UNIVERSITY OF THE DISTRICT OF COLUMBIA
COMMUNITY COLLEGE

MORTUARY SCIENCE PROGRAM

1973 - 2026
54 Years of Excellence in Funeral Service Education

Student Handbook

2026-2027

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

Accreditation

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

Dear UDC-CC Mortuary Science Students,

Welcome to the Mortuary Science program at the University of the District of Columbia Community College (UDC-CC). Our faculty believes you will find this academic year highly rewarding as you pursue your educational and career goals. To graduate, get a job, and become licensed in the funeral profession, you will need to work hard, and so will we. Our Mortuary Science program is rigorous, but the information, skills, and practices you gain in our curriculum courses will prepare you to successfully pass the National Board Exam (NBE) and establish a solid foundation for your future endeavors.

Our faculty members are highly skilled in funeral arts and sciences, and they are committed to providing you with the best education possible. This handbook contains detailed information about our program, policies, and UDC-CC. It applies to all students currently enrolled in the program and those who hope to matriculate.

Please read this handbook carefully and refer to it when necessary. It complements policies established by both UDC and UDC-CC. Most questions about the Mortuary Science program can be answered with this manual.

We are delighted to welcome you to the UDC-CC Mortuary Science program, which is a beacon in the community and provides a safe environment for learning. Our faculty is eager to help you succeed in the funeral industry.

Best regards,

John Kirksey, MPA, FD
Program Director
Mortuary Science Program

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UNIVERSITY, DIVISION AND PROGRAM MISSIONS

The University of the District of Columbia (UDC) is an urban land-grant institution of higher education. It is a comprehensive public institution offering quality, affordable 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.

Mission of UDC:

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

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

The Mortuary Science Program's mission is to provide students with a comprehensive education in mortuary science and to prepare graduates to enter the funeral service profession to serve the diverse citizenry of the District of Columbia and for society at large. 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 post-mortem examination. Careers in mortuary science include funeral director, embalmer, autopsy technician, pre-need insurance sales, cemetery sales and management, and funeral merchandise marketing.

Vision of UDC:

All students will achieve their highest levels of human potential.

HISTORY OF THE MORTUARY SCIENCE PROGRAM

The University of the District of Columbia Community College (UCD-CC) evolved under the auspices of the formerly known institution, The Washington Technical Institute, in 1973. The mortuary science program came into fruition under the leadership of the late Professor Leander M. Coles. During his tenure, Professor Coles set in motion a feasibility study surveying the Washington DC metropolitan area to determine the need for a funeral service education program.

The assessment of the study reveals that the Washington DC, Maryland, and Virginia areas have fourteen hospitals and nineteen funeral home establishments in the Tri-City area. Therefore, the study identifies occupations of various fields and career availability. Further analysis determined that critical areas of funeral service education were necessary within the funeral service community.

As part of the feasibility study, the hospital surveys revealed that persons graduating from mortuary science programs did not necessarily enter the death care industry as licensed persons. However, the graduate followed other career paths within the death care industry. Some occupations exist in hospitals related to mortuary science. The occupations identified in the healthcare-related field were anatomical embalmer for medical schools, pathology and autopsy technicians, morgue attendants, casualty assistance, decedent affairs, and others.

The funeral home surveys are designed to obtain a consensus of an educational picture of the current funeral service industry of the Metropolitan area as it existed. The demographics include funeral service establishments that served lower-income communities to those which catered to the upper echelon. In addition, the feasibility assessment gathered information from funeral service licensees of various backgrounds regardless of race or nationality, experiences, and service caseloads.

This assessment determined the educational needs of the funeral service community; therefore, introducing the development of a curriculum based upon the educational philosophy of the University of the District of Columbia.

In conclusion, the Mortuary Science program established at this institution developed because of:

1. Data indicating a course of study in mortuary science is relevant for occupational and educational needs.
2. The overall desire of funeral service-related people for a formal mortuary science program of study in the Washington Metropolitan area.
3. The concern and foresight of educators to respond to the needs of the community.

The Mortuary Science program enrolled its first students in the fall of 1974. The program received full accreditation from the American Board of Funeral Service Education, Inc. The first class graduated in 1976. In 1977, the Washington Technical Institute, the Federal City College, and the D.C. Teachers College consolidated to meet the needs of a growing community. Therefore, the reorganization of the post-secondary school changed the institution's name to the University of the District of Columbia.

In 2008, The University of the District of Columbia Community College (UDC-CC) received authorization to confer Associates of Applied Science degrees, certificates of completion, and

workforce development. The Mortuary Science program is currently within the Division of Nursing and Allied Health, Life and Physical Sciences in the University of the District of Columbia Community College. This academic year, 2025-2026, the Mortuary Science program is proud to celebrate its 54th year of excellence in funeral service education.

The University of the District of Columbia Community College's (UDC-CC) Mortuary Science program aims to provide students with a comprehensive education in mortuary science. Our program design encompasses the managerial and technical aspects of the funeral industry service and its allied areas as we prepare graduates to enter the funeral service profession to serve the District of Columbia's diverse citizenry and society at large.

PROGRAM DESCRIPTION

The Mortuary Science program curriculum offers a course of study leading to the Associate of Applied Science Degree. The program is designed to encompass the managerial and technical aspects of funeral service and its allied areas. The program offers a foundation for further study in thanatology, pathology, grief counseling, and forensics.

During matriculation, students develop skills in embalming, restorative art, various body preparations, and casketing. In addition, students gain experience in directing funeral services, general business management, and funeral service ethics. Scholarships from national and local funeral service associations and manufacturers are available for those who qualify.

Upon completion of the Mortuary Science curriculum and licensing requirements of the states in which students intend to practice, students are prepared for careers as funeral directors and embalmers. Employment opportunities also exist with medical schools as an anatomical curator and the Office of the Chief Medical Examiner as an autopsy technician among other various career options.

PROGRAM LEARNING OUTCOMES

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

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.

6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

ADMISSION REQUIREMENTS

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

- Successful completion of all pre-mortuary coursework with a grade of "C" or better AND a GPA of 3.00 or higher (for prerequisite courses) **PRIOR TO Mortuary Science Program application.**
    - An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework, unless the applicant has completed **all** their coursework at UDC-CC.

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

- Submission of at least two (02) confidential letters of recommendation (using the official recommendation forms included in the MS application packet):
    - At least one recommendation letter MUST be from a professor, preferably a science professor.
    - For letters that are not written by professors, the writer must know the applicant in a professional capacity for at least one (01) year.

- Proof of a physical health examination performed by a licensed health-care provider, including:
    - Vaccinations, which are required as part of the physical examination and are checked annually: MMR, Tuberculosis (not older than one year), Hepatitis B,

Poliomyelitis, and Tetanus (initial vaccination, followed by booster within the last 10 years).

- Proof of the physical examination and vaccinations that must be submitted to the University Health Services (Building 44, room A02) https://udc.studenthealthportal.com/ upon official acceptance into the program.

- The Mortuary Science program requires criminal background clearance checks upon official acceptance into the program, utilizing the services of Global Investigative Services located at 1700 Rockville Pike, Suite 230, Rockville, MD 20852, Telephone: 301-589-0088, Website: www.gispi.com. The background check requires electronic submission (including payment of the background check), stating the applicant's name. The background check results will be forwarded directly to UDC-CC.

- Upon official acceptance into the program, a 9-panel drug screening, including testing for the following drugs: opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives) will be required with: Metro Lab, 3422 Georgia Avenue, NW, Washington, DC 20010, Telephone: 202-234-1339. Submit results to UDC-CC Health Services https://udc.studenthealthportal.com/ and retain a copy of the records.

- The interview will be conducted by the Admission, Progression, and Graduation (APG) Committee.

- Submit the completed application to Professor John Kirksey, Program Director, 4200 Connecticut Avenue, NW 2nd Floor, Washington, DC 20008
  Email: john.kirksey@udc.edu

ADVISEMENT AND REGISTRATION

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

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

Specialized academic advisers are accessible in the Division of Student Success to advise students taking pre-requisite or other non-programmatic courses. In addition, the Student Navigator for the Division provides advisement to students on non-academic matters (study skills, accommodations, time-management, child-care, among others).

For registration into the programmatic courses, students need to send an email to the Program Director, who will register each student into the section of their choice provided all pre-requisite requirements are met.

During the pandemic, advisement, counselling and support services for registration and student services are available virtually.

TRANSFER STUDENTS

Transfer to UDC-CC:

For pre-requisite and other non-programmatic courses, UDC-CC accepts credits from other regionally accredited institutions. Please refer to the UDC-CC catalog regarding transfer policy

Transfer of Mortuary Science courses:

The Mortuary Science program at UDC-CC awards degrees to students who fulfill all degree requirements specified in the program curriculum. Students must complete the final 18 credits of the Mortuary Science degree at the UDC-CC campus, and transfer credits are not accepted for these required 18 credits, regardless of whether the previous institution's curriculum and course content aligns with UDC-CC's program. The program will consider the transfer of general studies credit with a grade of "C" or better by conducting a detailed course-by-course analysis. To apply for admission, students should contact the Mortuary Science Program Director. Transfer students must be in good academic standing at their previous institution and should not be on academic probation, academically or administratively dismissed, or banned from enrollment in the last Mortuary Science program. Additionally, two letters of recommendation are required, with one coming from the Program Director of the applicant's previous institution, to be submitted directly to the UDC-CC Mortuary Science Program Director.

INTERNATIONAL STUDENTS

The program will accept pre-requisite and non- programmatic courses done outside the United States, following the procedures outlined in the UDC college catalog. Official transcripts from the National Association of Credential Evaluation Services (NACES)certify that the applicant has completed formal educational requirements at least equivalent to high school graduation in this country must be submitted to the University Registrar’s Office to seek admission into UDC-CC.

Mortuary Science coursework conducted outside of the United States will not be considered for academic credit at UDC-CC. After admission into UDC-CC, the applicant will follow all procedures for admission outlined in this handbook.

MODE OF INSTRUCTION

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

Exceptions for Emergency Remote Instruction:
During the pandemic, we may resort to two modes of teaching:

1. Face to Face with social Distancing and proper personal protective equipment. During the pandemic, all laboratory courses will be held in person.
2. Remote Access (synchronous only) via WebEx, Zoom, or Blackboard.

The program maintains academic integrity by ensuring students utilize Blackboard Monitor, Respondus Lockdown, SafeAssign, and/or proctored, face to face examination taking.

To ensure smooth operations of a conducive learning environment, students are expected to have an electronic device (laptop/ iPad/ desktop) with a camera/ webcam and speakers. The devices should be linked to a high-speed internet service for uninterrupted web accessibility. Use of cell phones to attend virtual classes will not be possible due to compatibility concerns with the Learning Management Platforms at UDC.

For technical assistance, please contact the UDC help desk available 24/7, via telephone: 202-274-5941.

PROGRESSION, DISMISSAL AND READMISSION

Progression

Following admission into the Mortuary Science program, students must adhere to the following to matriculate in the program:

1. Achieve a grade of "C" or better in all required courses listed in the Program of Study AND

2. Maintain a cumulative GPA of 3.00 each semester.

3. Remediate all incomplete grade(s) in Mortuary Science courses before the end of the term immediately following the term in which the Incomplete (I) grade was given (not including summer). Complete all prerequisites and/or co-requisites for each Mortuary Science course **MSTC Courses MUST be taken in the sequence provided in the Program of Study.**

4. Only **two** attempts for any course in the Mortuary Science Program of Study are allowed**.** Withdrawal by a student from a course is considered an attempt at that course and will be counted against the maximum attempts allowed.

5. Complete all degree requirements for the A.A.S. in Mortuary Science within three (3) years of taking the first Mortuary Science course.

6. **Please note: A grade of "D" or "F" or Withdrawal in any Mortuary Science Program of Study in the same class twice will result in automatic dismissal from the program.**

7. Please note: A grade of "D," "F," or "W," in any two Mortuary Science courses will result in automatic dismissal from the program.

Grading Policy

The following grades are used in Mortuary Science courses to indicate 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)	Failing (not passing)

Action Plan

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

Denial of Progression

1. A grade less than "C" in any Mortuary Science Program of Study course (including non MSTC courses) will result in denial of progression.

2. The Mortuary Science Program of Study must be followed in sequential order. A student must complete all courses with a grade of "C" or better in the immediately previous semester to advance to the next semester.
3. If a student fails to complete the requirements of an Action Plan, the student must repeat the course and will be denied progression.
4. Development of skills in laboratory and practicum settings is essential to satisfactory completion of these respective courses. Therefore, if a student cannot perform these duties with reasonable accommodation, the student will be denied progression.

Permanent Dismissal

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

1. A grade of "D", "F", or "W" on the second attempt of a Mortuary Science course.

2. Professional conduct that does **not** adhere to the objectives of the Mortuary Science Program or the Code of Student Conduct (found in the Student Handbook) for the University. Unprofessional behavior includes, but is not limited to:
    a. Any verified instance of cheating or academic dishonesty, as determined by the UDC Judicial Committee.
    b. Any incident continuing in the Program would be detrimental to the health and safety of the student or to others, as determined by the UDC Judicial Committee.
    c. Disruptive behavior in the classroom toward the instructor or classmates, as determined by the UDC Judicial Committee.
    d. If a student divulges confidential information concerning remains, cadavers or their families from laboratory and/or practicum settings (including but not limited to taking unauthorized pictures of cadavers/remains), the matter will be referred to the UDC Judicial Committee.

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

Readmission

Students previously admitted into the Mortuary Science program but not enrolled for two or more consecutive semesters in the course sequence must apply for re-admission into the Program. A readmission packet can be obtained from the Program Director (Main Campus, Bldg. 44, Rm 203-08). The following information must be submitted to the Program Director as a requirement for consideration of readmission:

1. A letter of intent stating the reasons for the absence.
2. A cumulative GPA of 3.00 must still be adhered (if denied progression).
3. All prerequisites met before progressing in the sequence of Mortuary Science Program of Study courses.
4. All courses (except Foundation Writing I, Foundation Writing II, Foundation Quantitative Reasoning, Discovery Quantitative Reasoning, and Principles of Accounting I) must have been completed with a grade of "C" or better within 5 years from the date of readmission application.

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

Reasons for non-readmission

Academic Reasons:

1. Failing to meet the program's minimum academic standards: This could include a consistently low GPA, failing to complete the required coursework, or not meeting program-specific benchmarks.
2. Academic dishonesty: Cheating, plagiarism, or fabrication of academic work are serious offenses that can lead to expulsion and denial of re-admission.
3. Disruptive behavior in the classroom: This could include persistent interruptions, disrespectful conduct towards instructors or peers, or creating a hostile learning environment.

Non-Academic Reasons:

1. Violating the program's code of conduct: This could encompass a wide range of behaviors, depending on your program's specific rules. Examples might include drug or alcohol use, violence, theft, or other behavior deemed harmful to the program community.
2. Criminal activity: Depending on the severity and nature of the offense, criminal activity could lead to denial of re-admission, especially if it relates to the program's field of study or safety concerns.
3. Safety concerns: If a student poses a threat to themselves or others, re-admission might be denied until the situation is resolved, and safety can be assured.
4. Lack of financial resources: Some programs might require students to demonstrate sufficient financial resources to cover tuition and living expenses before being re-admitted.

Other Reasons:

1. Withdrawing from the program without permission: Abruptly leaving the program without following proper procedures might affect re-admission eligibility.

2. Not meeting program-specific requirements: The University of the District of Columbia-CC Mortuary Science Program has certain requirements beyond academic performance, such as language proficiency or licensure exams. Failing to meet these requirements could hinder re-admission. This would require a case-by-case basis determined by the Program Director.
3. Declining an offer of readmission: If a student is offered readmission with specific conditions and declines, they might not be considered for future readmission attempts.

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

REQUIREMENTS FOR GRADUATION

1. **Degree Requirements**
   - **a.** The associate degree requires 71 semester hours, of which **the final 18 credits must be in residence at the University of the District of Columbia Community College.**
   - **b.** Completion of all courses identified in the program of study, **within three (3) years of initial enrollment**.
   - **c.** A minimum GPA of 3.00 is required for graduation from the mortuary science program.
   - **d.** All mortuary science classes expire 24 months after the initial program entry, except for MSTC 104 Funeral Service Orientation.

2. **National Board Practice Exam**

   As part of the National Board Seminar (NBS) course requirement, students are required to take National Board Practice Examinations (ARTS and SCIENCES) via The International Conference of Funeral Service Examining Boards ("The Conference.").

Recommendations

1. **Cremation Operator Certification**

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

2. **National Board Examination**

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

Students who successfully pass all course requirements for graduation must contact the Division Director of Nursing, Allied Health, Life and Physical Sciences and provide their non-UDC email address, full name as in their government issued identification document and last 6 digits of their social security number to receive authorization to take the NBE exam. Clearance to take the NBE is a formal process. Students are required to pay any costs associated with taking any National Board Examinations. The Division Director highly suggests taking the NBE within 2 weeks of graduation.

GENERAL POLICIES OF THE UNIVERSITY

CLASS ATTENDANCE

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

ACADEMIC INTEGRITY AND PERSONAL CONDUCT

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

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

Plagiarism is the use of another's ideas or work or both, as if they were one's own. However, ideas or direct quotations from others are acceptable with appropriate source citation. Students are required to submit assignments, quizzes, tests, etc. through Blackboard SafeAssign, prior to submission for grading. Blackboard SafeAssign is a plagiarism prevention tool that allows your instructor to check the originality of a homework submission by comparing your assignment against a database of other assignment submissions. An original report of less than 15% will be deemed acceptable for submission.

Personal and Professional Conduct

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

The link to the UDC-CC student handbook is:
Student Handbook | University of the District of Columbia (udc.edu).The following is a quick guide to page citations in the UDC-CC student handbook which are frequently the subject of queries regarding UDC-CC policies:

- Page162 defines academic misconduct.
- Pages 173-183 list the procedures and consequences associated with academic misconduct.
- Pages 179-183 list some behaviors and activities defined as non-academic misconduct; and
- Page 183 lists the procedures and consequences associated with non-academic misconduct.

GRADE APPEAL POLICY

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

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

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

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

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

TUITION, FEES, REFUNDS, WITHDRAWALS AND CLASS CANCELLATIONS

Updated tuition and fees schedule for courses at the Community College is on the UDC-CC website at https://www.udc.edu/cc/fees/. Refunds for course withdrawal depend upon the week in the semester in which the student withdraws from the course, the schedule of which is displayed in the course catalog Academic Calendars | Registrar's Office (udc.edu). Students who withdraw

from a course should be aware of academic implications related to course withdrawal, displayed in the course catalog.

Withdrawal from a Course

Students may officially withdraw from a course without penalty up to five weeks prior to the beginning of the scheduled final examination. Students should consult the current academic calendar for specific dates. Once the withdrawal is processed online or in the Office of the Registrar, a grade of "W" will be entered on the student's transcript. If a student stops attending class or fails to withdraw online by the posted deadline date, the student may receive a failing grade. If applying for or receiving any form of financial aid, the student must contact the Financial Aid Office before withdrawing from any course since withdrawals may affect eligibility for current or future aid.

Total Withdrawal from the University

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

Cancellation of Classes

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

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

COUNSELING & ACCESSIBILITY RESOURCE CENTER

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

- The mission of the Office of Counseling & Accessibility Resource Center (CARC) is to provide confidential counseling and disability services that accommodate and serve the emotional, psychological, and physical needs of UDC-CC students. The counseling center provides support and referral services to students in the form of individual counseling, crisis intervention, workshops, and events for UDC-CC students. CARC has the responsibility of coordinating reasonable accommodations and providing support services for the UDC-CC students with disabilities in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. For more information, please call 202.274.6173 for counseling services or call 202.274.6182 for disability services, email address: arc@udc.edu or website https://www.udc.edu/arc/

OFFICE OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT

Reporting crime, suspicious or unusual activity, medical emergencies, fire and environmental safety hazards: We encourage all students, faculty, staff and visitors to contact and report all suspicious or unusual activity that they observe to the Emergency Communication Center (ECC) at 202.274.5050 or through the LiveSafe Mobile Safety app*. After a person contacts the ECC, an officer(s) will be dispatched to the location of the incident. UDCPD will simultaneously initiate emergency responses from other agencies if needed or as required. For direct access to municipal emergency response services (police, fire, ambulance), dial 911 (or 9+911 from a university telephone). If a person becomes a victim of, or witness to, a crime, the person should immediately contact UDCPD at 202.274.5050 or report in person to Building 39, C-04 (24 hours a day, 365 days a year). *LiveSafe enables two-way communication between users and the UDC Police Emergency Communications Center. Users can share information—anonymously if they choose—via text, photo, and video directly from their smartphones. Download the app from iTunes or Google Play, or use the UDC specific web address: http://bit.ly/UDC-LiveSafe

For non–emergency matters involving environmental safety and management, such as chemical spills, waste management and other compliance and regulatory standards related to environmental safety, please call the Office of Human Resources – Risk Management at 202.274.5020 (during university business hours). Outside of University business hours, and in emergency situations, contact the UDCPD Emergency Communications Center at 202.274.5050. https://www.udc.edu/public-safety/

EQUAL OPPORTUNITY AND HARRASSMENT STATEMENTS

The University of the District of Columbia Community College is an Equal Opportunity Affirmative Action institution. UDC-CC prohibits discrimination or harassment against any person on the basis of the actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. This policy covers all programs, services policies, and procedures of UDC-CC, including admission to educational programs and employment. The UDC-CC emphasizes the recruitment of minorities, women, disabled individuals, disabled veterans, Vietnam era veterans, and other eligible veterans. In accordance with our Discrimination and Harassment Policy, the UDC-CC will strive to provide an educational and working environment for all faculty, staff and students that is free from all forms of discrimination and harassment, including sexual harassment. We are committed to providing an environment that treasures diversity and emphasizes the dignity and worth of every individual and an environment in which every individual is treated with respect. The UDC-CC will examine impartially all complaints of sexual harassment and attempt to resolve them as promptly as possible.

SEXUAL HARASSMENT AND RACIAL DISCRIMINATION

UDC-CC is committed to providing a work and academic environment that encourages intellectual and academic excellence and promotes the emotional well-being of its students, faculty, and staff. Harassment is inconsistent with this objective and contrary to the College's policy of equal employment and academic opportunity. The College's policy on sexual harassment and racial discrimination is designed to address and resolve complaints, support complainants, protect confidentiality, and preclude retaliation against complainants and those who cooperate with an investigation. Sexual harassment of even one person by any other person is considered an institutional problem. The College administration wants to know about it so that prompt and appropriate action can be taken to protect the victim and ensure that no further incidents occur. The prompt reporting of harassing conduct will result in a thorough investigation and, when appropriately established, will result in discipline of the harasser. Incidents of sexual harassment or racial discrimination should be reported initially to the **Office of the General Council (OGC) at UDC.**

EXTRACURRICULAR ACTIVTIES

The Mortuary Science program considers student participation in extracurricular activities, particularly those related to the funeral industry, as an integral part of the education experience. Industry specific extracurricular activities are built into each course outline and/or syllabus to

facilitate student participation and evaluation. Hence, each student is expected to fully attend and support these events during his/her tenure in the Mortuary Science program. Former trips include annual group visits to a funeral home practicum site, a casket manufacturing company, and the National Funeral Directors Association National Convention.

USE OF ELECTRONIC EQUIPMENT AND RECORDING DEVICES

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

MORTUARY SCIENCE PROGRAM INFORMATION

Accreditation Status

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

Program Outcomes

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

The UDC-CC program outcomes are on the American Board of Funeral Service Education (ABFSE) website: https://www.abfse.org/html/dir-dc.html

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Part-time option available - No

PROGRAM INFORMATION – University of District of Columbia

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate**	Did not finish***	Overall % Employed	Employed In FS
2025	9	2	9	9/9	100%	5	100%	89%
2024	21	13	5	5/5	100%	1	80%	60%
2023	20	10	4	4/4	50%	1	100%	25%

**Timely graduation = complete program in 1½ times designated program length.*
***Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)*
****Left before completing the program; did not finish.*

NATIONAL BOARD STATISTICS – University of District of Columbia

Arts	Takers	School Pass Rate	National Pass Rate
2025	6	67%	78%
2024	4	0%	78%
2023	6	33%	78%

Sciences	Takers	School Pass Rate	National Pass Rate
2025	6	67%	71%
2024	6	0%	73%
2023	5	40%	69%

School pass rate is based on 1st time test takers within one year of graduation.

Accreditation

Program Accredited by ABFSE: Associate of Applied Science - Mortuary Science
Initial Accreditation 2018/Last comprehensive review 2021/Next comprehensive review 2028
Initial Accreditation granted: April 2019 for period of three (3) years with no stipulations. (Three-year accreditation is based on date of last comprehensive review.)

MORTUARY SCIENCE STUDENT ASSOCIATION

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

DRESS CODE

The dress code of Mortuary Science students at the University of the District of Columbia Community College reflects program standards and is indicative of the students' interest and pride in their profession. The dress code is one mutually agreed upon by the program and its practicum affiliates.

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

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

- Hair (including facial hair) will be always neat.

LABORATORY EDUCATION

Laboratory Experience

All students in the Mortuary Science program are required to successfully complete two semesters of embalming laboratory and one semester of restorative art laboratory. The purpose of the two semesters of embalming is to teach students the science and art of embalming human remains. Embalming is taught in a completely supervised environment via Embalming Principles & Disposition I – lab (MSTC-223C), followed by a more independent practice setting in Embalming

Principles & Disposition II – lab (MSTC-232C). Restorative Art II – lab primarily focuses on the techniques used to properly restore human remains for public viewing.

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

Pregnancy

Exposure to formaldehyde during pregnancy can increase the risk of birth defects and spontaneous abortions. Formaldehyde is a common ingredient in formalin; a fixation solution used in gross anatomy dissection. Please notify your instructor and consult with your physician before attending laboratory classes.

Immunizations

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

Accidents

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

Laboratory Conduct

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

- Maintain a professional attitude within the presence of other students, staff, program, faculty, and affiliate associates.
- Report to the laboratory on time, alert and dressed in proper laboratory attire (scrubs, shoes impervious to fluids and lab coat).
- Refrain from habitual or excessive tardiness, absenteeism, and/or leaving the laboratory early without permission.

- Eating, drinking, or chewing gum/candy in the laboratory is STRICTLY PROHIBITED.
- Timely completion of all assigned tasks.
- Refrain from leaving remains unattended during embalming procedures.
- Avoid another student completing the assigned task(s) that an instructor is trying to assess.
- Not abandon the assigned task(s) unless directed by the supervisor or sponsor to do so.
- Clean, sanitize and disinfect the laboratory at the appropriate times or when directed by the faculty.
- Refrain from possession or being under the influence of illegal drugs or liquor (of any kind).
- Refrain from engaging in the theft of any article(s), from the laboratory.
- Refrain from engaging in any immoral conduct.
- Adhere to appropriate guidelines as published by UDC-CC and/or the Mortuary Science Program for initiation of grievances concerning any aspects of laboratory course work.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

See the OSHA Compliance Guide for training provided regarding the Bloodborne Pathogen Standard, the Formaldehyde Standard, and the Hazardous Communication Standard. Environmental monitoring technology is required, whereby we collect air samples (8 hours and 15-minute) to show conclusively that laboratory participants' exposures are consistently below the Action Level (0.5ppm). Hazardous Waste is contained in biohazardous waste receptacles, Personal Protective Equipment (i.e., gloves, masks, gowns/aprons, shoe covers, protective eyewear, non-slip shoes impervious to liquids, etc.) is required when students are handling cadavers or working in the laboratory.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

PRACTICUM INFORMATION

Introduction

Practicum placement is contingent on the agreement among the participating funeral home, the University, and the students. Thus, the funeral home reserves the right to exclude any student whose behavior, in their opinion, is deemed to be incompetent, unprofessional, or detrimental to the proper rendering of professional services. Further, if the instructor, in their professional opinion, deems a student to be incompetent, unprofessional, or a hazard to the provision of professional funeral service may, likewise dismiss a student from the lab. If the funeral home terminates their articulation agreement with a student, the student will not be reassigned and thus will be unable to meet the objectives of the Funeral Services Management and Principles - Practicum course and experience. Students may not participate in a practicum experience in a funeral home where the student is already working, whether in a voluntary or paid capacity. Students cannot be paid for practicum participation. The students can only receive academic credit for practicum related activities.

Confidential Information

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

Meals

The breaks and lunch schedules will be assigned by the laboratory supervisor or sponsor.

Conduct at Practicum Sites and Activities

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

- All students are required to wear Business professional attire. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting Business professional attire. This policy includes wearing a business suit, collared shirt, a tie, conservative dress, skirts or business pants suit, and closed toe footwear.
- In the mortuary science profession, maintaining a high standard of hygiene and professionalism is essential. To ensure the utmost respect for the deceased and to facilitate

safe and effective practices, we strongly discourage the use of long nails and facial piercings. Long nails can impede proper handling of equipment and may present hygiene concerns, while facial piercings can distract from the professional image we strive to uphold. We appreciate you're understanding and commitment to maintaining the standards of our program.

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

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

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

Transportation and Parking

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

MORTUARY SCIENCE CURRICULUM

	Course #	Course Title	Credits	Totals
Public Health & Technical (Min: 14 sem/21 qtr)				
1	MSTC-105C	Descriptive Pathology and Microbiology	3	
2	MSTC-124C	Thanatochemistry	3	
3	MSTC-131C	Restorative Art I – Lecture	3	
4	MSTC-213C	Restorative Art II – Lecture	3	
5	MSTC-214C	Restorative Art II – Lab	1	
6	MSTC-220C	Embalming & Disposition I – Lecture	3	
7	MSTC-223C	Embalming & Disposition I – Lab	1	
8	MSTC-230C	Embalming & Disposition II – Lecture	3	
9	MSTC-232C	Embalming & Disposition II – Lab	1	
		SUBTOTAL in Public Health	**21**	
Business Management and Professional (Min: 16 sem/24 qtr)				
1	ACCT-201C	Principles of Accounting I	3	
2	IGED-250C	Effective Use of Technology	3	
3	MSTC-104C	Funeral Service Orientation	3	
4	MSTC-155C	Small Business Management for FS	3	
5	MSTC-205C	FS Merchandise and Cremation – Lecture	3	
6	MSTC-206C	FS Management & Principles – Practicum	3	
		SUBTOTAL in Business Management	**18**	
Social Sci/Humanities (Min: 6 sem/9 qtr)				
1	MSTC-107C	Funeral History and Funeral Directing	3	
2	MSTC-254C	Psychology of Grief	3	
		SUBTOTAL in Social Science	**6**	
Legal, Ethical, Regulatory (Min: 3 sem/4 qtr)				
1	MSTC-135C	Funeral Service Law	3	
2	MSTC-294C	National Board Seminar	1	
		SUBTOTAL in Legal	**4**	
General Education (25% of Total in Line 52 [including Gen Ed])				
1	BIOL-111C	Anatomy & Physiology I – Lecture	3	
2	BIOL-113C	Anatomy & Physiology I – Lab	1	
3	CHEM-105C	Fundamentals of Chemistry – Lecture	3	
4	CHEM-106C	Fundamentals of Chemistry – Lab	1	
5	FSEM-101C	First Year Seminar	1	
6	IGED-110C	Foundation Writing I	3	

7	IGED-111C	Foundation Writing II	3
8	IGED-120C	Foundation Quantitative Reasoning	3
9	IGED-220C	Discovery Quantitative Reasoning	3
		TOTAL in General Education	**21 (30%)**

TOTAL CREDITS REQUIRED IN PROGRAM **70**

MORTUARY SCIENCE COURSE DESCRIPTIONS

MSTC-104C Funeral Service Orientation (3)

This course examines the inception of the funeral service, its organizational structure, and its avenues of expansion. In addition, the orientation course analyzes trends and traditions in modern funeral services. Non-Mortuary Science students who register for this course are invited to gain exposure to the funeral service industry.

MSTC-105C Descriptive Pathology and Microbiology (3)

This course studies medical terminology, various types of communicable diseases and how they may be isolated, the nature and causes of diseases, disturbances in circulation, neoplasia, cysts, forensic pathology, and the diseases of the blood and body systems. The students are also introduced to the structure, function and pathogenic nature of various microorganisms as they relate to infection, body resistance and diagnostic testing in mortuary science. Pre-requisites for Program Admission.

MSTC-107C Funeral History and Funeral Directing (3)

This course discusses the history of funeral service with emphasis on ethnic groups that have influenced contemporary funeral principles and practices. In addition, this course also explores the social phenomena that affect all elements of funeral service. Pre-reqs.: Program Admission.

MSTC-124C Thanatochemistry (3)

This course analyzes the objectives of embalming, disposition, signs and tests for death, post-mortem changes of the body, pre-embalming techniques, and embalming practices from 4,000 B.C. to present. Pre-reqs.: Program Admission.

MSTC-131C Restorative Art I (3)

This course introduces the surface bones of the cranium as well as the structures of the ear, nose, mouth, and eyes. With this background information, students will learn the modeling techniques of the face with emphasis on head shapes, facial profiles, and physiognomy. Pre-reqs.: MSTC-105C, Co-req.: MSTC-220C

MSTC-135C Funeral Service Law (3)
The funeral service law course examines the sources of mortuary law, the legal status of a dead human body, the rights and duties of disposal, and the rights of parties obligated for disposal of human remains. This course also explores the rights and duties of the mortician, his/her liability for funeral expenses, and the laws governing interment and disinterment. Pre-reqs.: Program Admission.

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

MSTC-205C Funeral Service Merchandise and Cremation – Lecture (3)
This course concentrates on the study of caskets and their construction, merchandising, shipping of remains, cemeteries and mausoleums; clergy – funeral director relations, cremation history and all aspects of cremations. Pre-reqs.: Program Admission.

MSTC-206C Funeral Service Mgmt. & Principles – Practicum (3)
This course provides field experience in the technical and administrative aspects of the funeral service profession. This course also explores techniques for implementing and directing funerals according to customers' sociological, theological, and psychological needs. Pre-reqs.: MSTC-205C

MSTC-213C Restorative Art II - Lecture (3)
This course explores color theory with emphasis on cosmetology/cosmetics and provides an examination on special restorative art treatment such as abrasions, lacerations, and discoloration. Pre-reqs.: MSTC-131C, Co-req.: MSTC-214C

MSTC-214C Restorative Art II - Lab. (1)
This course provides practical instruction in restoration techniques regarding correct form, contour, color and shape. Pre-reqs.: MSTC-131C, Co-req.: MSTC-213C

MSTC-220C Embalming & Disposition Principles I – Lecture (3)
This course examines the theory and application of the instruments, accessories, and materials necessary for embalming and disposition, including chemical embalming solutions and dilutions. It provides the methods for case analysis, body positioning, posing of features, selecting and raising arteries, and injection using drainage types, as well as an examination of anatomical classification and linear guides. Pre-reqs.: MSTC-124C, Co-req.: MSTC-223C

MSTC-223C Embalming & Disposition Principles I – Lab (1)
This laboratory course examines the techniques involved in embalming human remains, the theory of embalming practices, and laboratory management. Pre-reqs.: MSTC-124C, Co-req.: MSTC-220C

MSTC-230C Embalming & Disposition Principles II – Lecture (3)
This course is a study of the embalming process. The course covers cavity treatment, autopsies, necropsies or postmortem, examination, postmortem conditions and their embalming treatments, and disaster management related to embalming. In addition, the study of the basic principles of chemistry as they relate to funeral services will be discussed. Pre-reqs.: MSTC-220C, Co-req.: MSTC-232C

MSTC-232C Embalming & Disposition Principles II – Lab (1)
This laboratory course continues the study of the embalming of human remains, the theory of embalming practices, and laboratory management from previous embalming courses with summative analysis. Pre-reqs.: MSTC-223C, Co-req.: MSTC-230C

MSTC-254C Psychology of Grief (3)
This course examines the role of the funeral director in grief counseling, immortality, and dying and death, with discussions on normal and abnormal grief reactions including the concepts of "grief work" and the impact of death on the bereaved. Pre-reqs.: MSTC-124C, MSTC-131C

MSTC–294C National Board Seminar (1)
This course provides a methodical review of all funeral service areas, emphasizing specific competencies in preparation for the National Board Examination and state licensure examinations. Pre-reqs.: Approval by Program Director.

CURRICULUM SEQUENCE

MORTUARY SCIENCE COURSEWORK – FALL SEMESTER (SUGGESTED)

PRE-MORTUARY SCIENCE COURSEWORK – SPRING SEMESTER (SUGGESTED)

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

ALL STUDENTS WHO HAVE PASSED THE PRE-MORTUARY COURSEWORK WITH "C" GRADE OR BETTER AND HAVE A 3.00 PRE-REQUISITE GPA, MUST HAVE APPLIED AND GAINED FORMAL ACCEPTANCE TO THE MORTUARY SCIENCE PROGRAM BEFORE TAKING ANY MORTUARY SCIENCE COURSES.

MORTUARY SCIENCE COURSEWORK

Associate in Applied Science, Mortuary Science – Program of Study

PRE-MORTUARY SCIENCE COURSEWORK

Course #	Course Title	Credits	Pre-Requisites/Co-Requisites
FSEM-101C	First Year Seminar	1	
IGED-110C	Foundation Writing in the Arts & Humanities	3	English-015C or required score on placement test
IGED-120C	Foundation Quantitative Reasoning	3	Math-015C or placement test
BIOL-111C	Anatomy and Physiology I (Lecture)	3	BIOL-113C (co-req.)
BIOL-113C	Anatomy and Physiology I (Lab)	1	BIOL-111C (co-req.)
CHEM 105	Fundamentals of Chemistry (Lecture)	3	CHEM-106C (co-req.)
CHEM 106	Fundamentals of Chemistry (Lab)	1	CHEM-105C (co-req.)
MSTC 104C	Funeral Service Orientation	2	
	Total Credit Hours	**17**	

Students are required to:

- Pass the pre requisite course work with "**C**" or better grades;
- Have a GPA of **3.0**;
- Show score card of passing the ATI-TEAS exam (on your own) with **75%** in the last 6 months

If the above points are met, please submit a formal application to the program (available on the Mortuary Science program website) by March 31st to: donna.austin@udc.edu

After students receive *provisional* admission to the program, they are required to submit the following – due 4 weeks before start of fall semester:

- Background checks via Global Investigation Services;
- 9-panel drug screening report;
- Vaccination report – details are on the application form

Students *formally* admitted to the program are invited to take the MSTC courses:

MORTUARY SCIENCE COURSEWORK

FIRST SEMESTER –

Course #	Course Title	Credits	Pre-Requisites/Co-Requisites
MSTC-105C	Descriptive Pathology and Microbiology	3	Program Admission
IGED-130C	Foundation of Oral Communication	3	
MSTC-205C	Funeral Merchandise and Cremation	3	
ACCT-201C	Financial Accounting I	3	
	Total Credit Hours	**12**	

SECOND SEMESTER – Mortuary Science program

Course #	Course Name	Credits	Pre-Requisites/Co-Requisites
MSTC-124C	Thanatochemistry	2	
MSTC-155C	Small Business Management Fun Service	3	
MSTC-107C	History and Practice of Funeral Directing	3	
IGED-111C	Foundation Writing II	3	
PHIT-101C	Intro to Public Health Info. IT	4	
	Total Credits	**15**	

THIRD SEMESTER – Mortuary Science program

Course #	Course Name	Credits	Pre-Requisites/Co-Requisites
MSTC-220C	Embalming and Disposition Principles I (Lecture)	3	MSTC-124C; MSTC-223C (co-req.)
MSTC-223C	Embalming and Disposition Principles I (lab)	3	MSTC-220C (co-req.)
MSTC-206C	Funeral Service Management and Principles Practicum	2	MSTC-205C
MSTC-254C	Psychology of Grief and Sociology	3	MSTC-107C
MSTC-131C	Restorative Art I (Lecture)	3	MSTC-105C and MSTC-220C(co-req.)
	Total Credits	**14**	

FOURTH SEMESTER – Mortuary Science program

Course #	Course Name	Credits	Pre-Requisites/Co-Requisites
MSTC-230C	Embalming and Disposition Principles II (Lecture)	3	MSTC-220C; MSTC-232C (co-req.)
MST- 232C	Embalming and Disposition Principles II (Lab)	3	MSTC-230C (co-req.)
MSTC-213C	Restorative Art II (Lecture)	2	MSTC-131C; MSTC-214C (co-req.)
MSTC-214C	Restorative Art II (Lab)	1	MSTC-131C; MSTC-213C (co-req.)
MSTC-135C	Funeral Service Law	3	MSTC-107C
MSTC-294C	National Board Seminar	1	Approval by Program Director
	Total Credits	**13**	

Total Credit Hours for AAS Degree in Mortuary Science: 71 **UPDATED: NOVEMBER 25, 2024**

ABFSE CONTACT INFORMATION

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

MORTUARY SCIENCE WEBSITES OF INTEREST

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

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

Board of Morticians and Funeral Directors: www.health.maryland.gov

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

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

NFDA – National Funeral Directors Association: www.nfda.org
NFDMA – National Funeral Directors and Morticians Association, Inc.: www.nfdma.com
UDC-CC - University of the District of Columbia Community College:
https://www.udc.edu/cc/programs-majors/

CANA – Cremation Association of North America: www.cremationassociation.org
ICCFA - International Cemetery, Cremation & Funeral Association: www.iccfa.com

For any policy or procedure that is not covered by the Mortuary Science Handbook, please refer to the University of the District of Columbia Community College's Student Handbook or the University of the District of Columbia's Undergraduate/Graduate Catalog for guidance.
https://www.udc.edu/students/student-handbook

INFORMATION FOR APPLICATION FOR ADMISSION

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

University of the District of Columbia Community College
Office of Admissions
5171 South Dakota Avenue NE, Office 223
Washington, DC 20017
202-274-6756

OR

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

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

Professor John Kirksey,
Program Director
John.kirksey@udc.edu

MORTUARY SCIENCE PROGRAM STUDENT HANDBOOK RECEIPT FORM

(Program and Student File Copy)

I have received the current **Mortuary Science Program's Student Handbook.**

I understand and will abide by the rules, regulations, guidelines, policies and procedures specified in the **Mortuary Science Program's Student Handbook.**

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

Program Director room number: _____

Program Director phone number: (_____) _____

Program Director e-mail address: _____

_____

Student's Printed Name and Signature Date