MORTUARY SCIENCE PROGRAM

1973 - 2017
44 Years of Excellence in Funeral Service Education

Student Handbook
2017-2018

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CAUTION: Students applying for admission to the UDC-Mortuary Science Program should contact their respective state boards of funeral service regarding that state board’s approval of this program.
Greetings Mortuary Science Students:

On behalf of the faculty of the Mortuary Science Program, we welcome you to what will be a challenging and rewarding academic year. The Mortuary Science faculty members are looking forward to assisting and mentoring you to become professional practitioners in the field of mortuary science. We are committed to providing you with the knowledge and skills needed to be successful.

This handbook has been created to assist you with your matriculation and to address policies and procedures of the Mortuary Science Program. If you have any questions or concerns regarding the Program after you read this handbook, please feel free to contact your advisor or the program director for clarification. You will find a dedicated faculty that have proven themselves in the death-care profession and are willing to assist you as you make progress on your educational journey.

Again, welcome to the Mortuary Science Program and learn and enjoy this academic year during your educational pursuits.

Sincerely,

Duane L. Calloway, MA, FD
Interim Program Director
Mortuary Science Program

Last updated 5/24/2017
TABLE OF CONTENTS

Mortician’s Oath ................................................................. 5
University/Community College............................................. 6

Program Mission............................................................... 6
History of Mortuary Science Program ...................................... 7
Philosophy of the Mortuary Science Program ......................... 9
Program Description of AAS in Mortuary Science
  Associate in Applied Science in Mortuary Science .................. 9
  Program Aims and Objectives............................................. 9
  Admission Requirements .................................................. 10
  Advisement and Registration .......................................... 11
  Mortuary Science Faculty Advisors .................................... 11
  Transfer Students ........................................................... 12
  Credit by Examination ................................................... 12
  Progression, Dismissal, and Readmission
    Progression.................................................................. 13
    Grading Policy.............................................................. 14
    Consortium of Universities .......................................... 14
    Denial of Progression.................................................... 14
    Permanent Dismissal...................................................... 15
    Policy for Validating Previous Course Work...................... 15
    Readmission................................................................. 16
  Requirements for Graduation
    Degree Requirements.................................................... 16
    National Board Practice Exam ....................................... 16
  Recommendations
    Cremation Certification................................................ 16
    National Board Examination ......................................... 16
  General Policies of the University
    Classifications of Students .......................................... 17
    Class Attendance........................................................ 17
    Academic Integrity ...................................................... 17
    Grade Appeal Policy .................................................... 18
    Withdrawal from courses ............................................ 19
    Withdrawal from the University ..................................... 19
    Residency and Graduation ............................................ 20
    Attendance at Seminars, Workshops, Conference, Etc. ......... 20
    Use of Electronic Equipment and Recording Devices ............. 20
  Laboratory/Practicum Policies
    Introduction .................................................................. 20
    Accidents ...................................................................... 21

Last updated 5/24/2017
**MORTICIAN’S OATH**

I do solemnly affirm by that which I hold most sacred:

That I shall be loyal to the funeral profession and just and generous to its members;

That I shall lead my life, and practice my art in uprightness and honor;

That into whatever house I enter, it shall be for the benefit of those bereaved;

That I shall obey the civil laws;

That I shall hold inviolate all professional confidences; and

That I shall be faithful to those who place their trust in me.

While I continue to keep this oath, may it be granted unto me to enjoy honor, in my life and in my profession, and may I be respected by all men for all times.

Last updated 5/24/2017
UNIVERSITY, COLLEGE, AND PROGRAM MISSION

The University of the District of Columbia is an urban land-grant institution of higher education. It is a comprehensive public institution offering quality, affordable postsecondary education to District of Columbia residents. These programs will prepare graduates for immediate entry into the workforce, for the next level of education, for specialized employment opportunities, and for lifelong learning.

The mission of the Community College, Department of Nursing and Allied Health, is to provide exemplary educational experiences to an ethnically diverse population with a particular emphasis on the needs in the District of Columbia. The Department provides an intellectually challenging and nurturing environment that fosters the development of competent and compassionate practitioners who will assist individuals on the continuum from wellness/illness, dying, death, and care of human remains. Students are assisted in the development of critical thinking skills, problem solving, technical, and social skills through active participation in classroom and practicum experiences.

The goal of the Mortuary Science Program is to prepare graduates with the cognitive, psychomotor and affective competencies of Licensed Morticians and/or funeral service directors. The mission of the Mortuary Science program is to prepare competent practitioners to meet the funeral home services-related needs of the diverse citizenry of the District of Columbia and for society at large. Graduates are able to practice in a variety of settings and attend to funeral service needs of all age groups with respect to human remains. The undertakings of Department of Nursing and Allied Health and the Mortuary Science Program follow and are inextricably linked to the College Mission.

MISSION OF THE MORTUARY SCIENCE PROGRAM

The program's mission is to provide students with a comprehensive education in mortuary science; and prepare graduates to enter the funeral service profession as competent funeral service practitioners. The Mortuary Science Program curriculum offers a course of study leading to the Associate of Applied Science Degree. It is designed to encompass the managerial and technical aspects of
funeral service and its allied areas. It also provides the basis for further study in thanatology, pathology, grief counseling and postmortem examination.

During matriculation, students develop skills in embalming, cosmetics, dressing, and casketing. In addition, students gain experience in directing funeral services, general business management, and ethics in the field. Scholarships from national and local funeral service associations and manufacturers are available for those who qualify.

Upon completion of the Mortuary Science curriculum and licensing requirements of the states in which students intend to practice, students are prepared to own and operate a funeral establishment and become mortuary science instructors (provided the graduate/student holds a Bachelor’s Degree, working towards a Master’s), pathologist’s assistant, autopsy assistant, anatomical embalmer, anatomical technician, or a thanatologist’s assistant.

Employment opportunities exist with funeral homes, hospitals, medical schools, health, and the Offices of the Chief Medical Examiners or coroner.

**HISTORY OF THE MORTUARY SCIENCE PROGRAM**

The present Mortuary Science Program, of the University of the District of Columbia Community College, grew out of a rich history, which began in 1973 with one of the university’s predecessor institutions, namely, Washington Technical Institute.

The past chairman of the Department of Mortuary Science, the late Leander M. Coles, began a feasibility study in November of 1973 to determine realistically and specifically the need for a funeral service education program.

The core of this study consisted of the survey of fourteen (14) different hospitals and nineteen funeral (19) establishments in the Washington D.C., Virginia and Maryland areas.

The hospital survey suggested that persons graduating from Mortuary science programs, similar to the one the University of the District of Columbia is offering, do not always become funeral directors or embalmers. Some become employed by hospitals to work in certain related or allied occupations. This survey identified those occupations and determined their availability.

The occupational titles existing in the hospitals surveyed and relating to the mortuary science field were:

Last updated 5/24/2017
Anatomical Embalmer
Anatomical Pathological Technician
Autopsy Assistant
Morgue Attendance

Morgue Diener
Morgue Counselor
Mortuary Officer
Pathological Assistant

The funeral home survey was designed to obtain a general view of the educational picture of funeral service as it existed and, to determine what needs could be met and what necessary changes could be brought about in funeral service education by a curriculum based upon the educational philosophy of the University of the District of Columbia Community College.

It also served to acquaint the metropolitan area with the mortuary science curriculum of the university and, at the same time, ascertain from the funeral service community what the critical areas of funeral service education were and how our university could reduce these areas through our Department of Mortuary Science.

The survey contained information gathered from funeral service institutions of various backgrounds and experiences. Consideration was given to all regardless of race, creed, or color.

The funeral service communities surveyed ranged from those serving public assistance clients to those serving heads of state in this country as well as abroad, and from those funeral homes serving less than one hundred clients a year to those associated with conglomerates serving more than two thousand clients a year.

Therefore, the Department of Mortuary Science, at the University of the District of Columbia Community College developed as a result of:

1. Data complied which showed that such a course of study is relevant in terms of occupational and educational needs.

2. The desires of funeral service related persons for a program, of this type, in the Washington Metropolitan area.

3. The concern and foresight of educators to respond to the needs of the community

The Department of Mortuary Science enrolled its first students in the fall of 1974, graduated its first class and received full accreditation from the American Board of Funeral Service Education, Inc. in 1976.

In 1977, the Washington Technical Institute, the Federal City College and the D.C. Teachers College were consolidated to form the University of the District of Columbia. The new
organizational structure resulting from this merger included the Department of Mortuary Science as one of the departments within the College of Life Sciences.

Since 1977, the Mortuary Science Program has gone through several changes. But currently, the Mortuary Science Program resides within the Department of Nursing and Allied Health in the University of the District of Columbia Community College. This academic year, 2016-2017, the Mortuary Science Program is proud to celebrate its’ forty-fourth year of excellence in funeral service education.

**PHILOSOPHY OF THE MORTUARY SCIENCE PROGRAM**

The Mortuary Science Program developed its philosophy from a cadre of local, national, and community organizations. These include the Mortuary Science Program’s Advisory Committee, the National Funeral Directors Association, Independent Funeral Directors Association, International Conference of Funeral Services Examining Boards, Office of the Chief Medical Examiner for the District of Columbia, funeral service professional literature, faculty, students, and local and national funeral directors.

**PROGRAM DESCRIPTION**

**ASSOCIATE OF APPLIED SCIENCE IN MORTUARY SCIENCE**

The Mortuary Science Program curriculum offers a course of study leading to the Associate of Applied Science Degree. It is designed to encompass the managerial and technical aspects of funeral service and its allied areas. It also provides the basis for further study in thanatology, pathology, grief counseling and postmortem examination.

During matriculation, students develop skills in embalming, cosmetics, dressing, and casketing. In addition, students gain experience in directing funeral services, general business management, and ethics in the field. Scholarships from national and local funeral service associations and manufacturers are available for those who qualify.

Employment opportunities exist with funeral homes, hospitals, medical schools, health, and the Offices of the Chief Medical Examiners or coroner.

**AIMS AND OBJECTIVES**

Consistent with ABFSE guidelines, the central aim of the program (as quoted from the accreditation manual) recognizes the importance of funeral service personnel as:

Last updated 5/24/2017
1. Members of a human services profession;

2. Members of the community in which they serve;

3. Participants in the relationship between bereaved families and those engaged in the funeral service profession;

4. Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice, as well as

5. Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The Objectives of the Mortuary Science Program are to:

1. Enlarge the background and knowledge of students about the funeral service profession;

2. Educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession;

3. Educate students concerning the responsibilities of the funeral service profession to the community at large;

4. Emphasize high standards of ethical conduct;

5. Provide a curriculum at the postsecondary level of instruction;

6. Encourage student and faculty research in the field of funeral service;

ADMISSION REQUIREMENTS

CAUTION: Students applying for admission to the UDC-Mortuary Science Program should contact their respective state boards of funeral service regarding that state board’s approval of this program.

All students who desire to enter the program must submit an application for entry into the MS program. The requirements for admissions are as follows:

1. An evaluation of the pre-mortuary science courses taken no longer than seven years prior to admission. Emphasis is placed upon science courses;
2. The cumulative GPA must be at least 2.75. In addition, the science courses must also show an overall GPA of 2.75 or greater at the time of application;

3. A one-page essay, “Why I Want to be a Funeral Director”;

4. Two letters of recommendation (from professors or licensed funeral directors or owners);
5. An unofficial transcript;

6. A physical health exam that includes required vaccinations;

7. A criminal background check; and

8. Interview by departmental faculty members, which will include an in-house writing sample.

Accepted students must verify completion of the following requirements prior to practicum and/or funeral home site placement (a component of practicum Mortuary Science courses):

1. Proof of purchase of professional liability insurance
2. Current drug screening is required by some laboratory/practicum affiliates.

ADVISEMENT AND REGISTRATION

New students (Freshman Level or Transfer) admitted to the Community College who indicates an interest in Mortuary Science should meet with a faculty member in the Mortuary Science Program faculty for advisement.

Continuing students who are Mortuary Science majors must see their advisors for academic counseling prior to the early registration period each semester. Students are required to meet with their faculty advisor for academic counseling at least once per semester to facilitate optimal progression through the program. This counseling should be completed prior to the regular registration periods.

UDC-CC students planning to change their majors to Mortuary Science will adhere to the following procedure:

1. Receive academic counseling from an advisor.
2. Have good academic standing with a cumulative GPA of 2.5 prior to the change.
3. Complete the change of major form found in the Registrar’s Office.

Last updated 5/24/2017
MORTUARY SCIENCE FACULTY ADVISORS

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Office and Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Duane L. Calloway</td>
<td>Bldg 44, 200–28 274-5858</td>
</tr>
<tr>
<td>Mr. John Kirksey</td>
<td>Bldg 44, 200–25 274-5929</td>
</tr>
<tr>
<td>Mr. Lenard Kent (Adjunct Faculty)</td>
<td>Bldg 44, 200-25 274-5929</td>
</tr>
<tr>
<td>Ms. Joanna Ellsberry (Adjunct Faculty)</td>
<td>Bldg 44, 200-25 274-5929</td>
</tr>
</tbody>
</table>

TRANSFER STUDENTS

All transfer students from other programs must first apply to the program, provided that all admission requirements for this program are met. Acceptance of transfer students from other Mortuary Science Programs depends upon the applicant’s credentials and space availability. The Mortuary Science Program reserves the right to assess undergraduate transfer credits that count toward the AAS degree. The Mortuary Science faculty will review and evaluate all transfer credits applicable to a Mortuary Science major, and will indicate which Mortuary Science courses the student must complete in order to fulfill degree requirements. The University confers degrees to those students who complete all degree requirements according to the Mortuary Science Program. The final 15 credits of the degree must be taken on the University’s grounds.

CREDIT BY EXAMINATION

For Community College/University Students:
The faculty is committed to validating prior education through the credit by examination process to facilitate advanced placement of students. Students may receive credit by examination for specific courses with approval of the department offering the course in keeping with university policies. The University of the District Columbia Community College at the University of the District of Columbia Course Guide (pp. 23-24) states the following:

“Students may receive credit for course work upon successful completion of an examination and approval of the department chairperson and school dean. Students seeking credit by examination must receive prior permission from the chairperson of the department offering the course. Once the appropriate forms are completed and signed, full-time students must pay the per credit hour fee. Part-time students must pay any additional tuition and pay the per credit hour fee.”

All appropriate forms may be found in the Registrar’s Office.

For Mortuary Science Students:

Last updated 5/24/2017
The University policy for the Credit by Examination must be followed. The additional guidelines for challenging Mortuary Science courses through the Credit by Examination process have been developed to facilitate smooth progression for Mortuary Science students:

1. Students follow the procedure for credit by examination according to University guidelines as well as follow the program of study for Mortuary Science to avoid problems with faulty sequencing of courses, omissions, or duplications in completing the program of study;

2. Students will meet with the instructor of the course to discuss the requirements and receive detailed instructions with information sheets to assist in completion of the credit by examination process;

3. If a student decides to do credit by examination, an examination fee is charged. This fee is charged to any student seeking examinations in lieu of enrollment in specific courses. Once permission has been granted from the faculty and chairperson, a fee of $50 per course credit hour, plus the tuition, is charged. The examination cannot be administered prior to payment of the fee and tuition.

4. Credit by examination may not be used for the following courses: Theories of Embalming and Disposition, Descriptive Pathology, Embalming Principles and Disposition I - Lab, Embalming Principles and Disposition II - Lab, and Funeral Services Management and Principles - Practicum.

PROGRESSION, DISMISSAL AND READMISSION

1. Progression
   a. Achievement of a grade of "C" or better in all required courses listed on the Program of Study.

   b. Incomplete grade(s) in Mortuary Science courses must be removed before progressing to another Mortuary Science course.

   c. Pre and/or co-requisites must be completed for each Mortuary Science course prior to progression.

   d. Students are allowed only two attempts at all Mortuary Science core courses, except for the National Board Seminar course where students are allowed three
attempts (this means that a student may **repeat** a Mortuary Science course only **once**, and **twice** for the NBS course),

e. Students may repeat no more than two Mortuary Science courses to remain enrolled in the program. The only exception is the National Board Seminar course where students may repeat this course after two repeat attempts in two other courses

f. **A grade of D or F on any two Mortuary Science courses will result in automatic dismissal from the program.**

g. All degree requirements for the A.A.S. in Mortuary Science must be completed within four (4) years of taking the first Mortuary Science course.

h. A student must enter the Mortuary Science program with a minimum cumulative GPA of 2.75 and must maintain a Cumulative GPA of 2.75 during the entire Mortuary Science Program.

i. Mortuary Science and core courses can be no older than five years at the time of completion of the Mortuary Science Program.

j. A course from which a student withdraws is considered an attempt, and may be repeated only one time.

**2. Grading Policy**

The following grades are used in Mortuary Science courses to indicate level of achievement:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>84-92</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>75-83</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>66-74</td>
<td>Unsatisfactory (not passing)</td>
</tr>
<tr>
<td>F</td>
<td>65 or lower</td>
<td>Unsatisfactory (not passing)</td>
</tr>
</tbody>
</table>

**3. Consortium of Universities**

If non-Mortuary Science course requirements cannot be met at UDC/UDC-CC and students find it necessary to take courses at another academic institution, they must first obtain written permission from the Program Director, the Department
Chairperson, and Dean, and initiate the appropriate concurrent enrollment form. (See University Catalogue on Consortium of Universities policies.)

4. **Denial of Progression**

A grade less than “C” in any Mortuary Science, or prerequisite/co-requisite science course, will result in a denial of progression of students in the Mortuary Science Program course sequence, until such time as the course is passed with a grade of “C” of better.

5. **Permanent Dismissal**

Automatic dismissal from the program will result in any one of the following circumstances:

1. A grade of “D”, “F”, or “W” on the second attempt of a Mortuary Science course. The exception is the National Board Seminar (NBS) course. Students may attempt to pass the NBS course up to three times;

2. No more than two (2) Mortuary Science course may be repeated. The exception is the National Board Seminar (NBS) course. Students may repeat this course having already repeated two other courses;

3. Professional conduct that does not adhere to the objectives of the Mortuary Science Program or the Code of Conduct for University. Unprofessional behavior includes, but is not limited to:
   a. Any verified instance of cheating or academic dishonesty;
   b. Any incident where continuing in the program would be detrimental to the health of the student or to others;
   c. Divulging confidential information concerning remains, cadavers or their families, laboratory and/or affiliate operations or procedures. This policy includes taking unauthorized pictures of cadavers/remains;
   d. Any circumstance where a laboratory/practicum site dismisses a student whose behavior is deemed to be detrimental.

Practicum site placement is contingent on the agreement of the participating practicum facility. Thus, the laboratory/practicum site reserves the right to
exclude any student whose behavior, in the sole opinion of the site, is deemed to be incompetent, unprofessional or detrimental to the funeral home or proper rendering of quality funeral home-related services.

When a student is dismissed from the Mortuary Science Program she/he is NOT dismissed from the Community College and will assisted in identifying another major.

6. **Policy for Validating Previous Coursework**
   Students who do not register for classes for two consecutive semesters (no summer session) will be required to apply for readmission to the University.

7. **Readmission**
   Students who have been previously admitted into the Mortuary Science Program and who have not been enrolled for one or more semesters in the course sequence, must reapply for admission into the program. Consistent with the admission policy, students must have a cumulative GPA of 2.75. If a student is readmitted, he/she will be readmitted under the current curriculum plan and handbook policies in place at the time of readmission.

**REQUIREMENTS FOR GRADUATION**

1. **Degree Requirements**
   a. The Associate Degree requires 70 credit hours, the final 15 of which must be in residence at the University of the District of Columbia - Community College.
   b. Completion of appropriate Community College-Wide requirements.
   c. Completion of all courses identified on the program of study, **within four years of initial enrollment**, with a minimum grade of "C" in each.

2. **National Board Practice Exam**
   As part of the National Board Seminar (NBS) course requirement, the NBS midterm examination will be a National Board Practice Examination (estimated cost $100). Students must achieve a passing score of 85% or better on the Practice Exam in order to be considered as having met the requirements to pass the NBS course.

**RECOMMENDATIONS**

1. **Cremation Certification**
Beginning in the spring semester of the first year and ending with the fall semester before graduation, it is highly recommended that students obtain a cremation certificate. There are cremation certification courses held periodically in the Washington Metropolitan Area. A list of the locations where these courses are being held will be provided to the students each semester.

2. National Board Examination (NBE)

Students who have successfully passed all course requirements for graduation may choose to sit for the National Board Exam. Students must contact the Program Director to receive authorization to take the exam. The program highly suggests taking the NBE within 3 months of graduation.

CAUTION: Students applying for admission to the UDC-Mortuary Science Program should contact their respective state boards of funeral service regarding that state board’s approval of this program.

GENERAL POLICIES OF THE UNIVERSITY

CLASSIFICATION OF STUDENTS

A student who has been admitted to the university in pursuit of an Associate Degree is classified for the purposes of academic rank according to the number of semester hours completed:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 29 Semester Hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 or more Semester Hours</td>
</tr>
</tbody>
</table>

CLASS ATTENDANCE

Prompt and regular attendance in classes and laboratory sessions is an obligation assumed by each student at the time of registration. As stated in all syllabi of the Mortuary Science courses, 2 unexcused absences will result in a letter grade deduction and 3 or more unexcused absences will result in failure of the course. Habitual and egregious tardiness in lecture and lab will be treated as an absence. Furthermore, an instructor can deem a student absent if he/she takes either an excessive number of breaks or a prolonged break during lecture or lab.

ACADEMIC INTEGRITY

Students enrolling at the Community College of the University System of the District of Columbia assume the obligation to maintain standards of academic integrity. Violation of
academic obligations include: unethical practices and acts of academic dishonesty, such as cheating, plagiarism, falsification, and the facilitation of such acts.

**Cheating** includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work.

**Plagiarism** is the use of another’s ideas or work or both, as if they were one’s own. However, ideas or direct quotations from others are acceptable with appropriate citation of source. Students are subject to dismissal from a degree program for unethical practices and acts of academic dishonesty. It should also be stated that a plea of ignorance of the policy will not be accepted. The following actions are prescribed whenever a violation of academic integrity is noted:

1. The instructor will provide to the chairperson a written report with documentation of the academic offense

2. The chairperson will present the facts to the departmental Academic Affairs Committee.

3. The departmental Academic Committee will review the report, meet with all parties concerned, and make a formal recommendation to the department chair for transmittal to the academic dean.

If it is determined that a student has violated the Academic Integrity Policy, the academic dean may suspend the student from the Community College.

Students must also abide by and adhere to the academic integrity policies and procedures from the University System, the Community College as well as the Department of Nursing and Allied Health, whichever is more stringent.

**GRADE APPEAL POLICY**

The Mortuary Science Program follows the grade appeal policy/process of the University. The following grade appeal process is strictly limited to the consideration of the student’s academic performance:

1. Any student with a grade dispute must present it to the Professor who taught the course within **one semester from receiving the grade**.
2. The instructor should let the student know the procedure used in calculating the grade. This procedure must be consistent with the information provided in the course syllabus.

3. In case the matter is not resolved at step 1 within 15 working days from the date that it was presented to the instructor, the student may choose to appeal in writing to the Department Chair. The appeal must identify the basis of the dispute, and include all supporting documentation.

4. Upon receipt of the written appeal, the Chair will hold (within 15 working days) individual meetings with the faculty member and the student.

5. If the Chair is unable to resolve the dispute, the Chair will create a departmental committee to investigate the appeal, by appointing three faculty members from the academic discipline represented by the course in question. The instructor will be requested to submit to the Committee a written explanation of the process used in awarding the disputed grade.

6. After investigating the appeal, the Committee will forward its recommendation to the Chair within 15 working days. The Chair will then inform both parties of his/her decision.

7. If the Chair’s decision is not accepted by either party, the student or the course Professor may choose to appeal in writing within ten (10) working days from receiving the decision, to the College Dean, with a copy to the Department Chair. The Chair will then forward the appeal to the Dean’s office.

8. The Dean will submit the appeal to a college-wide academic appeals committee for consideration and recommendation. This Committee which involves faculty and representatives from various departments, as well as student representation will be the final step in the appeals process. The committee will submit its recommendation to the Dean within 15 working days from the date of receiving the case. The Dean will inform all parties involved of his/her decision.

Faculty advisors are available to counsel students regarding the grade appeal policy.

**WITHDRAWAL FROM COURSES**
A student may officially withdraw from a class up to five weeks prior to the beginning of the scheduled final examination period. When such a withdrawal is processed officially and filed with the Office of the Registrar, a grade of “W” will be entered on the student’s transcript. Withdrawal after the deadline is unofficial and may result in the awarding of a failing grade.

WITHDRAWAL FROM THE UNIVERSITY

A student may withdraw from the University (all classes in which they are enrolled) up to and including the last day of classes prior to the beginning of the final examination period. Students who withdraw from the University after the published deadline for withdrawal from classes must obtain the signature of the Chairperson of the Department in which they are majoring and the Dean of the appropriate College. The approval must be obtained on the appropriate form. A student who withdraws from the Community College will be required to apply for readmission.

RESIDENCY AND GRADUATION

To earn the degree in Mortuary Science, a student must complete the last 15 credit hours of study in residence at the University of the District of Columbia Community College’s Mortuary Science Program. Additionally, the student must complete the University-wide requirements, and obtain a minimum cumulative grade point average of 2.75. The student must be cleared by the Mortuary Science Program for graduation.

A student who anticipates completing all requirements for the degree in Mortuary Science, during a specific term, should complete an Application for graduation by the deadline established in the Academic Calendar.

ATTENDANCE AT SEMINARS, WORKSHOPS, CONFERENCES, ETC

The Mortuary Science Program feels that a complete educational experience cannot be achieved without broad participation in relevant seminars, symposia, workshops, conferences and similar activities. Funeral Service and its allied areas are undergoing constant changes, which necessitates involvement in these areas. Therefore, the aforementioned seminars, etc. are built in to each course outline and/or syllabus to facilitate student participation and evaluation. Hence, each student is expected to fully attend and support these conferences, etc. during his/her tenure in the Mortuary Science Program.

Last updated 5/24/2017
USE OF ELECTRONIC EQUIPMENT AND RECORDING DEVICES

The use of electronic equipment (e.g. Cell Phones, Ear pieces, etc.) and recording devices are not allowed in the classroom during lecture and laboratory sessions, for they disturb the Professor’s lecture and disrupt the learning environment of other students. Recording devices may be used only with proper documentation from the Office of Disabilities or with written permission from the instructor.

LABORATORY EDUCATION

INTRODUCTION

Students enrolled in the Mortuary Science Program will be responsible for observing the University of the District of Columbia’s rules and regulations as stated in the current University catalog and student handbook, including those applicable to their laboratory assignments. Failure to comply with the rules and regulations in this handbook will affect student evaluation and will be given counseling and advising from the faculty. If the student shows no improvement or makes no attempt to correct errors after counseling, it will result in dismissal from the Mortuary Science Program.

ACCIDENTS

Students will be required to fully understand the safety methods of properly performing routine procedures before attempting them. All accidents that occur during a laboratory session regarding dissection of the remains, laboratory personnel, personal injury, and/or damage to equipment must be reported immediately to the laboratory instructor.

CONDUCT

The instructor and/or any laboratory personnel reserves the right to refuse admission to any Mortuary Science student who is involved in any activity not considered professional or conducive to funeral service education. All program students will:

- Report to the laboratory site in an alert condition and on time.
- Complete their personal attendance record (NOT others).
- Report to the laboratory assignment in proper and complete uniform.
- Report to the site in proper attire
- Not be in possession or under the influence of drugs or liquor (of any kind), nor engage in their use while on assignment.
● Not sleep during the assigned period.
● Not engage in the theft, of any article(s), from the site or its affiliate(s).
● Not engage in any immoral conduct, as defined by laboratory or affiliate rules and regulations.
● Complete all assigned tasks.
● Not engage in inappropriate behavior which may include but is not limited to: use profanity; disrupting course settings with outbursts or verbal threats; irresponsible statements and remarks; or slanderous comments.
● Not engage in habitual or excessive tardiness and/or absenteeism from the laboratory site.
● Adhere to appropriate guidelines as published by the University System, the Department of Nursing and Allied Health, and Mortuary Science Program for initiation of grievances concerning any aspects of laboratory course work. This includes maintaining a professional attitude within the presence of other students, staff, program, faculty, and affiliate associates.
● Not smoke in areas where it is prohibited while on assignment.
● Not chew gum while on assignment.
● Not eat or drink in areas not specifically designated for the purpose.
● Not use laboratory site’s telephone for personal use nor engage in personal cell phone use excessively. Please use cell phones during your breaks and meals.
● Not refuse to accept an assignment by the laboratory instructor commensurate with the student’s capabilities,
● Not refuse to take directions from an individual designated by the laboratory instructor.
● Not engage in insubordination: The display of disrespect for Mortuary Science faculty and fellow Mortuary Science students will not be tolerated and may result in removal from the course and dismissal from the Mortuary Science Program.
● Not leave remains unattended during embalming procedures.
● Not assist another student in completion of assigned task(s).
● Remain at the laboratory site and the assigned area for the duration of the laboratory procedures.
● Not abandon the assigned task(s) unless directed by the supervisor or sponsor to do so.
● Not engage in unprofessional behavior at the laboratory, funeral home sites during Practicum, seminars and conferences.

Practicum placement is contingent on the agreement between the participating funeral home, the Mortuary Science Program, and the student. Thus, the funeral home reserves the right to exclude any student whose behavior, in their opinion, is deemed to be incompetent, unprofessional, or detrimental to the proper rendering of professional services. Further, if the instructor, in his/her professional opinion, deems a student to be incompetent, unprofessional, or a hazard to the provision of professional funeral service may, likewise dismiss a student from the lab. If the
funeral home terminates their articulation agreement with a student, the student will not be reassigned, and thus will be unable to meet the objectives of the Funeral Services Management and Principles - Practicum course and experience.

CONFIDENTIAL INFORMATION
All laboratory records are confidential in nature. Requests for information concerning a deceased or the laboratory affiliate should be referred to the laboratory instructor or designate. Students are expected to maintain confidentiality.

MEALS
Coffee breaks and lunch schedules will be assigned at the direction of the laboratory supervisor or sponsor.

PERSONAL APPEARANCE
The personal appearance and demeanor of Mortuary Science students at the University of the District of Columbia Community College reflects both the University and Program standards and are indicative of the students’ interest and pride in their profession. The dress code is one mutually agreed upon by the program and its practicum affiliates.

Any student reporting as a representative of the Mortuary Science Program or of the University in improper, unprofessional, soiled, or untidy attire will be sent home by the Mortuary Science Program’s faculty member or funeral home site. Mortuary Science students will adhere to proper dress codes for classroom activities, laboratory activities, funeral service assignments, field trips, or when officially representing the University and Mortuary Science Program.

- Female students will wear conservative dresses or appropriate attire with skirts or business pants suit (Business Attire). Slacks are allowed for certain assignments.
- Male students will wear conservative dress suits (Business Attire) with white shirt and tie (necktie or bowtie).
- While performing embalming, restorative, cosmetic and casketing procedures, each student will wear the required personal protective equipment (P.P.E.’s).
- Hair will be neat at all times. Students will maintain a neat hairstyle consistent with good taste.
- Perfumes and after-shave lotions will be used in moderation. Strong scents, which may be offensive, will not be used.
● Students are permitted to wear wedding, engagement or class rings, watches, conservative earrings, necklaces and pins. Trendy or ostentatious medallions or jewelry will not be worn. No jewelry will be worn during laboratory procedures.

TRANSPORTATION

Mortuary Science students will be responsible for providing their own transportation to and from funeral home sites during the Practicum course.

PARKING

Vehicles driven to the funeral home or away from campus will not be parked on funeral home’s parking lot.

CANCELLATION OF CLASSES

If the Community College is closed or if classes are cancelled or delayed due to inclement weather, the scheduled work will either be resumed in the following class session, or the instructor may post any assignments planned for that day on Blackboard. In the event of inclement weather, please check the UDC-CC website for possible school closure. Television or radio media must report UDC closure or delay.

MORTUARY SCIENCE CURRICULUM

DISTRIBUTION BY AREA

<table>
<thead>
<tr>
<th>Public Health and Technology:</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MSTA-105C   Descriptive Pathology and Microbiology</td>
<td>3</td>
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<tr>
<td>MSTA-131C   Restorative Art I - Lec</td>
<td>3</td>
</tr>
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<td>MSTA-213C   Restorative Art II - Lec</td>
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<td>MSTA-214C   Restorative Art II – Lab</td>
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<td>MSTA-124C   Theories of Embalming and Disposition</td>
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<tr>
<td>MSTA-220C   Embalming and Disposition Principles I – Lec</td>
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<td>MSTA-223C   Embalming and Disposition Principles I – Lab</td>
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<td>MSTA-230C   Embalming and Disposition Principles II – Lec</td>
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<td>MSTA-232C   Embalming and Disposition Principles II – Lab</td>
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<td>Subtotal in Public Health</td>
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<th>Business Management:</th>
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Last updated 5/24/2017
MSTC-104C  Funeral Service Orientation  3
ACTC-201C  Principles of Accounting I  3
MSTC-205C  Funeral Service Management and Principles – Lec  3
MSTC-206C  Funeral Service Management and Principles Practicum  3
MSTC-155C  Small Business Management for Funeral Service  3
APCT-104C  Introduction to Computer Applications - Lecture  2
APCT-105C  Introduction to Computer Applications - Lab  1

Subtotal in Business Management  18

Social Sci/Humanities:  
MSTC-107C  History and Sociology of Funeral Service  3
MSTC-254  Psychology of Grief  3

Subtotal in Social Science  6

Legal, Ethical, Regulatory:  
MSTC-135  Funeral Service Law and Ethics  3
MSTC-294  National Board Seminar  1

Subtotal in Legal  4

General Education:  
FMES-101  First year seminar  1
BIOL-111  Anatomy and Physiology I – Lec  3
BIOL-113  Anatomy and Physiology I – Lab  1
CHEM-105  Fundamentals of Chemistry I - Lec  3
CHEM-106  Fundamentals of Chemistry I – Lab  1
MATH-101  General College Math I  3
MATH-102  General College Math II  3
ENGL-111  English Composition I  3
ENGL-112  English Composition II  3

Subtotal in General Education  21 (30% total)

TOTAL CREDITS REQUIRED IN PROGRAM  70

MORTUARY SCIENCE COURSE DESCRIPTIONS

MSTC-104C  Funeral Service Orientation  (3)
Examines the inception of the funeral service, organizational structure, and avenues of expansion. Also analyzes trends and traditions. Lec. 3hrs.
MSTC-105C    Descriptive Pathology and Microbiology    (3)
Studies medical terminology, various types of communicable diseases and how they may be isolated, the nature and causes of diseases, disturbances in circulation, neoplasia, cysts, forensic pathology, and the diseases of the blood and body systems. The students are also introduced to the structure, function and pathogenic nature of various microorganisms as they relate to infection, body resistance and diagnostic testing in mortuary science. Lec. 3hrs. Pre-req.: Mortuary Science Majors only.

MSTC-107C    History and Sociology of Funeral Service    (3)
Discusses the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices. Also explores the social phenomena that affect all elements of funeral service. Lec. 3hrs. Pre-req: Mortuary Science Majors only.

MSTC-124C    Theories of Embalming and Disposition    (3)
Analyzes the objectives of embalming, disposition, signs and tests for death, post mortem changes of the body, pre-embalming techniques, and embalming practices from 4,000 B.C. to present. Lec. 3hrs. Pre-req.: Mortuary Science Majors only.

MSTC-131C    Restorative Art I    (3)
An introduction to the physiognomy, surface bones of the cranium and face, modeling techniques, head shapes, facial profiles, structures of the ear, nose, mouth, and eyes. Lec. 3hrs. Pre-req.: MSTC-105C and MSTC-220C.

MSTC-135C    Funeral Service Law    (3)
Examines the legal ramifications regarding the sources of mortuary law, legal status of a dead human body, rights and duties of disposal, the rights of parties obligated for disposal of human remains. Explores the rights and duties of the mortician, liability for funeral expenses, and the laws governing interment and disinterment. Lec. 3hrs. Pre-req: MSTC-107C

MSTC-155C    Small Business Management for Funeral Service    (3)
Analyzes small business management including the role of small businesses in the United States; problems and risks of business ownership; buying an existing business; starting a new business and marketing. Legal forms of business ownership, contract law, Uniform Commercial Code, laws governing negotiable instruments, and funeral service software applications will also be introduced. Lec. 3hrs. Pre-req.: ACCT-201C

MSTC-205C    Funeral Service Management and Principles - Lecture    (3)
Concentrates on the responsibilities of licensure and professional practices emphasizing personnel management, facilities, and other resources. Explores techniques for implementing
and directing funerals according to customers’ sociological, theological, and psychological needs. Lec. 3hrs. Pre-req.: ACCT-201C

**MSTC-206C** Funeral Service Management and Principle - Practicum (3)
Provides field experience in the technical and administrative aspects of the funeral service profession. Lec. 1 hr. & Lab 6 hrs. Pre-req.: MSTC-205C

**MSTC-213C** Restorative Art II - Lecture (3)
Examines restorative treatment outlines for burns, bullet wounds, excisions, fractures, decapitations. Also explores the color theory with emphasis on waxes and cosmetics. Lec. 3hrs, Pre-req.: MSTC-131C. Co-req.: MSTC-214C

**MSTC-214C** Restorative Art II - Lab. (1)
Instruction in restoration techniques regarding correct form, contour, color and shape. Lab. 4hrs. Pre-req.: MSTC-131C. Co-req.: MSTC-213C

**MSTC-220C** Embalming and Disposition Principles I - Lecture (3)
Examines the theory and application of the instruments, accessories and materials necessary for embalming and disposition. Explores methods for case analysis, positioning of the body, posing of features, injection, raising and selecting arteries. Also examines the classification of anatomical and linear guides, embalming chemical solutions, dilutions, and drainage types. Lec. 3hrs. Lab 1 hr. Pre-req.; MSTC-124C Co-req.: MSTC-223C

**MSTC-223C** Embalming and Disposition Principles I - Lab (1)
Examines the techniques involved in embalming human remains, the theory of embalming practices, and laboratory management. Lab. 3 hrs: Co-req.: MSTC-220C

**MSTC-230C** Embalming and Disposition Principles II - Lecture (3)
Continues the study of the embalming process. Covers cavity treatment, autopsies, necropsies, or postmortem examinations, postmortem conditions and their embalming treatments, and disaster management related to embalming. Lec. 3hrs. Pre-req.: MSTC-220C. Co-req.: MSTC-232C

**MSTC-232C** Embalming and Disposition Principles II - Lab (1)
Continues the study of the embalming of human remains, the theory of embalming practices, and laboratory management. Lab 3 hrs. Co-req.: MSTC-230C
MSTC – 254C  Psychology of Grief (3)
Examines the mental processes associated with the role of the funeral director in grief counseling, death, dying, immortality, normal and abnormal grief reactions including the concepts of “grief work” and the impact of death on the bereaved. Lec. 3hrs.: Pre-reqs.: MSTC-124C; MSTC-131C; and MSTC-155C.

MSTC–294C National Board Seminar (1)
Provides a methodical review of all areas of funeral service with emphasis on specific competencies necessary for passing the National Board Examination as well as State Licensure Examinations. Lec. 1hr. Pre-req.: Approval of Program Director.

CURRICULUM SEQUENCE

PRE-MORTUARY COURSEWORK – FALL SEMESTER (SUGGESTED)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Grade</th>
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Total Credit Hours: 14

PRE-MORTUARY COURSEWORK – SPRING SEMESTER (SUGGESTED)

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<td>MSTC-104C</td>
<td>Funeral Service Orientation</td>
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Total Credit Hours: 13

ALL STUDENTS, WHO HAVE PASSED THE PREMORTUARY COURSES WITH A “C” OR BETTER, MUST HAVE APPLIED AND GAINED ACCEPTANCE INTO THE PROGRAM BEFORE TAKING THE MORTUARY SCIENCE COURSES.

Last updated 5/24/2017
### FIRST YEAR – FALL SEMESTER

<table>
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<tr>
<th>Course #</th>
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<td>MSTC-107C</td>
<td>History and Sociology of Funeral Service</td>
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<td>ACCT-201C</td>
<td>Principles of Accounting I</td>
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**Total Credit Hours:** 12

### FIRST YEAR – SPRING SEMESTER

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<td>MSTC-220C</td>
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<td>MSTC-223C</td>
<td>Embalming &amp; Disposition Principles I (Lab)</td>
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<td>MSTC-155C</td>
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<td>MSTC-205C</td>
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**Total Credit Hours:** 13

### FIRST YEAR – SUMMER SEMESTER

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**Total Credit Hours:** 6

### SECOND YEAR – FALL SEMESTER

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<td>MSTC-294C</td>
<td>National Board Seminar</td>
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<td>Approval of Program Director</td>
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**Total Credit Hours:** 12

Last updated 5/24/2017
Total Credit Hours for A.A.S. Degree in Mortuary Science: 70

MORTUARY SCIENCE WEBSITES OF INTEREST

ABFSE – American Board of Funeral Service Education
www.abfse.org

ICFSEB – International Conference of Funeral Service Examining Boards, Inc.
www.cfseb.org

NFDA – National Funeral Directors Association
www.nfda

NFDMA – National Funeral Directors and Morticians Association, Inc.
www.nfdma.com

UDC – University of the District of Columbia
www.udc.edu

Newspapers – Nationally, Locally, Weekly, Daily, etc……
www.newspaperlinks.com

For any policy or procedure that is not covered by the Mortuary Science Handbook, please refer to the University of the District of Columbia - Community College’s Student Handbook or the University of the District of Columbia’s Undergraduate/Graduate Catalog for guidance.

INFORMATION FOR APPLICATION FOR ADMISSION

Applications for admission can either be completed online at www.udc.edu or may be located at:

University of the District of Columbia
Office of Admissions
801 N. Capitol St., N.E.
Washington, D.C. 20002
202-274-6756

Last updated 5/24/2017
OR

4200 Connecticut Ave NW
Washington, DC 20008

General information about or application into the Mortuary Science Program may be located at:

Duane L. Calloway, MA, FD
Interim Program Director
Mortuary Science Program
UDC-CC
4200 Connecticut Avenue, N.W.
Building 44, Room 200-28
Washington, D.C. 20008
Telephone: (202) 274-5858
Fax: (202) 274-5952
E-mail: duane.calloway@udc.edu

CREMATION CERTIFICATION SITES

(A comprehensive list of regional cremation course sites will be provided to students each semester)
MORTUARY SCIENCE PROGRAM

STUDENT HANDBOOK RECEIPT FORM

(Student File Copy)

I have received the Mortuary Science Program’s Student Handbook (2016-2017)

I am responsible and will abide by the rules, regulations, guidelines, policies and procedures specified in the Mortuary Science Program’s Student Handbook (2016-2017)

I understand that ________________________________ is my Mortuary Science faculty advisor and that I am responsible for meeting with him/her before each registration period to guide my academic progress as well as appointments for advisement during the academic year as the need arises. I am also to meet with him/her before making any academic decisions that may affect my program progression.

My faculty advisor’s room number is ________________________________

My faculty advisor’s phone number/voicemail is ________________________________

My faculty advisor’s e-mail address is ________________________________

Please print your name ________________________________

________________________________________

Signature                                  Date

Last updated 5/24/2017