MORTUARY SCIENCE PROGRAM

1973 - 2021
48 Years of Excellence in Funeral Service Education

Student Handbook
2020-2022

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

Accreditation
The Mortuary Science degree program at 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.
Greetings UDC-CC Mortuary Science Students,

We are pleased to welcome you to the University of the District of Columbia--Community College (UDC-CC) Mortuary Science Program! The Mortuary Science Program is now serving its 48th year. Our program offers a rich tradition of excellence, and our faculty fosters a sense of belonging while supporting your educational success.

As a mortuary science student, we set high expectations so you can do your very best in the classroom. We have confidence in your ability to succeed as you navigate your academic aspirations while also meeting the expectations of your faculty, your family, and yourself.

The faculty in the Mortuary Science Program and all of us at the campus are equally committed to your success. We have a team of licensed funeral directors ready to help you achieve your goals. Our faculty members have experience with large and small funeral homes, operations within the Office of the Chief Medical Examiners, morgue hospitals, mass fatality sites during the pandemic, and military mortuary affairs. In addition, our faculty is highly skilled and trained in funeral arts and sciences and stands ready to assist you throughout your enrollment.

This handbook illustrates a concise outline of the Mortuary Science Program’s policies and procedures. Please note, the Mortuary Science Program handbook is a supplemental document and works in conjunction with the policies that are in effect and established by the University of the District of Columbia--Community College. This handbook is also available in an electronic format on the UDC-CC website.

Again, we are very excited for you and hope that we can offer a spirit of encouragement within the UDC--CC Mortuary Science Program--one that will help you to leave your mark as a member of the Firebird Nation!

Sincerely,

Dr. Mark E. Bailey, FD, CT, CPAI, CFSP
Program Director
Mortuary Science Program
Contents
UNIVERSITY, DIVISION AND PROGRAM MISSIONS.................................................................4
HISTORY OF THE MORTUARY SCIENCE PROGRAM............................................................5
PROGRAM DESCRIPTION .......................................................................................................6
PROGRAM LEARNING OUTCOMES ......................................................................................7
ADMISSION REQUIREMENTS ...............................................................................................7
ADVISEMENT AND REGISTRATION ..................................................................................9
TRANSFER STUDENTS ........................................................................................................9
INTERNATIONAL STUDENTS ..............................................................................................10
MODE OF INSTRUCTION .....................................................................................................10
PROGRESSION, DISMISSAL, AND READMISSION ............................................................11
REQUIREMENTS FOR GRADUATION ................................................................................14
GENERAL POLICIES OF THE UNIVERSITY .......................................................................15
ACADEMIC INTEGRITY AND PERSONAL CONDUCT .......................................................15
GRADE APPEAL POLICY .....................................................................................................16
TUITION, FEES, REFUNDS, AND WITHDRAWALS .............................................................16
EQUAL OPPORTUNITY AND HARASSMENT STATEMENTS ............................................18
EXTRACURRICULAR ACTIVITIES .......................................................................................19
USE OF ELECTRONIC EQUIPMENT AND RECORDING DEVICES .....................................19
MORTUARY SCIENCE PROGRAM INFORMATION ..........................................................19
MORTUARY SCIENCE STUDENT ASSOCIATION ..............................................................20
DRESS CODE .....................................................................................................................20
LABORATORY EDUCATION ...............................................................................................20
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) .........................22
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) ..................22
PRACTICUM INFORMATION ...............................................................................................23
MORTUARY SCIENCE CURRICULUM ................................................................................25
MORTUARY SCIENCE COURSE DESCRIPTIONS ...............................................................26
CURRICULUM SEQUENCE ...............................................................................................29
MORTUARY SCIENCE COURSE WORK ...........................................................................30
ABFSE CONTACT INFORMATION ...................................................................................31
MORTUARY SCIENCE WEBSITES OF INTEREST .............................................................32
INFORMATION FOR APPLICATION FOR ADMISSION ...................................................33
UNIVERSITY, DIVISION AND PROGRAM MISSIONS

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

The mission of UDC:
Embracing its essence as a public historically black urban-focused land-grant university in the nation’s capital, UDC is dedicated to serving the needs of the community of the District of Columbia and producing lifelong learners who are transformative leaders in the workforce, government, nonprofit sectors, and beyond.

The vision of UDC:
All students will achieve their highest levels of human potential.

The mission of the Division of Nursing, Allied Health, and Life and Physical Sciences is to provide outstanding educational experiences to an ethnically diverse population with a particular emphasis on the needs in the District of Columbia. The Division offers 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 developing critical thinking, problem-solving, technical, and social skills through active participation in classroom and practicum experiences.

The Mortuary Science Program’s mission is to provide students with a comprehensive education in mortuary science and prepare graduates to enter the funeral service profession to serve the diverse citizenry of the District of Columbia and society. 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. Careers in mortuary science include funeral director, embalmer, autopsy technician, pre-need insurance sales, cemetery sales and management, and funeral merchandise marketing.
HISTORY OF THE MORTUARY SCIENCE PROGRAM

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

The founder of the Department of Mortuary Science, the late Leander M. Coles, began a feasibility study in November 1973 to determine the actual and specific need for a funeral service education program. The core of this study consisted of a survey of fourteen different hospitals and nineteen funeral 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 Community College currently offers, 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 anatomical embalmer; anatomical pathological technician; autopsy assistant; morgue attendant; morgue diener; morgue counselor; mortuary officer; pathological assistant; and others.

The funeral home survey was designed to obtain a general view of the educational picture of funeral service as it existed, to determine what needs could be met by a formal mortuary science educational program, and what changes might be brought about in funeral service education by a curriculum based upon the educational philosophy of the University.

The surveys also served to determine the critical areas of funeral service education from the funeral service community and to acquaint the metropolitan area with the Mortuary Science curriculum of the University. The surveys contained information gathered from funeral service institutions of various backgrounds and experiences. The funeral service communities surveyed ranged from those serving impoverished clients to those serving heads of state. The survey also gathered information from funeral homes serving less than one hundred clients per year to those associated with conglomerates serving more than a thousand clients per year. Consideration was given to all regardless of race, creed, or color.

Therefore, the Department of Mortuary Science at this institution developed as a result of:

1. Data showing a course of study in mortuary science is relevant for occupational and educational needs;
2. The overall desire of funeral service-related persons for a formal, mortuary science program of study in the Washington Metropolitan area; and
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. Its first-class graduated in 1976, and the program received full accreditation from the American Board of Funeral Service Education, Inc. In 1977, the Washington Technical Institute, the Federal City College, and the DC 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. The University of the District of Columbia Community College was developed in 2008 to grant Associate degrees, certificate degrees, and workforce development. Currently, the Mortuary Science Program is within the Division of Nursing and Allied Health, Life and Physical Sciences in the University of the District of Columbia Community College. This academic year, 2021-2022, the Mortuary Science Program is proud to celebrate its forty-eighth year of excellence in funeral service education.

**PROGRAM DESCRIPTION**

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, restorative art, dressing, and casketing. In addition, students gain experience in directing funeral services, general business management, and funeral service ethics. 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 for careers as funeral directors and embalmers. Employment opportunities also exist with medical schools as an anatomical curator and the Office of the Chief Medical Examiner as an autopsy technician.
PROGRAM LEARNING OUTCOMES

Upon completion of the UDC-CC Mortuary Science Program, students will be able to:

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

ADMISSION REQUIREMENTS

All students who seek to enter the program must first apply and be granted admission to UDC-CC. Students must complete 27 credit hours of specific pre-requisite coursework before they are eligible to apply to the Mortuary Science Program. Students must then submit a Mortuary Science application to the Program Director. The requirements for admission into the Mortuary Science Program are as follows:

1. Successful completion of all Pre-Mortuary Science coursework with a grade of “C” or better
   a. An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework unless the applicant has completed all of their coursework at UDC-CC;
   b. The following science courses - Anatomy and Physiology I lecture and lab, and Fundamentals of Chemistry lecture and lab) must be successfully completed within five (5) years of the first date of enrollment into the Mortuary Science program.
2. The Pre-Mortuary Science coursework GPA must be at least 2.75.;

3. Submission of a one-page essay entitled: “Why I Want to be a Funeral Director.”

4. Submission of at least two (2) confidential letters of recommendation (using the official recommendation forms included in the MS application packet);
   a. At least one recommendation letter MUST be from a SCIENCE professor;
   b. For letters that are not written by a science professor, the writer must know the applicant in a professional capacity for at least one (1) year and be unrelated to the applicant;
   c. UDC-CC Mortuary Science Professors/Staff may not provide recommendations for students for program admission.

5. Proof of a physical health examination performed by a licensed healthcare provider;
   a. The following vaccinations are required as part of the physical examination and will be checked annually: MMR, Tuberculosis (TB - not greater than one year), Hepatitis B, Poliomyelitis, and Tetanus (initial vaccination, followed by booster within the last ten (10) years);
   b. Proof of the physical examination and vaccinations must be submitted to the University Health Services on their official form, included in the MS application packet BEFORE the start of the fall semester (by July 31st of each year). Students will not be registered for classes without the receipt of this report by the University Health Services. NOTE: Annual physical examinations and vaccination records are required by July 31st of each year and submitted ANNUALLY. Students will not be registered for classes without the receipt of this report by the Program Director;

6. Submission of the results of a current criminal background clearance check from Global Investigative Services BEFORE the start of the fall semester (by July 31st of each year). Students will not be registered for classes without the receipt of this report by the Program Director;

7. Submission of a current drug screening for opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives) from Metro Labs BEFORE the start of the fall semester (by July 31st of each year). Students will not be registered for classes without the receipt of this report by the University Health Service and

8. Interview by the Admission, Progression, and Graduation Committee, which will include an in-house writing sample and an admissions test.
ADVISEMENT AND REGISTRATION

Students interested in the Mortuary Science Program should discuss overall aspects of the program (academic rigor, curriculum, program admission requirements, practicums, apprenticeships, licensing requirements, National Board Examination, career opportunities, etc.) with the Program Director.

Continuing students who are Mortuary Science majors must discuss academic requirements, counseling plans, etc., prior to the registration period each semester. Students are required to discuss their academic progression at least once per semester with the Program Director to facilitate optimal matriculation in the program.

TRANSFER STUDENTS

Transfer to UDC-CC:

UDC-CC considers transfer students for non-Mortuary Science transfer admission. Please refer to the UDC-CC catalog regarding transfer admission 2. Transfer of Mortuary Science courses:
The Mortuary Science program will consider students for transfer if Mortuary Science credits were earned at an ABFSE accredited Mortuary Science program (NOTE: the previous institution must have been accredited at the time the student successfully completed the coursework).

Mortuary Science courses considered for transfer should not be more than two (2) years old at the time of application. Credits will only be considered for transfer where a “C” or better was earned in the course. Students should submit an application to the Mortuary Science Program Director. Transfer students must also be in good academic standing with the previous institution (not on academic probation, nor academically or administratively dismissed, nor barred from continuing enrollment in the last Mortuary Science program). One of the confidential letters of recommendation must be submitted by the Program Director from the applicant’s previous institution directly to the UDC-CC Mortuary Science Program Director.

Acceptance of transfer students from other Mortuary Science Programs depends upon the applicant’s credentials and space availability. All Mortuary Science coursework at the previous program will be reviewed by the Director of Academic Affairs in consultation with the UDC-CC Mortuary Science Program Director and Division Director to consider transfer credit. UDC-CC confers degrees to those students who complete all degree requirements according to our Mortuary Science Program curriculum. The final 18 credits of the Mortuary Science degree must be successfully completed in residence at UDC-CC. The UDC-CC Mortuary Science program does not accept transfer credits for the following courses: Embalming Disposition and Principles.
Laboratories, Restorative Art Laboratories, Practicums/Internships, nor National Board Seminar/Capstone review courses. For all other courses, we will conduct a detailed course by course analysis to consider whether the curriculum and course content from the previous institution substantially matches that of the UDC-CC program.

INTERNATIONAL STUDENTS

For applicants from outside the United States, we will follow the procedures outlined in the UDC college catalog. Official transcripts from the National Association of Credential Evaluation Services (NACES) certifying that the applicant has completed formal educational requirements at least equivalent to high school graduation in this country must be submitted to the University Registrar’s Office to seek admission into UDC-CC. Mortuary Science coursework must be completed at an ABFSE accredited institution in order to be considered for academic credit at UDC-CC. After admission into UDC-CC, the applicant will follow all procedures for admission outlined in this handbook.

MODE OF INSTRUCTION

Lectures – Lectures are held face to face
Laboratory – Laboratory instruction is held face to face
Practicum – Practicum instruction is primarily held at participating funeral homes, where supervision of tasks may also occur offsite (i.e., church, cemetery, crematory, etc.)

COVID19 Pandemic Exceptions:
During the pandemic, we may resort to two modes of teaching:
1. Face to Face with social Distancing and proper personal protective equipment. From Fall 2020 forward, all laboratory courses will be held in person
2. Remote Access (synchronous only) via WebEx, Zoom, Blackboard

We are maintaining academic integrity by ensuring students utilize Blackboard Monitor, Respondus Lockdown, SafeAssign, and/or proctored, face to face examination taking
PROGRESSION, DISMISSAL, AND READMISSION

**Progression**
Following admission into the Mortuary Science Program, students must adhere to the following in order to matriculate in the Program:

1. Achieve a grade of “C” or better in all required courses listed in the Program of Study AND
2. Maintain a cumulative GPA of 2.75 each semester
3. Remediate all incomplete grade(s) in Mortuary Science courses before the end of the term immediately following the term in which the Incomplete (I) grade was given. Complete all pre-requisites and/or co-requisites for each Mortuary Science course. **MSTC Courses MUST be taken in the sequence provided in the Program of Study.**
4. Only two attempts for any course in the Mortuary Science Program of Study are allowed, except the National Board Seminar (NBS) course, where students are allowed three attempts. In other words, a student may **repeat** a Mortuary Science course only **once, with the exception of the NBS course, which may be repeated only twice.** Withdrawal by a student from a course is considered an attempt for that course and will be counted against the maximum attempts allowed.
5. Complete all degree requirements for the AAS in Mortuary Science within three (3) years of taking the first Mortuary Science course.
6. **Please note: A grade of “D” or “F” or “Withdrawal” in any Mortuary Science Program of Study in the same class twice will result in automatic dismissal from the program.**
7. Please note: A grade of “D,” “F,” or “W” in any two Mortuary Science courses will result in automatic dismissal from the program.

**Grading Policy**
The following grades are used in Mortuary Science courses to indicate the 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>Failing (not passing)</td>
</tr>
</tbody>
</table>
**ACTION PLAN**

Beginning with the first assessment, if a student does not receive a satisfactory score (quiz, test, exam) in any course, or there are other indications that the student is not progressing satisfactorily, the student will be subject to a mandatory Action Plan. The Action Plan is developed to assist a student in identifying challenges and planning for supplemental academic activities to help a student stay on track for successful completion of the course. Failure by a student to complete a prescribed Action Plan will result in denial of progression.

**Denial of Progression**

1. A grade less than “C” in any Mortuary Science Program of Study course (including non MSTC courses) will result in denial of progression
2. The Mortuary Science Program of Study must be followed in sequential order. A student must complete all courses with a grade of “C” or better in the immediately previous semester in order to advance to the next semester
3. If a student fails to complete the requirements of an Action Plan, the student must repeat the course and will be denied progression.

4. If the student, with reasonable accommodation, is unable to perform satisfactorily and safely in laboratory and practicum functions, the performance of which is essential to the satisfactory completion of a required course, progression will be denied.

**Permanent Dismissal**

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

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

2. More than two (2) Mortuary Science courses can be repeated. The exception is the National Board Seminar (NBS) course. Students may repeat the NBS 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 Student Conduct (found in the Student Handbook) for the University. Unprofessional behavior includes, but is not limited to:
   a. Any verified instance of cheating or academic dishonesty, as determined by the UDC Judicial Committee;
b. Any incident by a student within the Program that would be detrimental to the health and safety of the student or to others, as determined by the UDC Judicial Committee;

c. Disruptive behavior in the classroom toward the instructor or classmates, as determined by the UDC Judicial Committee;

d. If a student divulges confidential information concerning remains, cadavers, or their families from laboratory and/or practicum settings (including but not limited to taking unauthorized pictures of cadavers/remains), the matter will be referred to the UDC Judicial Committee.

When a student is dismissed from the Mortuary Science Program for academic reasons, the student is NOT dismissed from the Community College and will be assisted by the Division of Student Development and Success in identifying another major.

Readmission

1. Students previously admitted into the Mortuary Science Program but not enrolled for two or more consecutive semesters in the course sequence must apply for readmission into the Program. A readmission packet can be obtained from the Program Director (Van Ness, Bldg. 44, Room 200-28). The following information must be submitted to the Program Director as a requirement for consideration of readmission:

2. A letter of intent stating the reasons for the absence

3. A cumulative GPA of 2.75 must still be adhered to (if denied progression)

4. All pre-requisites met before progressing in the sequence of Mortuary Science Program of Study courses

5. All courses (except Foundation Writing I, Foundation Writing II, Foundation Quantitative Reasoning, Discovery Quantitative Reasoning, and Principles of Accounting I) must have been completed with a grade of “C” or better within five (5) years from the date of readmission application.

If a student is readmitted, he/she will be readmitted under the most current curriculum plan and handbook policies in place at the time of readmission.

1. A student dismissed from the Mortuary Science Program due to behavioral reasons is ineligible for readmission to the program.
REQUIREMENTS FOR GRADUATION

1. **Degree Requirements**
   a. The Associate Degree requires **70 semester hours**, of which the final **18 credits must be in residence at the University of the District of Columbia Community College**.
   b. Completion of all courses identified in the program of study, **within three (3) years of initial enrollment**, with a **minimum grade of “C”** in each course and a **GPA of 2.75** for all courses in the Mortuary Science Program of Study

2. **National Board Practice Exam**
   As part of the National Board Seminar (NBS) course requirement, **students are required to take four (4) National Board Practice Examinations (two [2] ARTS and two [2] SCIENCES)** via The International Conference of Funeral Service Examining Boards (“The Conference.”) Students are required to pay all costs associated with taking National Board Practice Examinations.

RECOMMENDATIONS

1. **Cremation Operator Certification**
   During matriculation, a Mortuary Science student is encouraged to obtain Crematory Operator Certification. The certification course is held (at cost) periodically throughout the year by various providers across the country. Students are responsible for payment of any fees related to the Crematory Operator Certification.

2. **National Board Examination**
   The National Board Examination (NBE) for Funeral Services is administered by The International Conference of Funeral Service Examining Boards (The Conference). One requirement of becoming a licensed Funeral Director is to pass the NBE. This computerized examination consists of two sections: SCIENCES and ARTS. **Candidates must pass BOTH sections in order to pass the NBE.**

   Students who successfully pass all course requirements for graduation must contact the Division Director of Nursing, Allied Health, Life, and Physical Sciences to receive authorization to take the NBE exam. Clearance to take the NBE is a formal process. Students are required to pay any costs associated with taking any National Board Examinations. The Division Director highly suggests taking the NBE within two (2) weeks of graduation.
GENERAL POLICIES OF THE UNIVERSITY

CLASS ATTENDANCE

Prompt and regular attendance in lecture classes and laboratory sessions is an obligation assumed by each student at the time of registration. Two excused absences are allowed per semester, per course. One ten-minute break is allowed per session. However, NO BREAKS ARE ALLOWED during tests, quizzes, or exams. Students must arrive for lectures and labs on time. If a student arrives more than ten minutes after the scheduled course start time, the student will be marked absent. As stated in all syllabi of the Mortuary Science courses, **two (2) unexcused absences will result in a letter grade reduction, and three (3) or more unexcused absences will result in failure of the course.** Habitual and egregious tardiness in lectures 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. **Attendance will be officially recorded via Blackboard.**

ACADEMIC INTEGRITY AND PERSONAL CONDUCT

Students enrolled at the University of the District of Columbia Community College assume the obligation to maintain standards of academic integrity. Violation of academic obligations includes unethical practices and acts of academic dishonesty such as cheating, plagiarism, falsification, or 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 required to submit assignments, quizzes, tests, etc., through Blackboard SafeAssign, prior to submission for grading. Blackboard SafeAssign is a plagiarism prevention tool that allows your instructor to check the originality of a homework submission by comparing your assignment against a database of other assignment submissions. An originality report of less than 15% will be deemed acceptable for submission.

**Personal and Professional Conduct**

The personal and professional conduct of a UDC-CC Mortuary Science student involves appropriate behavior and activities that are conducive to learning not only for oneself but for all students. Therefore, all cases of non-academic misconduct are taken very seriously. Students may be subject to dismissal from a degree program for unethical practices, acts of academic dishonesty,
and non-academic misconduct. It should also be stated that a plea of ignorance of the policy will not be accepted.

The link to the UDC-CC student handbook is: http://docs.udc.edu/student_life/Student_Handbook_2015_2017.pdf The following is a quick guide to page citations in the UDC-CC student handbook, which are frequently the subject of queries regarding UDC-CC policies:

- Page 79 defines academic misconduct;
- Pages 85-88 list the procedures and consequences associated with academic misconduct;
- Pages 79-83 list some behaviors and activities defined as non-academic misconduct; and
- Pages 88-89 list the procedures and consequences associated with non-academic misconduct.

**GRADE APPEAL POLICY**

The Mortuary Science Program follows the grade appeal policy/process of the University. This policy is found on the UDC-CC Mortuary Science website at:

http://docs.udc.edu/cc/UDC_COMMUNITY_COLLEGE_GRADE_APPEAL_PROCESS.pdf

A highlight of this policy states that the only grounds for a student grade appeal shall be as follows:

1. The grade is allegedly based on an error in calculation.
2. The grade assigned allegedly did not follow the grading criteria as stated in the course syllabus.

Any student with a grade dispute must present it to the Professor who taught the course within **one semester from receiving the grade**.

**TUITION, FEES, REFUNDS, AND WITHDRAWALS**

Updated tuition and fees schedule for courses at the Community College is on the UDC-CC website at https://www.udc.edu/cc/fees/. Refunds for course withdrawal depend upon the week in the semester in which the student withdraws from the course, the schedule of which is displayed in the course catalog http://docs.udc.edu/academics/2020-2022-UDC-Catalog-Updated-6-24-20.pdf on page 19. Students who withdraw from a course should be aware of academic implications related to course withdrawal, displayed in the course catalog on page 27.
Withdrawal from a Course
Students may officially withdraw from a course without penalty up to five weeks prior to the beginning of the scheduled final examination. Students should consult the current academic calendar for specific dates. Once the withdrawal is processed online or in the Office of the Registrar, a grade of “W” will be entered on the student’s transcript. If a student stops attending class or fails to withdraw online by the posted deadline date, the student may receive a failing grade. If applying for or receiving any form of financial aid, the student must contact the Financial Aid Office before withdrawing from any course since withdrawals may affect eligibility for current or future aid.

Total Withdrawal from the University
Students may withdraw totally from all classes up to and including the last day of classes prior to the beginning of the final examination period. Students who wish to withdraw from the University must submit the Total Withdrawal Form to the Office of the Registrar. If the student wishes to return to the University, the student will be required to apply for readmission. Total withdrawals do not affect the cumulative GPA but will affect academic suspension/dismissal. Because withdrawals may affect current or future eligibility for financial aid, students must contact the Financial Aid Office before submitting the Total Withdrawal Form to the Office of the Registrar. The withdrawal date is defined as the date that the Total Withdrawal Form is received in the Office of the Registrar.

CANCELLATION OF CLASSES

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

*All students are encouraged to download the LiveSafe app to receive important announcements. LiveSafe enables two-way communication between users and the UDC Police Emergency Communications Center. Users can share information—anonymously if they choose—via text, photo, and video directly from their smartphones. Download the app from iTunes or Google Play, or use the UDC specific web address: http://bit.ly/UDC-LiveSafe
Office of Counseling & Disability Services

https://www.udc.edu/cc/counseling-and-accessibilityresource-center/

The mission of the Office of Counseling & Disability Services (OCDS) is to provide confidential counseling and disability services that accommodate and serve the emotional, psychological, and physical needs of UDC-CC students. The counseling services provide support and referral services to students in the form of individual counseling, crisis intervention, workshops, and events for UDC-CC students. OCDS has the responsibility of coordinating reasonable accommodations and providing support services for the UDC-CC students with disabilities in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. For more information, please call 202.274.6173 for counseling services or call 202.274.6182 for disability services.

EQUAL OPPORTUNITY AND HARRASSMENT STATEMENTS

The University of the District of Columbia Community College is an Equal Opportunity-Affirmative Action institution. UDC-CC prohibits discrimination or harassment against anyperson on the basis of the actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations.

This policy covers all programs, services policies, and procedures of UDC-CC, including admission to educational programs and employment. The UDC-CC emphasizes the recruitment of minorities, women, disabled individuals, disabled veterans, Vietnam-era veterans, and other eligible veterans. In accordance with our Discrimination and Harassment Policy, the UDC-CC will strive to provide an educational and working environment for all faculty, staff, and students that is free from all forms of discrimination and harassment, including sexual harassment. We are committed to providing an environment that treasures diversity and emphasizes the dignity and worth of every individual and an environment in which every individual is treated with respect. The UDC-CC will examine all complaints of sexual harassment and attempt to resolve them as promptly as possible.
EXTRACURRICULAR ACTIVITIES

The Mortuary Science Program considers student participation in extracurricular activities, particularly those related to the funeral industry, as an integral part of the education experience. Industry-specific extracurricular activities are built into each course outline and/or syllabus to facilitate student participation and evaluation. Hence, each student is expected to fully attend and support these events during his/her tenure in the Mortuary Science Program. Former trips include annual group visits to a funeral home practicum site, a casket manufacturing company, and the National Funeral Directors Association National Convention.

USE OF ELECTRONIC EQUIPMENT AND RECORDING DEVICES

The use of electronic equipment (e.g., Cell Phones, Earpieces, etc.) and recording devices are prohibited during lecture and laboratory sessions. These devices are disruptive to the learning environment of other students and the instructor. Recording devices may only be used with proper documentation from the Office of Counseling and Disability Services or with written permission from the instructor. Related documentation MUST be submitted, reviewed, and updated each semester.

MORTUARY SCIENCE PROGRAM INFORMATION

ACCREDITATION STATUS


PROGRAM OUTCOMES

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of the program outcomes, contact the Mortuary Science Program Director on the main campus at 4200 Connecticut Avenue, NW. Building 44, Room 200-. This information is also available via the web at https://www.udc.edu/cc/programs-majors/mortuary-science-aas/
MORTUARY SCIENCE STUDENT ASSOCIATION

The Mortuary Science Program is expected to maintain an active Mortuary Science Student Association (MSSA), to facilitate a sense of community among the student body and enrich the student experience at UDC-CC through extracurricular activities. Students play an integral role in the governance of the institution through active membership and participation as representatives of the Student Government Association and the MSSA.

DRESS CODE

The dress code of Mortuary Science students at the University of the District of Columbia Community College reflects Program standards and is 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.

Mortuary Science students will adhere to proper dress codes for classroom activities, laboratory activities, funeral service assignments, field trips, or when officially representing the UDC-CC Mortuary Science Program. Any student reporting as a representative of the UDC-CC Mortuary Science Program in unprofessional, soiled, or untidy attire will be sent home by the Mortuary Science Program’s faculty member or Practicum Supervisor, which will result in an unexcused absence.

- All students are required to wear professional Business attire in accordance with funeral service practice. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting professional business attire. Generally speaking, this policy includes wearing a business suit, collared shirt, a tie, conservative dress, skirts or business pant suit, and closed-toe footwear. Capri pants, jeans, shorts, leggings, and open-toe shoes are NOT professional business attire. Students who do not comply with the professional business attire requirement will not be allowed in class.

- Hair (including facial hair) will be neat at all times.

LABORATORY EDUCATION

The Laboratory Experience

All students in the Mortuary Science Program are required to successfully complete two semesters of embalming laboratory and one semester of the restorative art laboratory. The purpose of the two semesters of embalming is to teach students the science and art of embalming human remains.
Embalming is taught in a completely supervised environment via Embalming Principles & Disposition I – lab (MSTC-223C), followed by a more independent practice setting in Embalming Principles & Disposition II – lab (MSTC-232C). Restorative Art II – lab primarily focuses on the techniques used to properly restore human remains for public viewing.

While the laboratory courses can give students an exciting and hands-on experience in Mortuary Science, they can also present potential hazards to themselves and others. The pre-requisite and co-requisite courses serve as a fundamental knowledge base for lab practice, with policies set forth by the instructor strictly adhered to. Below is a list of policies highlighted by the Mortuary Science faculty to ensure that all students have safe and productive laboratory experiences.

**Immunizations**
The University requires immunizations for admission to the College. Students must confer with the Program Director and University Health Services regarding specific immunizations, as related to the Bloodborne Pathogen Standard. Please note some immunizations may require annual updates.

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

**Laboratory Conduct**
The instructor and/or any laboratory personnel reserve the right to refuse admission into the lab or to expel from lab any Mortuary Science student who is involved in any activity considered unprofessional or not conducive to funeral service education. All Mortuary Science Program students will:

- Maintain a professional attitude within the presence of other students, staff, program, faculty, and affiliate associates;
- Report to the laboratory on time, alert, and dressed in proper laboratory attire (scrubs, shoes impervious to fluids, and a lab coat);
- Refrain from habitual or excessive tardiness, absenteeism, and/or leaving the laboratory early without permission;
- Eating, drinking, or chewing gum/candy in the laboratory is STRICTLY PROHIBITED.
- Timely completion of all assigned tasks;
- Refrain from leaving remains unattended during embalming procedures;
● Refrain from assisting another student in completion of assigned task(s) that an instructor is attempting to assess;
● Not abandon the assigned task(s) unless directed by the supervisor or sponsor to do so;
● Clean, sanitize and disinfect the laboratory at the appropriate times or when directed by the faculty;
● Refrain from possession or being under the influence of illegal drugs or liquor (of any kind);
● Refrain from engaging in the theft, of any article(s), from the laboratory;
● Refrain from engaging in any immoral conduct; and
● Adhere to appropriate guidelines as published by UDC-CC and/or the Mortuary Science Program for initiation of grievances concerning any aspects of laboratory coursework.

**Occupational Safety and Health Administration (OSHA)**

See the OSHA Compliance Guide for training that is provided regarding the Bloodborne Pathogen Standard, the Formaldehyde Standard, and the Hazardous Communication Standard.

Environmental monitoring technology is required, whereby we collect air samples (8 hours and 15-minute) to show conclusively that laboratory participants’ exposures are consistently below the Action Level (0.5ppm).

Hazardous Waste is contained in biohazardous waste receptacles
Personal Protective Equipment (i.e., gloves, masks, gowns/aprons, shoe covers, protective eyewear, non-slip shoes impervious to liquids, etc.) is required when students are handling cadavers or working in the laboratory

**Health Insurance Portability and Accountability Act (HIPAA)**

Privacy, security, and accessibility of electronic records are required to ensure patient – or in our case – cadaver confidentiality. All laboratory records – including death certificates, embalming reports, etc.) in courses and at the Practicum sites are confidential in nature. Our program strives for a culture of compliance regarding records – we MUST maintain the privacy of decedents and next of kin information. Requests for information concerning a deceased (including the status of a cadaver cremation) should be immediately referred to the laboratory instructor or designate. Students are expected to maintain the strictest confidentiality at all times
PRACTICUM INFORMATION

Introduction
Practicum placement is contingent on the agreement among the participating funeral home, the University, 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. Students may not participate in a practicum experience in a funeral home where the student is already working, whether in a voluntary or paid capacity. Students cannot be paid for practicum participation. The students can only receive academic credit for practicum-related activities.

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
Breaks and lunch schedules will be assigned at the direction of the laboratory supervisor or sponsor.

Conduct at Practicum Sites and Activities
At the beginning of the practicum assignment, students are provided an orientation by the site funeral director(s) related to the policies and procedures of the practicum site. A student’s professional appearance will be assessed by their supervisors. Any student reporting as a representative of the UDC-CC Mortuary Science Program in improper, unprofessional, soiled, or untidy attire may be sent home by the practicum supervisor with a notice sent to the program director. Disciplinary actions of such behavior may include grade reduction, course failure, or program dismissal (as per the program dismissal section of this Student Handbook). As a reminder, the policy for personal appearance is as follows:

- All students are required to wear professional business attire. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting Business professional attire. Generally speaking, this policy includes wearing a business
suit, collared shirt, a tie, conservative dress, skirts or business pants suit, and closed-toe footwear.

- Hair (including facial hair) will be neat at all times. Perfumes, colognes, and after-shave lotions should be used in moderation. Strong scents, which may be offensive, should not be used.
- Students are permitted to wear rings, watches, conservative earrings, necklaces, and pins. Trendy/ostentatious jewelry should not be worn.
- Tattoos should be covered.

Moreover, the students of the Mortuary Science Program will exhibit a professional behavior that is representative of the Program and UDC-CC. Students are expected to:

- Abstain from smoking in areas where it is prohibited while on assignment;
- Refrain from chewing gum while on assignment;
- Limit eating or drinking to areas specifically designated for the purpose;
- Not use the practicum site’s telephone for personal use;
- Refrain from personal cell phone use, including texting or checking email. Please use cell phones during your breaks and meals. If a practicum supervisor reports inappropriate cell phone use (i.e., using at unauthorized times), a student may be dismissed from the practicum;
- Accept a task or take directions from the practicum instructor, commensurate with the student’s capabilities;
- Remain at the practicum site for the duration of the practicum time arranged;
- Abandoning assigned task(s) unless directed by the supervisor; and
- Exhibit professional behavior at all times

**Transportation and Parking**

Mortuary Science students are responsible for providing their own transportation to and from funeral home sites during the Practicum course. Vehicles driven to the funeral home will not be parked on the funeral home’s lot unless permission is granted by the funeral home practicum supervisor.
### MORTUARY SCIENCE CURRICULUM

**DISTRIBUTION BY AREA**

#### Public Health and Technology:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-105C</td>
<td>Descriptive Pathology and Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-131C</td>
<td>Restorative Art I – Lec.</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-213C</td>
<td>Restorative Art II – Lec.</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-214C</td>
<td>Restorative Art II – Lab</td>
<td>1</td>
</tr>
<tr>
<td>MSTC-124C</td>
<td>Theories of Embalming and Disposition</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-220C</td>
<td>Embalming and Disposition Principles I – Lec.</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-223C</td>
<td>Embalming and Disposition Principles I – Lab</td>
<td>1</td>
</tr>
<tr>
<td>MSTC-230C</td>
<td>Embalming and Disposition Principles II – Lec.</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-232C</td>
<td>Embalming and Disposition Principles II – Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal in Public Health: 21

#### Business Management:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-104C</td>
<td>Funeral Service Orientation</td>
<td>3</td>
</tr>
<tr>
<td>ACTC-201C</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-205C</td>
<td>Funeral Service Management and Principles – Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-206C</td>
<td>Funeral Service Management and Principles Practicum</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-155C</td>
<td>Small Business Management for Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>IGED-250C</td>
<td>Effective Use of Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal in Business Management: 18

#### Social Sci/Humanities:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-107C</td>
<td>History and Sociology of Funeral Service</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-254C</td>
<td>Psychology of Grief</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal in Social Science: 6

#### Legal, Ethical, Regulatory:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-135C</td>
<td>Funeral Service Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MSTC-294C</td>
<td>National Board Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal in Legal: 4

#### General Education:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMES-101</td>
<td>First-year seminar</td>
<td>1</td>
</tr>
<tr>
<td>BIOL-111C</td>
<td>Anatomy and Physiology I – Lecture</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal in General Education: 1
MORTUARY SCIENCE COURSE DESCRIPTIONS

MSTC-104C Funeral Service Orientation (3)  
This course examines the inception of the funeral service, its organizational structure, and its avenues of expansion. In addition, the orientation course analyzes trends and traditions in modern funeral services. Non-Mortuary Science students who register for this course are invited to gain exposure to the Funeral Service Industry.

MSTC-105C Descriptive Pathology & Microbiology (3)  
This course 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. Pre-req.: Mortuary Science Program Admission.

MSTC-107C History and Sociology of Funeral Service (3)  
This course discusses the history of funeral service with an emphasis on ethnic groups that have influenced contemporary funeral principles and practices. In addition, this course also explores the social phenomena that affect all elements of funeral service.

MSTC-124C Theories of Embalming and Disposition (3)  
This course 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 BC to present. Pre-req.: Mortuary Science Program Admission.

MSTC-131C Restorative Art I (3)  
This course provides an introduction to the surface bones of the cranium as well as the structures of the ear, nose, mouth, and eyes. With this background information, students will learn the modeling techniques of the face with emphasis on head shapes, facial profiles, and physiognomy.
MSTC-135C Funeral Service Law (3)
The funeral service law course examines the sources of mortuary law, the legal status of a dead human body, the rights and duties of disposal, and the rights of parties obligated for disposal of human remains. This course also explores the rights and duties of the mortician, his/her liability for funeral expenses, and the laws governing interment and disinterment.

MSTC-155C Small Business Management for Funeral Services (3)
This course 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.

MSTC-205C Funeral Service Mgmt. and Principles – Lecture (3)
This course concentrates on the responsibilities of licensure and professional practices emphasizing personnel management, facilities, and other resources. The management course also explores techniques for implementing and directing funerals according to customers’ sociological, theological, and psychological needs.

MSTC-206C Funeral Service Mgmt. & Principles – Practicum (3)
This course provides field experience in the technical and administrative aspects of the funeral service profession.

MSTC-213C Restorative Art II - Lecture (3)
This course explores color theory with an emphasis on waxes and cosmetics and provides an examination of restorative treatment outlines for burns, bullet wounds, excisions, fractures, and decapitations. Co-req.: MSTC-214C.

MSTC-214C Restorative Art II - Lab. (1)
This course provides practical instruction in restoration techniques regarding correct form, contour, color, and shape. Co-req.: MSTC-213C.

MSTC-220C Embalming & Disposition Principles I – Lecture (3)
This course examines the theory and application of the instruments, accessories, and materials necessary for embalming and disposition, including chemical embalming solutions and dilutions. It provides the methods for case analysis, body positioning, posing of features, selecting and raising arteries, and injection using and drainage types, as well as an examination of anatomical classification and linear guides. Co-req.: MSTC-223C.

MSTC-223C Embalming & Disposition Principles I – Lab (1)
This laboratory course examines the techniques involved in embalming human remains, the theory of embalming practices, and laboratory management. Co-req.: MSTC-220C.
MSTC-230C Embalming & Disposition Principles II – Lecture (3)
This course is a continuation of the study of the embalming process. The course covers cavity treatment, autopsies, necropsies or postmortem, examination, postmortem conditions and their embalming treatments, and disaster management related to embalming. In addition, the study of the basic principles of chemistry as they relate to funeral services will be discussed. Co-req.: MSTC-232C.

MSTC-232C Embalming & Disposition Principles II – Lab (1)
This laboratory course continues the study of the embalming of human remains, the theory of embalming practices, and laboratory management from previous embalming courses with summative analysis. Co-req.: MSTC-230C.

MSTC-254C Psychology of Grief (3)
This course examines the role of the funeral director in grief counseling, immortality, and dying and death, with discussions on normal and abnormal grief reactions, including the concepts of “grief work” and the impact of death on the bereaved.

MSTC–294C National Board Seminar (1)
This course provides a methodical review of all areas of funeral service with an emphasis on specific competencies in preparation for the National Board Examination as well as State Licensure Examinations. Pre-req.: Approval of Program Director.
# CURRICULUM SEQUENCE

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSEM-101C</td>
<td>First-Year Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>IGED-110C</td>
<td>Foundation Writing I</td>
<td>3</td>
<td>English-015C or required score on placement test</td>
</tr>
<tr>
<td>IGED-120C</td>
<td>Foundation Quantitative Reasoning</td>
<td>3</td>
<td>Math-015C or placement test</td>
</tr>
<tr>
<td>BIOL-111C</td>
<td>Anatomy and Physiology I (Lecture)</td>
<td>3</td>
<td>BIOL-113C (co-req.)</td>
</tr>
<tr>
<td>BIOL-113C</td>
<td>Anatomy and Physiology I (Lab)</td>
<td>1</td>
<td>BIOL-111C (co-req.)</td>
</tr>
<tr>
<td>IGED 250C</td>
<td>Discover Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>14</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGED-111C</td>
<td>Foundation Writing II</td>
<td>3</td>
<td>IGED 110C</td>
</tr>
<tr>
<td>IGED-220C</td>
<td>Discovery Quantitative Reasoning</td>
<td>3</td>
<td>IGED 120C</td>
</tr>
<tr>
<td>CHEM-105C</td>
<td>Fundamentals of Chemistry (Lecture)</td>
<td>3</td>
<td>IGED 120C; CHEM-106C (co-req.)</td>
</tr>
<tr>
<td>CHEM-106C</td>
<td>Fundamentals of Chemistry (Lab)</td>
<td>1</td>
<td>IGED 120C; CHEM-105C (co-req.)</td>
</tr>
<tr>
<td>MSTC-104C</td>
<td>Funeral Service Orientation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>13</strong></td>
<td></td>
</tr>
</tbody>
</table>
ALL STUDENTS WHO HAVE PASSED THE PRE-MORTUARY COURSEWORK WITH A “C” GRADE OR BETTER AND HAVE 2.75 GPA MUST HAVE APPLIED AND GAINED FORMAL ACCEPTANCE TO THE MORTUARY SCIENCE PROGRAM BEFORE TAKING ANY MORTUARY SCIENCE COURSES.

MORTUARY SCIENCE COURSEWORK

FALL Semester, First Year

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Pre-Requisites/Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-105C</td>
<td>Descriptive Pathology and Microbiology</td>
<td>3</td>
<td>Program Admission</td>
</tr>
<tr>
<td>MSTC-124C</td>
<td>Theories of Embalming and Disposition</td>
<td>3</td>
<td>Program Admission</td>
</tr>
<tr>
<td>MSTC-135C</td>
<td>Funeral Service Law</td>
<td>3</td>
<td>Program Admission</td>
</tr>
<tr>
<td>ACCT-201C</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

SPRING Semester, First Year

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Pre-Requisites/Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-220C</td>
<td>Embalming and Disposition Principles I (Lecture)</td>
<td>3</td>
<td>MSTC-223C</td>
</tr>
<tr>
<td>MSTC-223C</td>
<td>Embalming and Disposition Principles I (lab)</td>
<td>1</td>
<td>MSTC-220C</td>
</tr>
<tr>
<td>MSTC-155C</td>
<td>Small Business Management Funeral Service</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSTC-205C</td>
<td>Funeral Service Management and Principles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSTC-131C</td>
<td>Restorative Art I (Lecture)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>13</strong></td>
<td></td>
</tr>
</tbody>
</table>
### FALL Semester, Second Year

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-230C</td>
<td>Embalming and Disposition Principles II (Lecture)</td>
<td>3</td>
<td>MSTC-232C</td>
</tr>
<tr>
<td>MST-232C</td>
<td>Embalming and Disposition Principles II (Lab)</td>
<td>1</td>
<td>MSTC-230C</td>
</tr>
<tr>
<td>MSTC-213C</td>
<td>Restorative Art II (Lecture)</td>
<td>3</td>
<td>MSTC-214C</td>
</tr>
<tr>
<td>MSTC-214C</td>
<td>Restorative Art II (Lab)</td>
<td>1</td>
<td>MSTC-213C</td>
</tr>
<tr>
<td>MSTC-254C</td>
<td>Psychology of Grief</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>11</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SPRING Semester, Second Year

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Pre-Requisites/Co-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC-206C</td>
<td>Funeral Service Management and Principles Practicum</td>
<td>3</td>
<td>ACCT 201C</td>
</tr>
<tr>
<td>MSTC-107C</td>
<td>History and Sociology of Funeral Service</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MSTC-294C</td>
<td>National Board Seminar</td>
<td>1</td>
<td>Approval by Program Director</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>7</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours for AAS Degree in Mortuary Science:  70

---

**ABFSE CONTACT INFORMATION**

992 Mantua Pike, Suite 108  
Woodbury Heights, NJ 08097  
Phone: 816-233-3747  
Email: exdir@abfse.org
MORTUARY SCIENCE WEBSITES OF INTEREST

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

District of Columbia Board of Funeral Directors
www.dcopla.com

Maryland Board of Morticians and Funeral Directors
https://health.maryland.gov/bom/Pages/home.aspx

Virginia Board of Funeral Directors and Embalmers
www.dhp.virginia.gov

ICFSEB – International Conference of Funeral Service Examining Boards, Inc.
https://theconferenceonline.org/

NFDA – National Funeral Directors Association
www.nfda.org

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

UDC-CC - University of the District of Columbia Community College
https://www.udc.edu/cc/programs-majors/

CANA – Cremation Association of North America
www.cremationassociation.org

ICCFA - International Cemetery, Cremation & Funeral Association
www.iccfa.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.
Applications for admission to UDC-CC can either be completed online at www.udc.edu or may be located at:

University of the District of Columbia-Community College
Office of Admissions
801 N. Capitol St., NE.
Washington, DC 20002

202-274-6756

OR

University of the District of Columbia-Community College
4200 Connecticut Ave, NW
Washington, DC 20008

For general information about or application into the Mortuary Science Program, please contact:

Dr. Mark E. Bailey, FD, CT, CPAI, CFSP
Program Director
mark.bailey@udc.edu
I have received the Mortuary Science Program’s Student Handbook (2020-2022).

I understand and will abide by the rules, regulations, guidelines, policies, and procedures specified in the Mortuary Science Program’s Student Handbook (2020-2022).

I understand that I am responsible for meeting with the Program Director before each registration period to guide my academic progress as well as to make appointments for advisement during the academic year as the need arises. I will also meet with him/her before making any academic decisions that may affect my program progression.

Program Director room number: ____________________________

Program Director phone number: ____________________________

Program Director email address: ____________________________

Student’s Printed Name and Signature ____________________________ Date ____________