UNIVERSITY OF THE DISTRICT OF COLUMBIA
COMMUNITY COLLEGE

MORTUARY SCIENCE PROGRAM APPLICATION

Department of Mortuary Science
Building 44, Suite 200/28
University of the District of
Columbia Community College 4200
Connecticut Avenue, NW
Washington, DC 20008

OUR PROGRAM

Mission

The mission of the Mortuary Science Program is to prepare competent practitioners to meet the funeral service-related needs of the diverse citizenry of the District of Columbia and the society at large. Graduates can practice in various settings and attend to funeral service needs of all age groups concerning the disposition of human remains.

Program Learning Outcomes

The Learning Outcomes of the Mortuary Science Program are to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. Upon completion of the Mortuary Science Program, students will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Objectives

Similarly, the objectives of the Mortuary Science Program are:

- To enlarge the background and knowledge of students about the funeral service profession;
- To educate students in every phase of funeral service and to help enablethem to develop proficiency and skills necessary for the profession;
- To educate students concerning the responsibilities of the funeral service profession to the community at large;
- To emphasize high standards of ethical conduct;
- To provide a curriculum at the post-secondary level of instruction; and
- To encourage student and faculty research in the field of funeral service.

Accreditation Status and Eligibility to Obtain Licensure

Accreditation

The Mortuary Science degree program at the University of the District of Columbia Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108 Woodbury Heights, NJ 08097 (816) 233-3747; web: http://www.abfse.org.

Students must have graduated from an accredited program to be eligible to take the National Board Examination, which is a pre-requisite to the issuing of a license to practice mortuary science in most, if not, all jurisdictions.

Disclosure Information

The Associate of Applied Science (AAS) Mortuary Science Program at the University of the District of Columbia meets the state education requirements for a Funeral Director's license in Virginia, Maryland, and the District of Columbia. The University of the District of Columbia has not determined if its AAS Mortuary Science Program meets the state education requirements in any other state or any U.S. Territory. Contact the state regulatory agency for any other state or U.S. Territory to determine whether completion of the licensure program at the University of the District of Columbia meets such state requirements BEFORE applying for admission to the University of the District of Columbia's AAS Mortuary Science program.

GENERAL COLLEGE ADMISSIONS

Before acceptance into the Mortuary Science Program, all students seeking the Associate of Applied Science (AAS) degree must meet the general admissions requirements of the University of the District of Columbia Community College. The requirements for general admissions are located online at http://cc.udc.edu/prospective_students. **Please remember that acceptance to the Community College does not guarantee acceptance into the Mortuary Science Program.**

Admission Requirements:

The following guidelines **MUST BE FOLLOWED** when pursuing the Mortuary Science Degree Program at UDC-CC:

1. Contact UDC-CC and complete an admissions application to the Community College. This is required for new, returning, and transfer applicants. https://www.udc.edu/admissions

2. If college courses are taken at another college or university, please submit official transcripts toUDC-CC (registrar's office) for transfer credit review.

3. Admission requirements to the Mortuary Science program include:

- Successful completion of all pre-mortuary coursework with a grade of "C" or better AND a GPA of at least 2.75 (for pre-requisite courses) before Mortuary Science Program application.
    - An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework unless the applicant has completed all their coursework at UDC-CC;

    - All science and technology courses (Anatomy and Physiology I lecture and lab, Fundamentals of Chemistry lecture and lab) must be passed within FIVE (05) years of the first date of enrollment into the Mortuary Science program.

- Submission of a typed one-page essay: "Why I Want to be a Funeral Director";
- Submission of at least two (02) confidential letters of recommendation (using the official recommendation forms included in the M.S. application packet):
    - At least one recommendation letter MUST be from a professor, preferably a science professor;

- For letters that professors do not write, the writer must know the applicant in a professional capacityfor at least one (01) year;

- Proof of a physical health examination performed by a licensed healthcare provider, including:
    - Vaccinations, which are required as part of the physical examination and are checked annually: MMR, Tuberculosis (not older than one year), Hepatitis B, Poliomyelitis, and Tetanus (initial vaccination, followed by booster within the last 10 years);

    - Proof of the physical examination and vaccinations that must be submitted to the University Health Services (Building 44, room A02) on their official form included in the Mortuary Science application packet. Contact person: Nurse Mercy Ojumu: mercy.ojumu@udc.edu

- Submission of the results of an annual criminal background clearance check from Global Investigative Services. The background check is completed electronically, including the submission of the payment of the exam upon the applicant's name being submitted by the Mortuary Science Program Director to Global Investigative Services, 1700 Rockville Pike, Suite 230, Rockville, MD 20852, 301-589-0088, www.gispi.com . Global Investigative Services will send your background results directly to UDC-CC.

- Perform the 09-panel drug screening, including testing for the following drugs: opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives) with:
  Metro Lab, 3422 Georgia Avenue, NW, Washington, DC 20010, 202-234-1339
  Submit results to UDC--CC Health Services and retain a copy of the records

- Interview by the Admission, Progression, and Graduation Committee

- In-house writing sample and Mortuary Science Admission test completed in-person during the interview

- Submit the completed application along with a copy of your UDC CC identification card to **Professor John Kirksey Program Director, via email**

BY THE LAST FRIDAY IN MARCH

john.kirksey@udc.edu

Admission to the Mortuary Science Program is only confirmed by an official acceptance letter sent to a candidate by the Mortuary Science Program Director.

PRE-MORTUARY SCIENCE COURSE WORK – FALL SEMESTER (SUGGESTED)

Course #	Course Title	Credits	Semester	Grade	Pre-Requisites/Co-Requisites
FSEM-101C	First-Year Seminar	1			
IGED-110C	Foundation Writing in the Arts & Humanities	3			English-015C or required score on placement test
IGED-120C	Foundation Quantitative Reasoning	3			Math-015C or placement
BIOL-111C	Anatomy and Physiology I (Lecture)	3			BIOL-113C (co-req.)
BIOL-113C	Anatomy and Physiology I (Lab)	1			BIOL-111C (co-req.)
IGED 250C	Effective use of Technology	3			
	Total Credit Hours	**14**			

PRE-MORTUARY SCIENCE COURSE WORK – SPRING SEMESTER (SUGGESTED)

Course #	Course Title	Credits	Semester	Grade	Pre-Requisites/Co-Requisites
IGED-111C	Foundation Writing I	3			IGED 110C
IGED-220C	Discovery Quantitative Reasoning	3			IGED 120C
CHEM-105C	Fundamentals of Chemistry (Lecture)	3			IGED 120C; CHEM-106C (co-req.)
CHEM-106C	Fundamentals of Chemistry (Lab)	1			IGED 120C; CHEM-105C (co-req.)
MSTC-104C	Funeral Service Orientation	3			
	Total Credit Hours	**13**			

ALL STUDENTS WHO HAVE PASSED THE PRE-MORTUARY COURSEWORK WITH "C" GRADE OR BETTER <u>AND</u> HAVE A 2.75 PRE-REQUISITE GPA MUST HAVE APPLIED AND GAINED FORMAL ACCEPTANCE TO THE MORTUARY SCIENCE PROGRAM BEFORE TAKING ANY MORTUARY SCIENCE COURSES.

MORTUARY SCIENCE PROGRAM APPLICATION			
APPLICANT INFORMATION			
First Name:	MI.:	Last Name:	
Student ID #: N00	Phone:	Email: @udc.edu	
Current address:			
City:	State:	ZIP Code:	
Application Term: Fall ☐ Year:_____			
I am a: UDC/UDCC Student ☐ or Transfer Student ☐ (*Check one)*			
My current GPA (*as of the date of this application*): Less than 2.75 ☐ or Greater than 2.75 or more ☐			
EVALUATION OF PRE-MORTUARY SCIENCE COURSES *(To be completed by the evaluator)* Pre-mortuary science courses were taken no longer than **FIVE years** before this application. ☐ These science courses show a grade point average of 2.75 or greater. ☐			
ONE-PAGE ESSAY			
My essay, "Why I Want to be a Funeral Director," is attached to this application. ☐			
UNOFFICIAL TRANSCRIPT (UDC/UDCC)			
My official transcript is attached to this application. ☐			
PHYSICAL HEALTH EXAMINATION			
A physical health examination that includes required vaccinations has been completed. ☐			
CRIMINAL BACKGROUND CHECK			
Students must pass a background check before classes begin. *(To be verified by the Mortuary Science Program Administration.)* ☐			
LETTERS OF RECOMMENDATION REQUESTED			
I have requested two letters of recommendation from professors, licensed funeral directors, or owners:			
1. Name	2. Name		
Position	Position		
AUTHORIZATION			
I authorize the verification of the information provided on this form. ☐			
Signature:	Date:		

INTERVIEW BY DEPARTMENTAL FACULTY MEMBER (S)	
Name:	
Position:	Date:
NOTES:	

Please print and return the completed application to the Mortuary Science Program. (Retain a copy for your files.)

RECOMMENDATION I:

University of the District of Columbia Community College

Division of Nursing, Allied Health, Life, and Physical Sciences
Associate of Applied Science in Mortuary Science

Please type or print your name on the line marked Name of Applicant before giving this form to a current or recent employer, supervisor, or professor. **Do not ask immediate family members to complete this recommendation.** Recommendations may be emailed to the Program Director, john.kirksey@udc.edu.

Mortuary Science Recommendation Form

NOTE TO APPLICANT:

NOTE TO THE RECOMMENDER: The student named below has applied for admission to the UDC Community College Mortuary Science Program. Please provide the Committee with an objective evaluation of the candidate by completing this recommendation form. Please feel free to attach additional sheets if needed.

APPLICANT:

_____

Last Name **First Name**

1) **How long have you known the applicant, and in what capacity?**

_____
_____
_____

2) **What do you consider to be the applicant's outstanding strengths [provide specific examples]?**

_____
_____
_____

3) **What do you consider to be the applicant's primary weaknesses [provide specific examples]?**

_____
_____
_____

4) **How do you rate this applicant?**

_____
_____
_____

:	Check the appropriate column. Indicate the applicant's rating for each area from excellent to poor. Check does not know for categories that you are unable to evaluate.	Excellent	Good	Average	Poor	Do Not Know
1	Intellectual Ability					
2	Conceptual Ability					
3	Writing Skills					
4	Oral Expressions					
5	Work Quality Under Stress					
6	Organizational Skills					
7	Adaptability					
8	Accountability					
9	Resourcefulness					
10	Ability to Work with Others					
11	Emotional Stability					
12	Creativity					
13	Dependability					
14	Motivation					
15	Judgment					

5) **Additional comments on rating:**

_____

_____

6) **Check your overall recommendation with an "X" to indicate your rating of the applicant for mortuary science education?**

Highly Recommended [ ]
Recommended with Reservations [ ]
Recommended [ ]
Not Recommended [ ]

7) **Comments on the overall recommendation:**

_____

_____

8) **RESPONDENT INFORMATION:**

Name:_____ **Date:**_____
Signature:_____

Position/Title:_____
Address:_____
Telephone:_____

RECOMMENDATION II:

University of the District of Columbia Community College

Division of Nursing, Allied Health, Life, and Physical Sciences
Associate of Applied Science in Mortuary Science

Please type or print your name on the line marked Name of Applicant before giving this form to a current or recent employer, supervisor, or professor. **Do not ask immediate family members to complete this recommendation.** Recommendations may be emailed to the Program Director, john.kirksey@udc.edu.

Mortuary Science Recommendation Form

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APPLICANT:

_____

Last Name **First Name**

1) **How long have you known the applicant, and in what capacity?**

_____
_____
_____

2) **What do you consider to be the applicant's outstanding strengths [provide specific examples]?**

_____
_____
_____

3) **What do you consider to be the applicant's primary weaknesses [provide specific examples]?**

_____
_____
_____

4) **How do you rate this applicant?**

_____
_____
_____

:	Check the appropriate column. Indicate the applicant's rating for each area from excellent to poor. Check does not know for categories that you are unable to evaluate.	Excellent	Good	Average	Poor	Do Not Know
1	Intellectual Ability					
2	Conceptual Ability					
3	Writing Skills					
4	Oral Expressions					
5	Work Quality Under Stress					
6	Organizational Skills					
7	Adaptability					
8	Accountability					
9	Resourcefulness					
10	Ability to Work with Others					
11	Emotional Stability					
12	Creativity					
13	Dependability					
14	Motivation					
15	Judgment					

5) **Additional comments on rating:**

_____

_____

6) **Check your overall recommendation with an "X" to indicate your rating of the applicant for mortuary science education?**

Highly Recommended [ ]
Recommended with Reservations [ ]
Recommended [ ]
Not Recommended [ ]

7) **Comments on the overall recommendation:**

_____

_____

8) **RESPONDENT INFORMATION:**

Name:_____ **Date:**_____
Signature:_____

Position/Title:_____
Address:_____
Telephone:_____