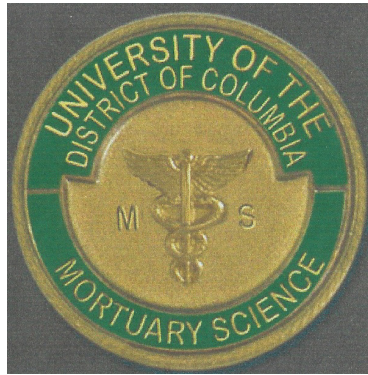


**UNIVERSITY OF THE DISTRICT OF COLUMBIA**  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF NURSING AND ALLIED HEALTH

# **MORTUARY SCIENCE PROGRAM**



**1973** *35 Years of Excellence in Funeral Service Education* **2008**

## **Student Handbook**

2008-2009

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

Accredited by the  
**American Board of Funeral Service Education, Inc.**

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**Robert J. Dean, M.Ed., CFSP**  
Program Director

**Letter From the Director**  
*Academic Year 2008-2009*

Hello and Welcome to all Mortuary Science Students:

On behalf of the faculty of the Mortuary Science Program, I welcome you to what will hopefully be a challenging and rewarding academic new year. We are looking forward to assisting and challenging you so that you will become the future Morticians of tomorrow. This academic year, the Mortuary Science Program will be celebrating thirty-five years of continued excellence in funeral service education. Since the inception, the Mortuary Science Program has produced and graduated many successful funeral service 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 and full-time Mortuary Science faculty that, have proven themselves in the funeral profession, and are willing to assist you as you make progress on your educational journey.

Again, welcome to the Mortuary Science Program and Good Luck this academic year in your educational pursuits.

Sincerely,

Robert J. Dean, M.Ed., CFSP  
Program Director

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## **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.

## **OVERVIEW OF THE COLLEGE OF ARTS AND SCIENCES**

The College of Arts and Sciences (CAS) offers a variety of programs in a cultural and academic environment in which its students and faculty may thrive as human beings, scholars, teachers, leaders, activists, and productive members of society. The College strives to create and maintain a stimulating academic and social environment for the diverse populations it serves. This environment is characterized by cooperation and communication among all constituencies in order to enhance quality and productivity in the delivery of services to its students.

The primary mission of the College is to produce well-educated autonomous, competent, and resourceful graduates who are well prepared to live and work in the multiethnic, global, and technological society of the 21<sup>st</sup> Century. To accomplish this mission, the College provides opportunities for students to: 1) acquire a mastery of basic competencies and skills; 2) acquire the fundamentals of a general education; 3) concentrate in several fields in the humanities, fine arts, natural sciences, social sciences, and education and 4) obtain sound preparation for professional and graduate study. The College strives to be efficient and effective in carrying out this mission.

The College of Arts and Sciences is organized into three Schools- the School of Arts and Education, the School of Science and Mathematics- and nine degree granting departments. Departments in the School of Arts and Education are: Education; English; Urban Affairs, Social Sciences, and Social Work; Languages and Communication Disorders; and Mass Media, Visual and Performing Arts. Departments in the School of Science and Mathematics are: Biological and Environmental Sciences; Chemistry and Physics; Mathematics; and Psychology and Counseling. The College offers six (6) master's degree programs, twenty four (24) bachelor of science, bachelor of arts, and bachelor of music degree programs; eight (8) associate in areas and associate in science degree programs, and four (4) certificate programs.

The College-through its' Department of Languages and Communication Disorders-offers English courses for students whose native language is not English. The main goal of the English as a Second Language (ESL) Program is to prepare those students for academic life in a university setting. Services for senior citizens are offered through the Institute of Gerontology; and services to children

(ages 2 years 9 months through 4 years 8 months) of faculty, staff, and students at the University are provided by the University's Child Development Center. Other programs offered by the College through various departments are: the Early Childhood Leadership Institute, the Certificate in Non-Profit Leadership; Graduate Certificate Program in Adult Education.

## **MISSION OF THE DEPARTMENT OF NURSING AND ALLIED HEALTH**

The mission of the 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.

## **HISTORY OF THE MORTUARY SCIENCE PROGRAM**

The present Mortuary Science Program, of the University of the District of Columbia, 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 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 (19) 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 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 were:

Anatomical Embalmer

Anatomical Pathological Technician

Autopsy Assistant

Morgue Attendant

Morgue Diener

Mortuary 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.

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 the 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 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 College of Arts and Sciences. This academic year, 2008-2009, the Mortuary Science Program is proud to celebrate its' thirty-fifth year of excellence in funeral service education.

## **PHILOSOPHY OF THE MORTUARY SCIENCE PROGRAM**

The University of the District of Columbia's 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, D.C. Medical Examiners Office, funeral service professional literature, faculty, students, and local and national funeral directors.

The Aims and Purposes of the U.D.C. Mortuary Science Department 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 the dignity and honor of the funeral profession.

UNIVERSITY OF THE DISTRICT OF COLUMBIA  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF NURSING AND ALLIED HEALTH

## MORTUARY SCIENCE PROGRAM



**1973** *35 Years of Excellence in Funeral Service Education* **2008**

## CURRICULUM OUTLINE

FOR

**ASSOCIATE IN APPLIED SCIENCE DEGREE IN MORTUARY SCIENCE**

ACCREDITED BY

**THE AMERICAN BOARD OF FUNERAL SERVICE EDUCATION, INC.**

3414 Ashland Avenue, Suite G

St. Joseph, MO 64506

Office: (816) 233-3747

Cell: (816) 341-2573

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Email: [exdir@abfse.org](mailto:exdir@abfse.org)

Website: [www.abfse.org](http://www.abfse.org)

## **ASSOCIATE OF APPLIED SCIENCE IN MORTUARY SCIENCE**

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

During matriculation, students develop skills in embalming, cosmetizing, dressing, and casketing. In addition, students gain experience in directing funeral services. Students are required to maintain notebooks for each course in the curriculum. 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 or to serve as a pathologist's assistant, autopsy assistant, anatomical embalmer, anatomical technician, or thanatologists assistant.

Employment opportunities exist with funeral homes, hospitals, medical schools, health, and the offices of medical examiners or coroners.

The Aims and Purposes of the Mortuary Science Program are:

- To increase students' knowledge of funeral service and its professional ethics.
- 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.
- To present students with a challenging curricula and facilities which will instill high standards of ethical, moral, community and personnel performance and integrity.
- To share educational facilities as a community resource.
- To encourage exploration, research, self directed discovery and participation in the improvement of the program.
- To relate educational outcomes to the national as well as local needs of the funeral profession.
- To educate its students to the high standards of ethical conduct necessary to uphold and perpetuate the dignity of funeral service.
- To increase the student's capacity to share responsibility in the social, ethical and political processes of society.

The Mortuary Science Program is accredited by and is a member of the:

**American Board of Funeral Service Education, Inc.**

3414 Ashland Avenue, Suite G

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Email: [exdir@abfse.org](mailto:exdir@abfse.org)

Website: [www.abfse.org](http://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](http://www.abfse.org).

**Additional Comments or Requirements:**

*Academic Standing*

To progress in the Mortuary Science Program, prerequisites must be completed for each Mortuary Science course. A student must pass each Mortuary Science course in the sequence in which it is identified in the program of study. Failure to pass any Mortuary Science or core course with a grade of a "C" or better will prevent the student from taking the next course in the sequence until this requirement is met. (A core course is any course that contains material that is testable content on the National Board Examination)

Also incomplete grade(s) must be removed before progressing to another Mortuary Science course.

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 maintain a Cumulative Grade Point Average (C.G.P.A.) of 2.5 to remain a Mortuary Science major.

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

*Grading Scale*

100 – 95 = A

94 – 87 = B

86 – 75 = C

74 – 70 = D

69 – 0 = F

### *Class Attendance*

Attendance is taken at all class sessions. Classroom attendance is required and Clinical and Practicum attendance is mandatory.

### *Security Clearance*

A security clearance may be required for practicum assignments.

### *Health Clearance*

An annual physical is required as well as certain immunizations such as the Hepatitis B series, Tetanus, and Tuberculosis.

### *Transfer Credits*

Transfer students from other colleges must be in good academic standing, not on academic probation, not academically or administratively dismissed, and not barred from continuing enrollment in the Mortuary Science Program at previous college(s). Transfer students from other colleges must meet the criteria for admission, and have earned a 2.5 or higher C.G.P.A. to be considered for progression into the Mortuary Program. Also, credit by examination may be used to validate prior learning.

### *Credit by Examination*

Credit by examination is at the discretion of the Mortuary Science Program Director.

### *Withdrawal/Dismissal*

Mortuary Science students with two grades less than "C" in Mortuary Science courses or core courses will not be retained in the Mortuary Science Program. While students may be dismissed from the Mortuary Science Program, they are not dismissed from the University and are assisted with identifying another major. In special cases, a student may be readmitted (cases cannot involve failing grades).

### *Statue 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 the 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 at no time lengthen the period of time required to obtain the Mortuary Science Degree.

## MORTUARY SCIENCE PROGRAM

*Total Credit Hours of College-Level Courses Required for Graduation: 72 credit hours*

### **Pre-Mortuary Science Courses**

1535-101	General College Math I	3
1535-102	General College Math II	3
1133-111	English Composition I	3
1133-112	English Composition II	3
1401-111	Anatomy and Physiology I-Lecture*	3
1401-113	Anatomy and Physiology I- Lab*	1
1401-112	Anatomy and Physiology II - Lecture*	3
1401-114	Anatomy and Physiology II - Lab*	1
1119-115	Public Speaking*	3

### **General Requirements**

2131-201	Principles of Macroeconomics	3
3528-104	Intro to Application of Computers*	2
3528-105	Intro to Application of Computers-Lab*	1
2201-201	Principles of Accounting I*	3

*\*Must achieve a grade of "C" or better.*

### **Required Courses**

1423-104	Funeral Service Orientation*	3
1423-105	Descriptive Pathology*	3
1423-107	History and Sociology of Funeral Service*	3
1423-124	Theories of Embalming and Disposition*	3
1423-131	Restorative Art I – Lecture*	3
1423-135	Funeral Service Law*	3
1423-155	Small Business Management for Funeral Service*	3
1423-205	Funeral Service Management and Principles Lecture*	2
1423-206	Funeral Service Management and Principles Practicum*	3
1423-213	Restorative Art II- Lecture*	2
1423-214	Restorative Art II- Lab*	2
1423-220	Embalming and Disposition Principles I – Lecture*	1
1423-223	Embalming and Disposition Principles I – Lab*	2
1423-230	Embalming and Disposition Principles II – Lecture*	1
1423-232	Embalming and Disposition Principles II – Lab*	2
1423-254	Psychology of Grief*	3
1423-294	National Board Seminar*	1

# Course Descriptions

**1423-104 Funeral Service Orientation (3)**

An analysis of the trends and traditions of funeral service, its inception, organizational structure, and avenues of expansion. Lec. 3 hrs.,

**1423-105 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. 3 hrs. Pre-req.: 1401-111 and 113, 1401-112 and 114 or Permission of the instructor.

**1423-107 History and Sociology of Funeral Service (3)**

A history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices. It also involves the study of those social phenomena that affect all elements of funeral service. Lec. 3 hrs.

**1423-124 Theories of Embalming and Disposition (3)**

An analysis of the objectives of embalming, disposition, signs and tests for death, post mortem changes of the body, pre-embalming techniques, and embalming practices from 4,000 B.C. to present. Pre-req.: 1423-105 and 1423-135. Co-req.: 1423-131, 1423-155. Mortuary Science Majors only. Approval of Program Director.

**1423-131 Restorative Art I (3)**

An introduction to the physiognomy, surface bones of the cranium and face, modeling techniques, head shapes, facial profiles, structures of the ear, nose, mouth, and eyes. Pre-req.: 1423-105, 1423-135. Co-req.: 1423-124, 1423-155. Mortuary Science Majors only. Approval of Program Director.

**1423-135 Funeral Service Law (3)**

Legal ramifications concerning the sources of mortuary law, legal status of a dead human body, rights and duties of disposal, the rights of parties obligated for disposal of human remains. Rights and duties of the mortician, liability for funeral expenses, and the laws governing interment and disinterment. Lec. 3 hrs..

**1423-155 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.: 1423-104, 1423-105, 1423-107, 1423-135. Co-req.: 1423-124, 1423-131. Mortuary Science Majors only. Approval of Program Director.

**1423-205 Funeral Service Management and Principles (2)**

A concentration on the responsibilities of licensure and professional practices with specific emphasis regarding management of personnel, facilities and other resources. Descriptive as well as field study of implementation and direction of funerals according to sociological, theological and psychological needs of the persons being served. Lec. 2 hrs., Prereq.: 1423-213 and 214; 1423-220 and 223; 2201-202; 2131-201; Co-req.: 1423-206; 1423-230 and 232; 1423-254. Mortuary Science students graduating in the spring semester.

**1423-206 Funeral Service Management and Principles Practicum (3)**

Field experience in the technical and administrative aspects of the funeral service profession. Lab 6 hrs., Co-req.: 1423-205. Mortuary Science students graduating in the spring semester.

**1423-213 Restorative Art II (Lecture) (2)**

Restorative treatment outlines for burns, bullet wounds, excisions, fractures, decapitations, etc. in conjunction with a full exploration of the color theory with emphasis on waxes and cosmetics. Lec. 2 hrs., Pre-req.: 1423-131. Co-req.: 1423-214. Mortuary Science Majors only.

**1423-214 Restorative Art II (Laboratory) (2)**

Performing restoration techniques regarding correct form, contour, color and shape. Lab. 4 hrs., Pre-req.: 1423-131. Co-req.: 1423-213. Mortuary Science Majors only.

**1423-220 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. 1 hr., Pre-req.: 1423-124. Co-req.: 1423-223. Mortuary Science Majors only. Approval of Program Director.

**1423 223 Embalming and Disposition Principles I (Laboratory) (2)**

The embalming of dead human remains, the theory of embalming practices, and laboratory management. Lab. 6 hrs., Pre-req. 1423-124. Co-req.: 1423-220. Mortuary Science Majors only. Approval of Program Director.

**1423-230 Embalming and Disposition Principles II (Lecture) (1)**

A study of the embalming process involving cavity treatment, autopsies, necropsies, or postmortem examinations, postmortem conditions and their embalming treatments, and disaster management related to embalming. Lec. 1 hr., Pre-req.: 1423-213 and 214; 1423-220 and 223. Co-req: 1423-232. Mortuary Science Majors only. Approval of Program Director.

**1423-232 Embalming and Disposition Principles II (Laboratory) (2)**

The embalming of dead human remains, the theory of embalming practices, and laboratory management. Lab 6 hrs., Co-req.: 1423-230. Mortuary Science Majors only. Approval of Program Director.

**1423-254      Psychology of Grief      (3)**

Mental processes associated with the role of the funeral director in grief counseling, death, dying, immortality, normal and abnormal grief reactions including the concepts of "grief work" and the impact of death on the bereaved. Lec. 3 hrs. Pre-req.: 1423-124, 1423-131 and 1423-155. Mortuary Science Majors only. Approval of Program Director.

**1423-294      National Board Seminar      (1)**

A methodical review of all areas of funeral service with emphasis on specific competencies necessary for passing the National Board Examination as well as State Licensure Examinations. Lec. 1 hr., Pre-req.: Mortuary Science students graduating in the spring semester only. Approval of the Program Director.

## **Mortuary Science Program Faculty and Advisors**

**Mr. Robert J. Dean** (Program Director)      Bldg. 44, Room 200-29  
202-274-5858

**Mr. Leander M. Coles**      Bldg. 44, Room 200-29  
202-274-6365

**Mrs. Lynne T. McGuire**      Bldg. 44, Room 200-24  
202-274-5929

**UNIVERSITY OF THE DISTRICT OF COLUMBIA  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF NURSING AND ALLIED HEALTH**

## Associate of Applied Science Degree in Mortuary Science

### Program of Study

#### **PRE-MORTUARY COURSES**

<b><u>COURSE NUMBERS</u></b>		<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>
1535	101	General College Math I	3
1535	102	General College Math II	3
1133	111	English Composition I	3
1133	112	English Composition II	3
1401	111	Anatomy and Physiology I-Lecture*	3
1401	113	Anatomy and Physiology I- Lab*	1
1119	115	Public Speaking*	3

\* Must achieve a grade of "C" or better.

**Total – 19 Hours**

#### **FIRST YEAR-FALL SEMESTER (I)**

1423	104	Funeral Service Orientation*	3
1423	107	History and Sociology of Funeral Service*	3
1401	112	Anatomy and Physiology II - Lecture*	3
1401	114	Anatomy and Physiology II - Lab*	1
2131	201	Principles of Macroeconomics	3

**Total – 13 Hours**

#### **FIRST YEAR-SPRING SEMESTER (II)**

1423	105	Descriptive Pathology*	3
1423	135	Funeral Service Law*	3
3528	104	Intro. to Appl. of Computers – Lecture*	2
3528	105	Intro. to Appl. of Computers – Lab*	1
2201	201	Principles of Accounting I*	3

**Total – 12 Hours**

#### **FIRST YEAR-SUMMER SEMESTER (III)**

1423	124	Theories of Embalming and Dispo.*	3
1423	131	Restorative Art I – Lecture*	3
1423	155	Small Business Management for Funeral Service*	3

**Total – 9 Hours**

**SECOND YEAR-FALL SEMESTER (IV)**

1423	213	Restorative Art II – Lecture*	2
1423	214	Restorative Art II – Lab*	2
1423	220	Embalming and Disposition Principles I Lecture*	1
1423	223	Embalming and Disposition Principles I Lab*	2
1423	205	Funeral Service Management and Principles Lecture*	2
1423	206	Funeral Service Management and Principles Practicum*	3

**Total – 12 Hours**

**SECOND YEAR-SPRING SEMESTER (V)**

1423	230	Embalming and Disposition Principles II Lecture*	1
1423	232	Embalming and Disposition Principles II Lab*	2
1423	254	Psychology of Grief*	3
1423	294	National Board Seminar*	1

**Total – 7 Hours**

**TOTAL SEMESTER HOURS: 72 HOURS**

## ADMISSIONS REQUIREMENTS

The Mortuary Science Program is an equal opportunity and affirmative action program. Its employment and educational opportunities are available to all qualified persons regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation family responsibilities, matriculation, physical handicap, or political affiliation. Admission to the university, however, does not guarantee admission to the Mortuary Science Program. The Mortuary Science Program has an admission's policy governed by the following constraints:

1. All students must meet the general requirements for admission to the university.
2. Mortuary Science students must have a physical examination.
3. Each student must be interviewed by a faculty member of the Mortuary Science Program.

## RETENTION AND PROGRESSION

**A minimum Grade Point Average (G.P.A.) of 2.5 must be maintained each semester. A grade of "C" or above is required in all mortuary science courses and core courses. (A core course is any course that contains material that is testable content on the National Board Examination)**

Progression in Mortuary Science courses requires that all pre-requisites and co-requisites be met.

A student may be denied enrollment or continued enrollment in the 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.

## 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 averages 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 Application 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 the College of Arts and Sciences. 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:

Freshmen	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 STANDING POLICY**

The Mortuary Science Program's academic standing policy is consistent with the University 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.

## **ACADEMIC INTEGRITY**

Students enrolling at the University 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 words, 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 Affairs Committee will review the report, meet with all parties concerned, and make a formal recommendation to the department chair for transmittal to the academic dean.

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

Students must also abide by and adhere to the academic integrity policies and procedures from the university as well as the Department of Nursing and Allied Health, whichever is more strict.

## **Notes Concerning Laboratory Education**

1. Student must successfully complete Theories of Embalming and Disposition Principles (1423-124) before enrolling in Embalming and Disposition Principles I (1423-220).
2. Student must successfully complete Descriptive Pathology (1423-105) and Funeral Service Law (1423-135) before enrolling in Restorative Art I (1423-213).
3. Student must be a graduating student before enrolling in Funeral Service Management and Principles (1423-205).
4. Student must be a graduating student before enrolling in National Board Seminar (1423-294).

## **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 a 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 would be detrimental to his/her health, or to 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 the Mortuary Science Program.
8. Insubordination: The display of disrespect for Mortuary faculty and fellow mortuary students will not be tolerated and may result in removal from the course and dismissal from the Mortuary Science Program.
9. Unprofessional behavior at funeral home sites: Clinical site 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, 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. If the affiliation of a student is terminated by either the clinical facility or the clinical instructor, the student will not be reassigned, and thus will not be able to meet the objectives of the clinical experience.

### **Advanced Standing**

The Mortuary Science Program provides various means of granting advanced credit in mortuary science to qualified applicants. Students, who are currently or have previously been enrolled in another mortuary science program and wish to transfer, should contact the Mortuary Science Program for information on advanced standing. Students, who have already completed an approved Mortuary Science Program without a degree, and are currently holding or eligible for licensure should also contact the program for information on advanced standing.

### **Grade Appeal Policy**

The Mortuary Science Program follows the grade appeals policy/process of the University.

The following grade appeals process is strictly limited to the consideration of the Student's academic performance:

1. Any student with a grade dispute must present it to the Professor who taught the course **within one semester from receiving the grade.** (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 first 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 University 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 University 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's Mortuary Science Program. Additionally, the student must complete the University-wide requirements, and obtain a minimum cumulative grade point average of 2.00. 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.

*Students are required to take the National Board Examination prior to graduation.*

### **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 evaluations 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 assignments as scheduled. If unavoidable circumstances result in tardiness or absence, students are required to notify the laboratory supervisor and/or the 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. ALL tardiness and absenteeism will be made up at the convenience or prerogative of the laboratory supervisor and/or instructor.

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.

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 and a G.P.A. of 2.50 must be maintained.

## **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 the 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.
- Not engage in 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 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 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 the laboratory site's telephone for personal use nor engage in the use of 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 faculty and fellow mortuary students will not be tolerated and may result in removal from the course and dismissal from the Mortuary Science Program.
- Not to 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 laboratory and funeral home sites:  
Laboratory/Clinical site placement is contingent on the agreement of the participating laboratory/clinical facility. Thus, the laboratory/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 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 services may, likewise dismiss a student from a laboratory/clinical affiliation. If the affiliation of a student is terminated by either 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 the direction of the laboratory supervisor or sponsor.

## **Personal Appearance**

The personal appearance and demeanor of Mortuary Science students at the University of the District of Columbia 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/laboratory/clinical site 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 suits (**Business Attire**). Slacks are allowed for certain assignments.
- Male students will wear conservative dress suits (**Business Attire**) with 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 be required.
- 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 WEBSITES OF INTEREST**

ABFSE – American Board of Funeral Service Education  
[www.abfse.org](http://www.abfse.org)

ICFSEB – International Conference of Funeral Service Examining Boards, Inc.  
[www.cfseb.org](http://www.cfseb.org)

NFDA – National Funeral Directors Association  
[www.NFDA.org](http://www.NFDA.org)

NFDMA – National Funeral Directors and Morticians Association, Inc.  
[www.NFDMA.com](http://www.NFDMA.com)

UDC – University of the District of Columbia  
[www.UDC.edu](http://www.UDC.edu)

Newspapers – Nationally, Locally, Weekly, Daily, etc.....  
[www.newspaperlinks.com](http://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's Student Handbook for guidance.**