the funeral service profession.

SBM 130 – Small Business Management (4 QH)

This course of study emphasizes the role and function of the Funeral Director as an effective manager of a small business. Trends and activities of a typical small business, the problems and risks of small business ownership, buying a going concern versus building a new funeral home, as well as the economic contributions that small businesses provide for the economy are carefully examined. The student of funeral service explores the financial aspects of running a small business, including sources of funds, equipment and inventory requirements, advertising,

sales promotions, and pricing policies and strategies. Factors involving the use of credit, insurance and risk management, cost analysis, and the recruitment and selection of personnel are also examined.

SOC 260 – Sociology of Funeral Service (5 QH)

The student of funeral service is introduced to the study of human behavior as it pertains to the funeral service profession. The language and vocabulary of the sociologist relative to the structure of the family unit are examined. The past, present, and future of the funeral service profession as a care-giving activity are also explored.

Also included in this quarter are the development of ethics, the stages of ethics, and the differences between ethics and law are examined. Individual ethics, ethics in funeral directing, community relationships, ethics with regard to the deceased, ethics within a funeral service operation and ethics with regard to publicity are examined in this course. The course will conclude with a study of ethics with regard to pre-need and post-need care and colleague relationships.