



MORTUARY SCIENCE PROGRAM

1973 40 Years of Excellence in Funeral Service Education 2013

Student Handbook 2013-2014

Van Ness Campus
4200 Connecticut Avenue, N.W.
Building 44, 2nd Floor
Washington D.C. 20008

University of the District of Columbia Community College
Van Ness Campus – Mortuary Science Program

The Associate in Applied Science in Mortuary Science at the University of the District of Columbia Community College is accredited by the **American Board of Funeral Service Education (ABFSE)**

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Vincent E. Hill, M.D.
Program Director

Letter From the Director

Hello and Welcome to all Mortuary Science Students:

On behalf of the faculty of the Mortuary Science Program, I welcome you to what will be a challenging and rewarding academic new year. We, the Mortuary Science faculty are looking forward to assisting and challenging you so that you will become the future death-care practitioners of tomorrow. Since the inception of the Mortuary Science Program, UDC-CC has produced and graduated successful death-care practitioners.

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 myself 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,

Vincent E. Hill, M.D.
Program Director
Mortuary Science Program

TABLE OF CONTENTS

Morticians Oaths	5
University/Community College/Program Mission	6
History of Mortuary Science Program	7
Philosophy of the Mortuary Science Program	9
Program Description of AAS in Mortuary Science.....	10
Statement Regarding National Board Examination	11
Admission requirements.....	11
Advisement and Registration.....	12
Mortuary Science Faculty.....	13
Transfer Students	13
Credit By Examination for the University and the Community College...	13
Credit by Examination for Mortuary Science Courses.....	14
Progression, Dismissal, and Readmission.....	14
Grading System.....	15
Consortium of Universities.....	15
Denial of Progression.....	15
Permanent Dismissal.....	15
Withdrawal/Dismissal.....	16
Returning Students.....	16
Policy for Validating Previous Course Work.....	17
Requirements for Graduation.....	17
Community College-Wide Requirements.....	17
Mortuary Science Major Requirements.....	17
National Funeral Home Board Practice Exam.....	17
National Funeral Home Board Examination.....	18
Laboratory/Practicum Exams.....	18
Laboratory Attendance.....	19
Statue of Limitatation.....	19
Readmission	19
Transfer applications	20
Course Load Limitation	20
Classifications of Students	20
Class Attendance	20
Academic Integrity	21
Notes Concerning Laboratory Education	22
Mortuary Science Academic Dismissal Policy	22
Academic Standing Policy	23
Grade Appeal Policy	23
Withdrawal From courses	24
Withdrawal from the University	24
Residency and Graduation	24
Attendance at Seminars, Symposia, Workshops, Conference, Etc.	24
Electronic Equipment and Recording Devices Policy	25

Laboratory Education	
Introduction	25
Accidents	25
Attendance	25
Conduct	26
Confidential Information	27
Meals	27
Personal Appearance.....	27
Transportation	28
Parking	28
Emergency Weather codes	28
Mortuary Science Program	
Listing of Classes	29
Course Descriptions	30
Mortuary Science Faculty and Advisors	33
Program of Study	34
Websites of Interest	36
Application information	37
Student Handbook Receipt Form	38

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.

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/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 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 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 the disposition of human remains.

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, cosmetizing, dressing, and casketing. In addition, students gain experience in directing funeral services. Scholarships from national and local funeral service associations and manufacturers are available for those who qualify. **Students are required to take the National Board Examination prior to graduation.**

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 Master's Degree), pathologist's assistant, autopsy assistant, anatomical embalmer, anatomical technician, or 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 chairman of the Department of Mortuary Science, 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, relating to the mortuary science field was:

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 compiled 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, 2012-2013, the Mortuary Science Program is proud to celebrate its' thirty-ninth 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.

The Aims and Purposes of the Mortuary Science Program are:

1. To increase students' knowledge of funeral service and its professional ethics.
2. To educate students in all phases of funeral service and to assist them in the development of skills necessary to meet and exceed the standards of care in dealing with health, safety, and welfare associated to the preparation and care of the deceased.
3. To present students with a challenging curricula and facilities which will instill high standards of ethical, moral, community and personnel performance and integrity.
4. To share educational facilities as a community resource.
5. To encourage exploration, research, self-directed discovery and participation in the improvement of the program.
6. To relate educational outcomes to the national as well as local needs of the funeral profession.
7. To educate its students to the high standards of ethical conduct necessary to uphold and perpetuate the dignity of funeral service.
8. To increase the student's capacity to share responsibility in the social, ethical and political processes of society.
9. To conduct its administration in a fashion that will exhibit to all dignity and honor of the funeral profession.

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.

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- To increase the student's capacity to share responsibility in the social, ethical and political processes of society.
- To conduct its administration in a fashion that will exhibit to all dignity and honor of the funeral profession.

The Mortuary Science Program is a member of the:

American Board of Funeral Service Education, Inc.

3414 Ashland Avenue, Suite G
 St. Joseph, MO 64506
 Office: (816) 233-3737
 Cell: (816) 341-2573
 Fax: (816) 233-3793
 Email: exdir@abfse.org
 Website: www.abfse.org

National Board Examination

Results of the scores of the National Board Examination can be found on the American Board of Funeral Service Education's website at www.abfse.org.

Admission to the MORTUARY SCIENCE PROGRAM

All students will have to submit an application.

Admission to the program is based on a thorough evaluation of pre-mortuary science courses, with particular emphasis on the grade point average of the both Anatomy and Physiology courses. It is expected that these science courses will have a grade point average of 2.5 or greater.

In addition to the GPA and prerequisite requirements, applications require one page essays, two letters of recommendation (letters from professors, funeral home directors, or professional colleagues are acceptable), an un-official transcript, health physical that includes vaccinations, and a criminal background check. Applicants must complete an in-house writing sample and faculty interview.

Transfer students must be in good academic standing at their previous college(s). Students transferring from another MORTUARY SCIENCE PROGRAM must submit a letter from their previous program director detailing the reason they are leaving the program and their eligibility to return to that program.

Science courses can be no older than seven years. Credit by examination can be used to verify current competency in science coursework taken longer than seven years ago. Students should see the respective departments about the process for testing out. Failure to document current competency requires enrolling in the course(s).

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.

Refer to the section on General Information for specific details on course requirements.

C. ADVISEMENT AND REGISTRATION

New students (Freshman Level or Transfer) admitted to the Community College who indicates an interest in Mortuary Science should report to the MORTUARY SCIENCE PROGRAM for advisement.

Continuing students who are Mortuary Science majors are to see their advisors for academic counseling prior to the early registration period each semester. Students should make appointments 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/CCDC Students planning to change their majors to Mortuary Science will adhere to the following procedure:

- (1) Receive academic counseling from an advisor.
- (2) Be in good academic standing with a cumulative GPA of 2.5 prior to the change.
- (3) Complete the change of major form.
- (4) Submit an application for admission to the MORTUARY SCIENCE PROGRAM according to the above process.

Mortuary Science Faculty Advisors

<u>Mortuary Science Faculty Name</u>	<u>Office and Telephone</u>
Dr. Vincent Hill	Bldg 44, 200-28 274-5858
Mr. John Kirksey	Bldg 44, 200-25 274-5929
Ms. Anita Pollard	Bldg 44, 200-25 274-5929
Mr. Lenard Kent	Bldg 44, 200-25 274-5929
Atty. Conway Downing	Bldg 44, 200-25 274-5929
Dr. Sandra Lawson	Bldg 44, 200-25 274-5929

D. TRANSFER STUDENTS

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 of study. Acceptance of transfer students from other MORTUARY SCIENCE PROGRAMs depends on space availability.

E. CREDIT BY EXAMINATION FOR COMMUNITY COLLEGE/UNIVERSITY

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 Community College of the University of the District Columbia at the University of the District of Columbia Undergraduate Catalog 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.

F. CREDIT BY EXAMINATION FOR MORTUARY SCIENCE COURSES

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. Theories of Embalming, Pathology and Practicum/Laboratory courses may not be taken by examination.

G. PROGRESSION, DISMISSAL AND READMISSION

1. Progression

- Achievement of a grade of "C" or better in all required courses listed on the Program of Study.
- Incomplete grade(s) in Mortuary Science courses must be removed before progressing to another Mortuary Science course.
- Pre and/or co-requisites must be completed for each Mortuary Science course prior to progression.
- A student may **repeat** a Mortuary Science course only once. A student is allowed only two attempts at all Mortuary Science core courses, and may repeat no more than two Mortuary Science courses to remain enrolled in the program.
- 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.
- A student must enter the Mortuary Science program with a minimum of 2.5 GPA and must maintain a Cumulative Grade Point Average of 2.5 during the entire Mortuary Science Program.
- Mortuary Science and core courses can be no older than five years at the time of completion from the Mortuary Science Program.
- A course from which a student withdraws is considered an attempt, and may be repeated only one time.

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

2. Grading System

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

A	(93-100)	Excellent
B	(84-92)	Good
C	(75-83)	Satisfactory
D	(66-74)	Unsatisfactory (not passing)
F	(65 or lower)	Unsatisfactory (not passing)

3. Consortium of Universities.

If non-Mortuary Science course requirements cannot be met at UDC/CCDC 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.)

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” or better.

5. Permanent Dismissal

- A grade less than “C” on the second attempt of a Mortuary Science course will result in automatic dismissal from the program. No more than two (2) Mortuary Science course may be repeated in the above fashion. Thus, any subsequent grade below a “C” in a third mortuary science course will automatically result in dismissal from the program.
- Professional conduct that does not adhere to the American Board of Funeral Home Statement of Ethics and Professional Conduct, or the Code of Conduct for UDC-CC Mortuary Science students is grounds for immediate dismissal from the program.
- Any verified instance of cheating or academic dishonesty.

- Any incident where continuing in the program would be detrimental to the health of the student or to others.
- Any circumstance where a laboratory/practicum site dismisses a student whose behavior is deemed to be detrimental to the hospital or proper rendering of quality client care.

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.

A Student may be denied enrollment or continued enrollment in Mortuary Science Program if, in the opinion of the programs faculty, (1) the student's knowledge or character casts grave doubts upon the student's potential capacity to satisfactorily complete the program or pursue the career for which he or she is being educated, or (2) the student, with reasonable accommodation, is unable to perform satisfactorily and safely in laboratory practicum functions, the performance of which is essential to the satisfactory completion of a required course.

Special notation: Withdrawal/Dismissal

When a student is dismissed from the MORTUARY SCIENCE PROGRAM, she/he is not dismissed from the Community College and is assisted to identify another major.

6. Returning Students

Students, who have not been enrolled for one or more semesters in the MORTUARY SCIENCE PROGRAM course sequence, must submit a complete admission application and a letter of request for consideration for readmission to the program. Consistent with the admission policy, students must have a grade point average of 2.50 to be eligible for readmission. Students who withdraw from the MORTUARY SCIENCE PROGRAM sequence, and plan to return at a later date, even though the student has earned a "C" grade in Mortuary Science courses during a previous enrollment, will be required to validate previous coursework according to the policy described below. Readmission of Mortuary Science students is contingent upon review by the faculty Admission and Progression Committee and space availability. 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.

7. Policy for Validating Previous Coursework Following a Break in Enrollment

Students who do not register for classes for two consecutive semesters (no summer session) will be required to apply for readmission to the university. Due to the licensure requirements in funeral service, students that have extended periods of non-registration in major courses may be required to take an examination or demonstrate their present competency level in certain areas of Mortuary Science.

H. REQUIREMENTS FOR GRADUATION

1. Degree Requirements

- a. The Associate Degree requires 73 semester 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.
- d. Completion of all courses identified on the program of study, **within four years of initial enrollment**, with a minimum grade of "C" in each.
- e. Program Director approval to sit for the National Board Exam.
- f. Must take the National Board Exam prior to graduation (estimated cost \$500).

2. Community College-Wide Requirements

Mortuary Science majors must meet the Community College-wide requirements. (Refer to University/Community College Catalog)

3. Major (Mortuary Science) Requirements: Performance on Comprehensive Exit Examination

At the end of the second year fall semester (along with the finals for Embalming, Restorative Art and Funeral Service Management) students will take a Mock National Board Examination which will consist of questions compiled by the full-time and adjunct professions. The results will determine readiness to enroll in the National Board Seminar (NBS) course and an assessment of each student's strengths and weaknesses which will be the areas of focus for the NBS course.

4. National Board Practice Exam

As part of the National Board Seminar (NBS) course requirement, the NBS final examinations will be the National Board Practice Examination (estimated

cost \$100) and a Comprehensive Exam. Students will be required to take the Practice Exam first. For those students who achieve a passing score of 75% or better on the Practice Exam will be eligible to take the NBE and cleared to graduate from the Mortuary Science Program and will not have to take the Comprehensive Exam. If the student fails the Practice Exam he or she will take the Comprehensive Exam which is 40% of the final grade.

5. National Board Examination (NBE)

The National Board Examination is an outcome measurement standard required by the program's accreditation agency, the American Board of Funeral Service Education (ABFSE). The program is required to report graduate success on the NBE as an outcome measure. The program requires that students in the NBS course take the National Board Practice Exam and/or the Comprehensive Exam and pass in order to be eligible to sit for the National Board Exam. The National Board Practice Exam given to all fifth semester students provides the program with an assessment measure of graduation from the program. With successfully passing the NBS course, the program faculty believes the students have been prepared to take and pass the NBE the first time.

6. Laboratory/practicum/ Practicum Exams

The program uses a variety of assessment techniques to evaluate students' cognitive domain levels as it relates to theory of mortuary science. Exams, quizzes, required journal writings and research papers are examples of course evaluation instruments. In addition, the program has implemented a laboratory/practicum practicum evaluation exam at the end of each laboratory/practicum semester. These exams are sometimes referred to as "oral exams" since they involve face to face evaluation and demonstration of practical skills and knowledge/theory of practice. The program utilizes a skill matrix as part of a master competency record and students are required to demonstrate competency in certain skill areas each semester. Students who fail to demonstrate the required skill knowledge in the targeted competency skill areas will be ineligible to advance to the next laboratory/practicum/practicum/laboratory semester. In the event of documented circumstances where students request to be tested again by a different evaluator(s), the program director may re-test the student in the targeted competency areas.

Laboratory Attendance

Mortuary Science students will attend all laboratory assignment as scheduled. If unavoidable circumstances result in tardiness or absence, students are required to notify the laboratory supervisor and/or laboratory instructor as soon as possible. If the laboratory supervisor or the instructor is not in at the time of call, the student is to leave the message on the voicemail or send an e-mail.

Habitual tardiness and absenteeism will result in a reduction in final grade for that laboratory course and possible dismissal from the Mortuary Science Program. Prompt and regular attendance in classes and laboratory sessions is an obligation assumed by each student at the time of registration. In any major course, absences in excess of a week of instruction can result in grade reduction or failure.

In all Embalming lecture and laboratory courses, tardiness is unacceptable and will not be tolerated.

Students are reminded that in order to advance within the laboratory education courses, a grade of "C" or better must be obtained in the course.

Statute of Limitation

No student will be subject involuntarily to regulations and academic requirements introduced while continuously enrolled and in good standing in the Mortuary Science Program, if the new regulations involve undue hardship or loss of academic credits earned to satisfy the requirements previously in effect.

The following regulations are, however, in effect for all students:

A student, who ceased to attend the University for a period of one semester, whether voluntarily or not, is subject to all the regulations and requirements in force at the time studies are resumed unless the Director of Mortuary Science Program has approved other arrangements and recorded the same in writing prior to the beginning of the absence.

Policies of the Mortuary Science Program are subject to revision during the course of development, implementations, evaluation, and the revision of the curriculum. These changes may become effective prior to publication of the next catalog.

The faculty reserves the right to make curriculum revisions through the Curriculum Committee without prior notice or publication, provided these changes would be at no lengthens the period of time required to obtain the Mortuary Science Degree.

READMISSION

Students who do not register for classes for two consecutive semesters (excluding the summer session) will be required to apply for readmission to the university. Due to the licensure requirements in funeral service, students that have the extended periods of non-registration in major courses may be required to take an examination or demonstrate their present competency level in certain areas of Mortuary Science.

TRANSFER APPLICATIONS

A cumulative grade point average of 2.5 on a 4.0 scale is required of the transfer applicant. Applicants with lower grade point average may be admitted on probation. However, they will not be given priority over first-year applicants or transfer applicants in good academic standing. Transfer applicants must submit the Applications for Admission, the non-refundable application fee, and official copies of all college transcripts showing course work and grades earned in previously attended institutions. These transcripts must be sent directly to the Office of Admissions by the student's previous college or university. Transfer students who have earned fewer than thirty semester hours also must have official copies of their high school transcripts submitted. Transfer credit will be awarded only at the time of admission for college-level work in which the grade "C" or higher has been earned.

COURSE LOAD LIMITATIONS

Full-time students, in good academic standing, may enroll for a maximum of 18 semester hours (9 hours summer semester). Permission to exceed this limit must be approved by the Department Chairman and secured from the Dean of Academic Affairs. Students on probation may be required to be part-time students until reinstated to good academic standing.

A full-time student is one who has a course load of 12 or more semester hours in one semester. A part-time student is one who has a course load of less than 12 semester hours in one semester. However, in order to graduate within a two-year period, the course outline must be specifically followed. These definitions of course loads are prorated for shorter summer sessions.

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:

Freshman	0 – 29 Semester Hours
Sophomore	30 or more Semester Hours

CLASS ATTENDANCE

Prompt and regular attendance in classes and laboratory sessions is an obligation assumed by each student at the time of registration. In any major course, absences in excess of a week of instruction can result in grade reduction or failure.

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:

- The instructor will provide to the chairperson a written report with documentation of the academic offense
- The chairperson will present the facts to the departmental Academic Affairs Committee.
- 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 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.

Notes Concerning Laboratory Education

1. Student must successfully complete Theories of Embalming and Disposition Principles (MSTC-124) before enrolling in Embalming and Disposition Principles I (Lecture and Laboratory) (MSTC-220/223). Students must also complete Embalming and Disposition Principles I (Lecture and Laboratory) (MSTC-230/232) before enrolling in Embalming and Disposition II (Lecture and Laboratory) (MSTC-230/232).
2. Students must successfully complete Descriptive Pathology (MSTC-105) and Funeral Service Law (MSTC-135) before enrolling in Restorative Art (MSTC-213).
3. Students must be a graduating student before enrolling in Funeral Service Management and Principles (MSTC-205)
4. Student must be a graduating student before enrolling in National Board Seminar (MSTC-294).

Mortuary Science Program Academic Dismissal Policy

Academic dismissal from the Mortuary Science Program can result from any one of the following violations:

1. If the student fails the same major course twice or if the student makes less than a "C" in more than two major courses.
2. A student who is on probation at the time he/she is scheduled to enter laboratory experiences will have three terms to remove the probation status or be dismissed from the program.
3. Any verified instance of cheating.
4. Any unethical, immoral or illegal practices
5. Any incident where continuing in the University System would be detrimental to his/her health, or the health of others.
6. Divulging confidential information concerning remains, cadavers or their families, laboratory and /or affiliate operations or procedures.
7. Inappropriate behavior: Use of profanity; disrupting course settings with outbursts or verbal threats; irresponsible statements and remarks; or slanderous comments are unacceptable at any time. These behaviors may result in removal from the course and dismissal from Mortuary Science Program.
8. Insubordination: The display of disrespect for Mortuary 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.
9. Unprofessional behavior at clinical settings, funeral homes sites or field trips: Clinical sites placement is contingent on the agreement of the participating clinical facility. Thus, the clinical 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 proper rendering of professional funeral homes services. Further, if the instructor/faculty, in his/her professional opinion, deems a student to be incompetent, unprofessional or a hazard to the provision of professional funeral services may, likewise dismiss a student from a clinical affiliation, funeral home site or field trip. If the affiliation of a student is terminated by the clinical facility, clinical instructor or faculty, the student will not be reassigned, and thus will not be able to meet the objectives of the clinical experience.

ACADEMIC STANDING POLICY

The Mortuary Science Program's academic standing policy is consistent with the Community College of the University System of the District of Columbia's academic standing policy. However, the program has additional requirements that must be met before a degree is granted.

In that regard, it is important that each student be fully acquainted with the following academic policy and remain currently informed since it directly affects the student's continued enrollment in the Mortuary Science Program.

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 with **one semester from receiving the grade**. (Step 1)
2. The Professor 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 Professor, 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 and/or joint 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 course Professor 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.

University Academic Legislative Council (Spring 1995)

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. Students who are enrolled in the Community College and wish to withdraw from all classes must obtain the signature of the Director of the Center for Academic Advising. 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 semester 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 2.50. 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 prior to the deadline established in the Academic Calendar.

Attendance at Seminars, Symposia, 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.

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. Laboratory facilities, separately located, are considered as an integral part of the University Campus for student laboratory assignments.

Failure to comply with the rules and regulations in this handbook will affect student evaluation and will result in dismissal from the Mortuary Science Program if the student shows no improvement or makes no attempt to correct errors after counseling.

Accidents

All accidents that occur while on Laboratory assignment regarding mutilation of the remains, laboratory personnel, or personal injury and/or damage to equipment must be reported immediately to the laboratory supervisor and/or laboratory instructor. Students will be required to fully understand the safety methods of properly performing routine procedures before attempting them.

Attendance

Mortuary Science students will attend all laboratory assignment as scheduled. If unavoidable circumstances result in tardiness or absence, students are required to notify the laboratory supervisor and/or laboratory instructor as soon as possible. If the laboratory supervisor or the instructor is not in at the time of call, the student is to leave the message on the voicemail or send an e-mail.

Habitual tardiness and absenteeism will result in a reduction in final grade for that laboratory course and possible dismissal from the Mortuary Science Program. Prompt and regular attendance in classes and laboratory sessions is an obligation assumed by each student at the time of registration. In any major course, absences in excess of a week of instruction can result in grade reduction or failure.

In all Embalming lecture and laboratory courses, tardiness is unacceptable and will not be tolerated.

Students are reminded that in order to advance within the laboratory education courses, a grade of "C" or better must be obtained in the course.

Conduct

The laboratory, laboratory affiliation and/or instructor 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 or its allied areas. All program students will:

- Report to the laboratory site in an alert condition and on time.
- Not fill-in attendance record of another student.
- 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 practicum 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: Use profanity; disrupting course settings with outbursts or verbal threats; irresponsible statements and remarks; or slanderous comments are unacceptable at any time. These behaviors may result in removal from the course and dismissal from the Mortuary Science Program.
- 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 in areas not specifically designated for the purpose.
- Not use laboratory site's telephone for personal use nor engage in the use if a personal cell phone for excessive personal calls. Use cell phones during your breaks and meals.
- Not refuse to accept an assignment by the laboratory supervisor commensurate with the student's capabilities, or to take directions from an individual designated by the laboratory supervisor or 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.
- Keep all electronic equipment (Cell phones, camera phones, PDA's etc.) turned off during the assignment period.
- 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, seminars and conferences: Laboratory/Clinical site placement is contingent on the agreement of the participating laboratory/clinical facility. Thus, the laboratory/clinical sites 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 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 a laboratory/clinical affiliation. If the affiliation of a student is terminated by the laboratory/clinical facility or the laboratory/clinical instructor, the student will not be reassigned, and thus will not be able to meet the objectives of the laboratory/clinical 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, in a professional manner,

Meals

Coffee breaks and lunch schedules will be assigned at 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 the practicum affiliates.

Any student reporting to the university system/laboratory/clinical site/field trips or conferences in improper attire, unprofessional, soiled or untidy attire with dirty or unprofessional shoes will be sent home by the Mortuary Science Program's faculty member, laboratory/clinical supervisor, or the laboratory/clinical instructor. Mortuary Science Students will adhere to proper dress codes for 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.
- While performing embalming, restorative, cosmetizing 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. Discreet use of makeup will require.
- 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. No trendy or ostentatious medallions or jewelry will 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 laboratory assignments.

Parking

Vehicles driven to the laboratory assignment, away from the U.D.C. campus, will not be parked on affiliate's parking lot.

EMERGENCY WEATHER CODES

Emergency Weather Codes will be used and announced by local radio and television stations the administration's decision on the status of classes.

CODE GREEN: The University is open. All classes will start on time.

CODE YELLOW: The University is opening two hours late; the starting time is 10:00 A.M.

CODE ORANGE: All classes are canceled. Non-faculty employees are expected to work at 10:00 A.M.

CODE RED: The campus is closed. All classes are canceled and all offices are closed.

MORTUARY SCIENCE

*Total Credit Hours of College-level Courses Required for Graduation: 73 credit hours.
(MUST ACHIEVE A GRADE OF "C" OR BETTER IN ALL COURSES)*

Public Health and Technology:

MSTC-105	Descriptive Pathology	3
MSTC -131	Restorative Art I - Lec	3
MSTC -213	Restorative Art II - Lec	2
MSTC -214	Restorative Art II – Lab	2
MSTC -124	Theories of Embalming and Disposition	3
MSTC -220	Embalming and Disposition Principles I – Lec	1
MSTC -223	Embalming and Disposition Principles I – Lab	2
MSTC -230	Embalming and Disposition Principles II – Lec	1
MSTC -232	Embalming and Disposition Principles II – Lab	2
	Subtotal in Public Health	19

Business Management:

ACTC-201	Principles of Accounting I	3
MSTC-205	Funeral Service Management and Principles – Lec	2
MSTC -206	Funeral Service Management and Principles Practicum	3
APCT-104	Intro to Application of Computers	2
APCT-105	Intro to Application of Computers - Lab	1
MSTC -155	Small Business Management for Funeral Service	3
	Subtotal in Business Management	14

Social Sci/Humanities:

MSTC -107	History and Sociology of Funeral Service	3
MSTC -254	Psychology of Grief	3
MSTC -104	Funeral Service Orientation	3
	Subtotal in Social Science	9

Legal, Ethical, Regulatory:

MSTC -135	Funeral Service Law	3
MSTC -294	National Board Seminar	1
	Subtotal in Legal	4

General Education:

Orin 101	Freshman Orientation	1
BIO-111	Anatomy and Physiology I – Lec	3
BIO-113	Anatomy and Physiology I – Lab	1
BIO-112	Anatomy and Physiology II – Lec	3
BIO-114	Anatomy and Physiology II – 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
SPCH-115	Public Speaking	3
ECON-201	Principles of Macroeconomics	3
	Subtotal in General Education	27

TOTAL CREDITS REQUIRED IN PROGRAM 73

Course Descriptions

MSTC – 105 Descriptive Pathology (3)
A study of 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. Lec. 3hrs. Pre-req.: BIOL – 111 and 113, BIOL – 112 and 114, MSTC 104 or permission of the instructor.

MSTC – 155 Small Business Management for Funeral Service (3)
A comprehensive analysis of 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. Pre-req.: MSTC – 104, Co-req.: MSTC – 105, MSTC – 107, MSTC – 135. Mortuary Science Majors only. Approval of Program Director.

MSTC – 220 Embalming and Disposition Principles I (Lecture) (1)
Theory and application of the instruments, accessories and materials necessary for embalming and disposition. Methods for case analysis, positioning of the body, posing of features, injection, raising and selecting arteries. Classification of anatomical and linear guides, embalming chemical solutions, dilutions, and drainage types. Lec. 1hr. Pre-reqs; All first year Mortuary Science Courses. Co-reqs: MSTC 205; MSTC 206, MSTC – 213; MSTC 214; and MSTC- 223. Mortuary Science Majors only. Approval of Program Director.

Mortuary Science Program Faculty and Advisors

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Associate Degree in Mortuary Science Program of Study

Pre-Mortuary Science Courses

Course Number	Pre-Requisite Associate Degree Course Requirements	Credit Hours	Earned Grade
ORIENT 101	Freshman Orientation	1	
ENGL 111	Foundation Writing I or English I	3	
ENGL 112	Foundation Writing II or English II	3	
SPCH 115	Public Speaking	3	
MATH-101	General College Math I	3	
MATH-102	General College Math II	3	
BIOL-111	Anatomy and Physiology I-Lecture	3	
BIOL-113	Anatomy and Physiology I-Laboratory	1	
BIOL-112	Anatomy and Physiology II-Lecture	3	
BIOL-114	Anatomy and Physiology II-Laboratory	1	
Total Credits		24	

FIRST Year- Fall Semester

Course Number	Course Name	Credit Hours	Earned Grade
MSTC-104	Funeral Service Orientation	3	
MSTC-107	History & Sociology Of Funeral Service	3	
ACTC	Principles of Accounting I	3	
APCT-104	Intro To Application Computers-Lecture	2	
APCT-105	Intro to Application Computers-Laboratory	1	
Total		12	

FIRST Year- Spring Semester

Course Number	Course Name	Credit Hours	Earned Grade
BUSN	Principles of Macroeconomics	3	
MSTC-105	Descriptive Pathology	3	
MSTC-135	Funeral Service Law	3	
MSTC-155	Small Business Mgt. for Funeral Service	3	
Total Credits		12	

FIRST Year- Summer Semester

Course Number	Course Name	Credit Hours	Earned Grade
MSTC-124	Theories of Embalming and Disposition	3	
MSTC-131	Restorative Art I-Lecture	3	
Total Credits		6	

Second Year- Fall Semester

Course Number	Course Name	Credit Hours	Earned Grade
MSTC-213	Restorative Art II –Lecture	2	
MSTC-214	Restorative Art II – Laboratory	2	
MSTC-220	Embalming & Disposition Principles I	1	
MSTC-223	Embalming & Disposition Principles I Laboratory	2	
MSTC-205	Funeral Service Management & Principles Lecture	2	
MSTC-206	Funeral Service Management & Principles Laboratory	3	
	Total Credits	12	

Second Year- Spring Semester

Course Number	Course Name	Credit Hours	Earned Grade
MSTC-230	Embalming & Disposition Principles II	1	
MSTC-232	Embalming & Disposition Principles II Laboratory	2	
MSTC-254	Psychology of Grief	3	
MSTC-294	NATIONAL BOARD SEMINAR	1	
	Total Credits	7	

ASSOCIATE DEGREE IN MORTUARY SCIENCE PROGRAM**73 CREDIT HOURS FOR COMPLETION OF DEGREE**

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](http://www.nfda.org)

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

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 THE UNIVERSITY MAY BE SECURED
FROM**

University of the District of Columbia
Office of Admissions
801 N. Capitol St., N.E.
Washington, D.C. 20002
202-274-6756
OR
4200 Connecticut Ave NW
Washington, DC 20008

PROGRAM INFORMATION MAY BE SECURED FROM

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Program Director
Mortuary Science Program
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MORTUARY SCIENCE PROGRAM

STUDENT HANDBOOK RECEIPT FORM

(Student File Copy)

I have received the **Mortuary Science Program's Student Handbook (2013-2014)**

I am responsible and will abide by the rules, regulations, guidelines, policies and procedures specified in the **Mortuary Science Program's Student Handbook (2013-2014)**

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