

UNIVERSITY OF THE  
DISTRICT OF COLUMBIA  
COMMUNITY COLLEGE

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# MORTUARY SCIENCE PROGRAM

1973 - 2018

46 Years of Excellence in Funeral Service Education

## Student Handbook

2018-2019

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

### Caution Statement

*The Mortuary Science Program at the University of the District of Columbia Community College is a Candidate for Accreditation with the American Board of Funeral Service Education. Students applying for admission to the Mortuary Science Program should contact the District of Columbia Board of Funeral Directors or the student's respective state board of funeral services regarding that board's approval of this particular program of instruction.*

## Note to Students

The Mortuary Science Program at the University of the District of Columbia Community College (UDC-CC) is a Candidate for Accreditation with the American Board of Funeral Service Education (ABFSE); the Program is not accredited at this time. Candidates for Accreditation are programs which the ABFSE judges to demonstrate the potential to meet the standards for accreditation. Students must have graduated from an accredited program to be eligible to take the National Board Examination. If the Program obtains accreditation with the ABFSE, the effective date of that accreditation shall be the date that Candidacy was awarded to UDC-CC. Students who complete all coursework after the date Candidacy is awarded, but before accreditation is obtained, will be permitted to take the National Board Examination *after* accreditation is obtained and, once all requirements are completed, they will be considered graduates from an ABFSE accredited program. If the Program does not obtain accreditation, however, graduates from the Program may not be able to gain a license to practice the mortuary sciences unless and until such time as the Program does become accredited.

Dear UDC-CC Mortuary Science Students,

We welcome you to our program as we embark on our 46<sup>th</sup> year of excellence in providing Mortuary Science education. This will be an exciting year – the beginning of your formal journey into the industry which touches EVERY life! We are honored and excited that you have chosen us as your mortuary science education provider. We view our programming as a collaborative effort; we are one - and your committed partners in your educational goals, progress and success. Our faculty practitioners are highly skilled in funeral arts and sciences, and stand ready to assist you throughout your matriculation.

This handbook presents the policies and procedures of the Mortuary Science Program, and is applicable to all students enrolled in the program. It is supplemental to and in addition to the policies in effect and established by the University of the District of Columbia Community College. This handbook is available in electronic form on our website. Please do not hesitate to contact the Program Director for clarification if you have questions regarding the program.

We encourage you to take full advantage of the opportunities that await you in the UDC-CC Mortuary Science Program. We are committed to working with you to facilitate a positive experience and prepare you for a career in funeral service.

Sincerely,

Joanna Ellsberry, JD  
Program Director  
Mortuary Science

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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 people for all times.

*- Author Unknown -*

## COLLEGE, DIVISION, AND PROGRAM MISSION

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

The Mission of the Community College states:

*In diverse technology-enhanced learning environments, the University of the District of Columbia Community College (UDC-CC) provides opportunities for students to obtain the requisite skills of today's workforce and prepares them for the demands of tomorrow. We offer accessible, affordable, and high-quality programs to the residents of the District of Columbia and the region. Our associate degrees, certificates, workforce development, and lifelong learning programs are market-driven and learner focused. UDC-CC serves as a vital link to the intellectual, economic, civic and cultural vitality of the region.*

The Vision Statement of the Community College avows:

*Serving as a benchmark for excellence, the University of the District of Columbia Community College provides opportunity for District residents to access high-quality, affordable, learner-focused and market-driven programs that advance their individual and the community's economic, social and educational goals.*

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, post-mortem examination, forensic psychology, and mortuary science. Careers in mortuary science include funeral director, embalmer, autopsy technician, and funeral merchandise marketing.

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

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

The founder of the Department of Mortuary Science, the late Leander M. Coles, began a feasibility study in November of 1973 to determine the real and specific need for a funeral service education program. The core of this study consisted of the survey of fourteen different hospitals and nineteen funeral establishments in the Washington D.C., Virginia, and Maryland areas.

The hospital survey suggested that persons graduating from Mortuary Science programs, similar to the one the University of the District of Columbia Community College is currently 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 and relating to the mortuary science field were: anatomical embalmer; anatomical pathological technician; autopsy assistant; morgue attendant; morgue diener; morgue counselor; mortuary officer; pathological assistant; and others.

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

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

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

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

The Department of Mortuary Science enrolled its first students in the fall of 1974. Its first class graduated in 1976 and the program received full accreditation from the American Board of Funeral Service Education, Inc. In 1977, the Washington Technical Institute, the Federal City College and the 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. The University of the District of Columbia Community College developed in 2008 to grant Associate's degrees, certificate degrees, and workforce development. Currently, the Mortuary Science Program is within the Division of Nursing and Allied Health, Life and Physical Sciences in the University of the District of Columbia Community College. This academic year, 2018-2019, the Mortuary Science Program is proud to celebrate its forty-sixth year of excellence in funeral service education.

## **PROGRAM DESCRIPTION**

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

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

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

Upon completion of the Mortuary Science curriculum and licensing requirements of the states in which students intend to practice, students are prepared to own and operate a funeral establishment and/or become a pathologist's assistant, autopsy assistant, anatomical embalmer, anatomical technician, thanatologist's assistant, or mortuary science instructor (provided the graduate/student holds a Bachelor's degree, working towards a master's degree, and earning the master's within five years of beginning that degree program). Employment opportunities exist with funeral homes, hospitals, medical schools, and the Offices of the Chief Medical Examiner or coroner.

## **AIMS AND OBJECTIVES**

Consistent with ABFSE guidelines, the central aim of the program (as quoted from the accreditation manual) recognizes the importance of funeral service personnel as:

1. Members of a human services profession;
2. Members of the community in which they serve;
3. Participants in the relationship between bereaved families and those engaged in the funeral service profession;
4. Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice; as well as
5. Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The Objectives of the Mortuary Science Program are:

1. To enlarge the background and knowledge of students about the funeral service profession;
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession;
3. To educate students concerning the responsibilities of the funeral service profession to the community at large;
4. To emphasize high standards of ethical conduct;
5. To provide a curriculum at the postsecondary level of instruction;
6. To encourage student and faculty research in the field of funeral service.

The program-level student learning outcomes state that upon successful completion of the program, students will be able to:

1. Demonstrate compassionate, fair and ethical regard for the bereaved and the members of the community they serve in the conduct of every aspect of the funeral service profession;
2. Understand and execute all aspects of anatomy, sanitation, preservation, and restoration of the body for public view and final disposition;

3. Recognize and adhere to all OSHA Regulations and Standards governing public health and safety in the funeral industry workplace;
4. Demonstrate knowledge that governs professionalism and sound funeral business management practices, which includes FTC Rules and Regulations; and
5. Assemble complete information for death certificates, contracts (at-need and pre-need), and other documents using appropriate technologies.

## **ADMISSION REQUIREMENTS**

All students who seek to enter the program must first apply and be granted admission to UDC-CC. Students must then submit a Mortuary Science application in person to the Student Navigator (Community College Bldg. 53, Room 616). The requirements for admission into the Mortuary Science program are as follows:

1. Successful completion of all pre-mortuary coursework (as outlined on page 29 of this handbook) with a grade of “C” or better
  - a. An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework, unless the applicant has completed **all** of their coursework at UDC-CC;
  - b. All science and technology courses (A&P I lecture and lab, Fundamentals of Chemistry lecture and lab, and Introduction to Computer Applications lecture and lab) must be passed within seven (7) years of first date of enrollment into the Mortuary Science program.
2. The cumulative GPA must be at least 2.75 in the prerequisite courses;
3. Submission of a one-page essay: “Why I Want to be a Funeral Director”;
4. Submission of at least two (2) confidential letters of recommendation (using the official recommendation forms included in the MS application packet);
  - a. At least one recommendation letter must be from a professor;
  - b. For letters that are not written by professors, the writer must know the applicant in a professional capacity for at least one (1) year;
5. Proof of a physical health examination performed by a licensed health-care provider;
  - a. The following vaccinations are required as part of the physical examination and will be checked annually: MMR, Tuberculosis (TB - not greater than one year), Hepatitis B, Poliomyelitis, and Tetanus (initial vaccination, followed by booster within the last 10 years);

- b. Proof of the physical examination and vaccinations must be submitted to the University Health Services on their official form, included in the MS application packet.
6. Submission of the results of an annual criminal background clearance check from Global Investigative Services;
7. Submission of current drug screening for the following substances: opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives).
8. Interview by the Admission, Progression, and Graduation Committee, which will include an in-house writing sample.

## **ADVISEMENT AND REGISTRATION**

New students (Freshman Level or Transfer) admitted to UDC-CC who are interested in the Mortuary Science Program should meet with the Student Navigator of the Division of Nursing, Allied Health, Life and Physical Sciences (Community College Bldg. 53, Room 616) for advisement.

Continuing students who are Liberal Studies - Mortuary Science majors must see their academic advisors at the Office of Student Success for academic counseling prior to the early registration period each semester. Students are required to meet with their faculty advisor for academic counseling at least once per semester to facilitate optimal progression through the program. This counseling should be completed prior to the regular registration periods. UDC-CC students planning to change their majors to Mortuary Science must observe the following procedure:

1. Receive academic counseling from an advisor.
2. Have good academic standing with a cumulative GPA of 2.75 prior to the change.
3. Complete the Change of Major form found in the Registrar's Office.

## **TRANSFER STUDENTS**

All students transferring from other United States academic programs must first apply to the University of the District of Columbia Community College and submit an official transcript for audit by the University Registrar's Office. Transfer students can then submit an application to the Mortuary Science program provided that all admission requirements (detailed on pages 11-12 of this handbook) are met for this program. Transfer students must also be in good academic standing from the previous institution, (not on academic probation, nor academically or administratively

dismissed, nor barred from continuing enrollment in the previous Mortuary Science program). In addition, one of the confidential letters of recommendation must be written by the program director from the applicant's previous institution. Acceptance of transfer students from other Mortuary Science Programs depends upon the applicant's credentials and space availability. All Mortuary Science coursework at the previous program will be reviewed by the Director of Academic Affairs in consultation with the UDC-CC Mortuary Science faculty to grant transfer credit. UDC-CC confers degrees to those students who complete all degree requirements according to our Mortuary Science Program curriculum. The final 18 credits of the Mortuary Science degree must be successfully completed in residence at UDC-CC.

## **INTERNATIONAL STUDENTS**

For applicants from outside the United States, an official transcript from the American Association of Collegiate Registrars and Admissions Officers certifying that the applicant has completed formal educational requirements at least equivalent to high school graduation in this country must be submitted to the University Registrar's Office to seek admission into UDC-CC. After admission into UDC-CC, the applicant will follow all procedures for admission outlined on page 11-12 of this handbook.

## **PROGRESSION, DISMISSAL AND READMISSION**

### **Progression**

In order to continue the course of study in the Mortuary Science Program, students will:

1. Achieve of a grade of "C" or better in all required courses listed in the Program of Study.
2. Maintain a cumulative GPA of 2.75.
3. Remediate all incomplete grade(s) in Mortuary Science courses.
4. Complete all prerequisites and/or co-requisites for each Mortuary Science course.
5. Be allowed only two attempts for any Mortuary Science course, except for the National Board Seminar (NBS) course, where students are allowed three attempts. A student may **repeat** a Mortuary Science course only **once**, and **twice** for the NBS course.
6. Repeat no more than once, any two Mortuary Science courses. The only exception to this rule is the National Board Seminar course; it is the **ONLY** MS course students may repeat twice. **Therefore, a grade of "D" or "F" on any two Mortuary Science courses will result in**

**automatic dismissal from the program.** A course from which a student withdraws is considered an attempt, and may be repeated only one time.

7. Complete all degree requirements for the A.A.S. in Mortuary Science within four (4) years of taking the first Mortuary Science course (except Funeral Service Orientation MSTC-104C).

### **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)        |

### **Denial of Progression**

1. A grade less than “C” in any Mortuary Science course will result in a denial of progression of students in the Mortuary Science Program course sequence. Students may repeat a Mortuary Science course only once, except for the National Board Seminar course, which may be repeated only twice.
2. The student, with reasonable accommodation, is unable to perform satisfactorily and safely in laboratory and practicum functions, the performance of which is essential to the satisfactory completion of a required course.
3. All students in the program must maintain a minimum of 2.75 cumulative GPA throughout the student’s coursework. Students whose GPA falls below 2.75 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. The exception is the National Board Seminar (NBS) course. Students may attempt to pass the NBS course up to three times;
2. More than two (2) Mortuary Science courses needed to be repeated. The exception is the National Board Seminar (NBS) course. Students may repeat NBS course having already repeated two other courses;

3. Professional conduct that does **not** adhere to the objectives of the Mortuary Science Program or the Code of Student Conduct (found in the Student Handbook) for the University. Unprofessional behavior includes, but is not limited to:
  - a. Any verified instance of cheating or academic dishonesty;
  - b. Any incident where continuing in the program would be detrimental to the health of the student or to others;
  - c. Divulging confidential information concerning remains, cadavers or their families from laboratory and/or practicum settings. This policy includes taking unauthorized pictures of cadavers/remains;
  - d. Any circumstance where a practicum site dismisses a student whose appearance and/or behavior is deemed to be unprofessional or detrimental.

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 who have been previously admitted into the Mortuary Science Program and who have not been enrolled for two or more semesters in the course sequence, must apply for readmission into the program. A readmission packet can be obtained from the Student Navigator (Community College, Bldg. 53 Room 616). The following information must be submitted to the student navigator as part of readmission:

1. A letter of intent stating the reasons for the absence
2. A cumulative GPA of 2.75 must still be adhered (if denied progression)
3. All prerequisites met before progressing in the sequence of Mortuary Science courses

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.

## **REQUIREMENTS FOR GRADUATION**

### **1. Degree Requirements**

- a. The Associate Degree requires 70 semester hours, the final 18 of which must be in residence at the University of the District of Columbia Community College.
- b. Completion of all courses identified on the program of study, **within four years of initial enrollment**, with a minimum grade of "C" in each and with a cumulative 2.75 GPA.

## **2. National Board Practice Exam**

As part of the National Board Seminar (NBS) course requirement, the NBS midterm examination and/or final examination will be a National Board **Practice** Examination.

## **RECOMMENDATIONS**

### **1. Cremation Certification**

During matriculation, a Mortuary Science student is encouraged to obtain crematory operations certification. These certification courses are held (at cost) periodically throughout the year, by various providers across the country.

### **2. National Board Examination**

The National Board Examination (NBE) for Funeral Services is administered by The International Conference of Funeral Service Examining Boards. One component required to become a licensed Funeral Director is to pass the NBE. This computerized examination consists of a science section and an arts section. Candidates must pass BOTH sections in order to pass the NBE.

*CAUTION STATEMENT: Students applying for admission to the Mortuary Science Program at the University of the District of Columbia – Community College (UDC-CC) should contact the District of Columbia Board of Funeral Directors or the student's respective state board of funeral services regarding its approval of this particular program of instruction. The Mortuary Science Program at UDC-CC is a Candidate for Accreditation with the American Board of Funeral Service Education; at the time of publication of this Handbook, the Program is not accredited. Accreditation is required for a student to be eligible to take the National Board Examination.*

Upon accreditation by ABFSE, students who have successfully passed all course requirements for graduation must contact the Division Director of Nursing, Allied Health, Life and Physical Sciences to receive authorization to take the exam. The Division Director highly suggests taking the NBE within 3 months of graduation, provided the Program has been awarded Accreditation by that time.

## GENERAL POLICIES OF THE UNIVERSITY

### CLASSIFICATION OF STUDENTS

A student who has been admitted to the university in pursuit of an Associate Degree is classified for the purposes of academic rank according to the number of semester hours completed:

|           |                       |
|-----------|-----------------------|
| Freshman  | 0 – 29 Credits Hours  |
| Sophomore | 30 – 59 Credits Hours |
| Junior    | 60 – 89 Credit Hours  |

### CLASS ATTENDANCE

Prompt and regular attendance in classes and laboratory sessions is an obligation assumed by each student at the time of registration. As stated in all syllabi of the Mortuary Science courses, 2 unexcused absences (4 in courses that meet twice per week) will result in a letter grade deduction and 3 or more unexcused absences (6 or more in courses that meet twice per week) will result in failure of the course. Habitual and egregious tardiness in lecture and lab will be treated as an absence. Furthermore, an instructor can deem a student absent if he/she takes either an excessive number of breaks or a prolonged break during lecture or lab.

### ACADEMIC INTEGRITY AND PERSONAL CONDUCT

Students enrolling at the University of the District of Columbia Community College 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, or the facilitation of such acts.

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

**Plagiarism** is the use of another's ideas or work or both, as if they were one's own. However, ideas or direct quotations from others are acceptable with appropriate citation of source.

The personal 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 and acts of academic dishonesty and non-academic misconduct. It should also be stated that a plea of ignorance of the policy will not be accepted.

The link to the UDC-CC student handbook is:

[http://docs.udc.edu/student\\_life/Student\\_Handbook\\_2018\\_2019.pdf](http://docs.udc.edu/student_life/Student_Handbook_2018_2019.pdf)

The following is a quick guide to page citations in the UDC-CC student handbook which are frequently the subject of queries regarding UDC-CC policies:

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

## **GRADE APPEAL POLICY**

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

[http://docs.udc.edu/cc/UDC\\_COMMUNITY\\_COLLEGE\\_GRADE\\_APPEAL\\_PROCESS.pdf](http://docs.udc.edu/cc/UDC_COMMUNITY_COLLEGE_GRADE_APPEAL_PROCESS.pdf)

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

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

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

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

Updated tuition and fees schedule for courses at the community college are on the UDC-CC website at <https://www.udc.edu/cc/fees/>. Refunds for course withdrawal depend upon the week in the semester in which the student withdraws from the course, the schedule of which is displayed in the course catalog ([http://docs.udc.edu/academics/2017-2019\\_udc\\_catalog.pdf](http://docs.udc.edu/academics/2017-2019_udc_catalog.pdf)) on page 36. Students who withdraw from a course should be aware of academic implications related to course withdrawal, displayed in the course catalog on page 47.

A student may completely withdraw from UDC-CC (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 must obtain the signature of the Division Director of Nursing, Allied Health, Life and Physical Sciences and the Dean of Academic Affairs of UDC-CC. The approval must be obtained on the appropriate form. A student who withdraws from UDC-CC will be required to apply for readmission.

## 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 for possible school closure. Television or radio media must report UDC-CC closure or delay.

## STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, no otherwise qualified student with a disability shall, solely because of her/his disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity of the University, including facilities and employment (course catalog, page 9). UDC-CC is committed to providing accommodations for individuals with disabilities for the academic programs it offers. Students must self-disclose and provide official documentation in order to be eligible for accommodation(s) ***by the second week of class (unless newly diagnosed)***. If you are a student who is disabled and requires assistance or support services, please contact **Dr. Avetta White from the Office of Counseling & Disability Services at 801 North Capitol Street, NE Campus in Room 219 in person, [awhite@udc.edu](mailto:awhite@udc.edu) by email, or (202) 274-6173 by telephone.**

## EQUAL OPPORTUNITY AND HARASSMENT 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.

## **EXTRACURRICULAR ACTIVITIES**

The Mortuary Science Program considers a complete educational experience includes student participation in extracurricular activities, particularly those related to the funeral industry. 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, Ear pieces, etc.) and recording devices are not allowed in the classroom during lecture and laboratory sessions. These devices are disruptive to 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.

## **MORTUARY SCIENCE PROGRAM INFORMATION**

### **ACCREDITATION STATUS**

The UDC-CC Mortuary Science Program is not accredited currently by the American Board of Funeral Service Education (ABFSE). Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required. This program is in “Candidacy” for accreditation with ABFSE. ABFSE’s Committee on Accreditation may award Candidacy status to new institutions or programs which, in the judgment of the Committee on Accreditation, demonstrate the potential to meet the standards for accreditation. UDC-CC is actively pursuing accreditation for the Program.

### **PROGRAM STATISTICS**

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.com](http://www.abfse.com). To request a printed copy of this program’s pass rates, graduation rates, and employment rates, go to the Mortuary Science Program Director on the main campus at 4200 Connecticut Avenue, N.W. Building 44, Room 200-28 or email at [joanna.ellsberry@udc.edu](mailto:joanna.ellsberry@udc.edu) or by telephone at (202) 274-5858.

## **MORTUARY SCIENCE STUDENT ASSOCIATION**

The Mortuary Science Program maintains an active Mortuary Science Student Association (MSSA) which creates a sense of community among the student body and enriches 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, the MSSA, and on the Mortuary Science Advisory Board. The MSSA advises the Program on practicum site selection, course scheduling, and any matters related to the learning experience in the Program.

## **PERSONAL APPEARANCE**

The personal appearance and demeanor of Mortuary Science students at the University of the District of Columbia Community College reflects 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 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 **Business Formal** attire. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting Business Formal attire. Generally speaking, this policy includes wearing a business suit, white shirt, a tie, conservative dress, skirts or business pants suit, and closed toe footwear.
- Hair will be neat at all times.

## **LABORATORY EDUCATION**

### **The Laboratory Experience**

All students in the Mortuary Science Program are required to successfully complete two semesters of embalming laboratory and one semester of restorative art laboratory. The purpose of the two semesters of embalming are 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. Below is a short list of policies highlighted by the Mortuary Science faculty to ensure that all students have safe and productive laboratory experiences.

### **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 regarding 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.

### **Conduct**

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

- Maintain a professional attitude within the presence of other students, staff, program, faculty, and affiliate associates;
- Report to the laboratory on time, alert and dressed in proper laboratory attire (scrubs and lab coat);
- Refrain from habitual or excessive tardiness, absenteeism, and/or leaving the laboratory early without permission;
- Keep record of their attendance at funeral home practicum experiences;
- Complete all assigned tasks;
- Refrain from leaving remains unattended during embalming procedures;
- Refrain from assisting another student in completion of assigned task(s) that an instructor is attempting to assess;
- Not abandon the assigned task(s) unless directed by the supervisor or sponsor to do so;
- Properly cleanup the laboratory at the appropriate time;
- Refrain from possession or being under the influence of illegal drugs or liquor (of any kind);
- Refrain from engaging in the theft, of any article(s), from the laboratory;
- Refrain from engaging in any immoral conduct; and
- Adhere to appropriate guidelines as published by UDC-CC and/or the Mortuary Science Program for initiation of grievances concerning any aspects of laboratory course work.

## **PRACTICUM INFORMATION**

### **Introduction**

Practicum placement is contingent on the agreement among the participating funeral home, the Mortuary Science Program, and the student. Thus, the funeral home reserves the right to exclude any student whose behavior, in their opinion, is deemed to be incompetent, unprofessional, or detrimental to the proper rendering of professional services. Further, if the instructor, in his/her professional opinion, deems a student to be incompetent, unprofessional, or a hazard to the provision of professional funeral service may, likewise dismiss a student from the lab. If the funeral home terminates their articulation agreement with a student, the student will not be reassigned, and thus will be unable to meet the objectives of the Funeral Services Management and Principles - Practicum course and experience.

### **Confidential Information**

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

### **Meals**

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

### **Personal Appearance and Behavior**

All students will adhere to the personal appearance policy of the Mortuary Science Program in their practicum courses. 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 Formal attire. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting Business Formal attire. Generally speaking, this policy includes wearing a business suit, white shirt, a tie, conservative dress, skirts or business pants suit, and closed toe footwear.
- Hair will be neat at all times.
- Perfumes and after-shave lotions will 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.

Moreover, the students of the Mortuary Science Program will behave in a respectful manner as to best represent the Program and UDC-CC. Students are expected to:

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

### **Transportation and Parking**

Mortuary Science students will be 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**

### **DISTRIBUTION BY AREA**

| <b><u>Public Health and Technology:</u></b>             | <b><u>Credits</u></b> |
|---|-----------------------|
| MSTC-105C Descriptive Pathology and Microbiology        | 3                     |
| MSTC-131C Restorative Art I - Lec                       | 3                     |
| MSTC-213C Restorative Art II - Lec                      | 3                     |
| MSTC-214C Restorative Art II – Lab                      | 1                     |
| MSTC-124C Theories of Embalming and Disposition         | 3                     |
| MSTC-220C Embalming and Disposition Principles I – Lec  | 3                     |
| MSTC-223C Embalming and Disposition Principles I – Lab  | 1                     |
| MSTC-230C Embalming and Disposition Principles II – Lec | 3                     |
| MSTC-232C Embalming and Disposition Principles II – Lab | <u>1</u>              |
| Subtotal in Public Health                               | 21                    |

|   |   |                           |
|---|---|---------------------------|
| <b><u>Business Management:</u></b>            |   | <b><u>Credits</u></b>     |
| MSTC-104C                                     | Funeral Service Orientation                         | 3                         |
| ACTC-201C                                     | Principles of Accounting I                          | 3                         |
| MSTC-205C                                     | Funeral Service Management and Principles – Lecture | 3                         |
| MSTC-206C                                     | Funeral Service Management and Principles Practicum | 3                         |
| MSTC-155C                                     | Small Business Management for Funeral Service       | 3                         |
| APCT-104C                                     | Introduction to Computer Applications - Lecture     | 2                         |
| APCT-105C                                     | Introduction to Computer Applications - Lab         | <u>1</u>                  |
|   | Subtotal in Business Management                     | 18                        |
| <br><b><u>Social Sci/Humanities:</u></b>      |   | <br><b><u>Credits</u></b> |
| MSTC-107C                                     | History and Sociology of Funeral Service            | 3                         |
| MSTC-254C                                     | Psychology of Grief                                 | <u>3</u>                  |
|   | Subtotal in Social Science                          | 6                         |
| <br><b><u>Legal, Ethical, Regulatory:</u></b> |   | <br><b><u>Credits</u></b> |
| MSTC-135C                                     | Funeral Service Law and Ethics                      | 3                         |
| MSTC-294C                                     | National Board Seminar                              | <u>1</u>                  |
|   | Subtotal in Legal                                   | 4                         |
| <br><b><u>General Education:</u></b>          |   | <br><b><u>Credits</u></b> |
| FMES-101                                      | First year seminar                                  | 1                         |
| BIOL-111C                                     | Anatomy and Physiology I – Lecture                  | 3                         |
| BIOL-113C                                     | Anatomy and Physiology I – Lab                      | 1                         |
| CHEM-105C                                     | Fundamentals of Chemistry I - Lecture               | 3                         |
| CHEM-106C                                     | Fundamentals of Chemistry I – Lab                   | 1                         |
| MATH-101C                                     | General College Math I                              | 3                         |
| MATH-102C                                     | General College Math II                             | 3                         |
| ENGL-111C                                     | English Composition I                               | 3                         |
| ENGL-112C                                     | English Composition II                              | <u>3</u>                  |
|   | Subtotal in General Education                       | 21 (30% total)            |
|   | <b>TOTAL CREDITS REQUIRED IN PROGRAM</b>            | <b>70</b>                 |

## **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 courses are invited to gain exposure to the Funeral Service Industry.

### **MSTC-105C Descriptive Pathology & Microbiology**

**(3)**

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

### **MSTC-107C History and Sociology of Funeral Service**

**(3)**

This course discusses the history of funeral service with 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-req.: Mortuary Science Program Admission.

### **MSTC-124C Theories of Embalming and Disposition**

**(3)**

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

### **MSTC-131C Restorative Art I**

**(3)**

This course provides an introduction to the surface bones of the cranium as well as the structures of the ear, nose, mouth, and eyes. With this background information, students will learn the modeling techniques of the face with emphasis on head shapes, facial profiles, and physiognomy. Pre-req.: MSTC-105C and 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-req.: MSTC-107C.

**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-req.: ACCT-201C & Mortuary Science Program Admission.

**MSTC-205C Funeral Service Mgmt. and Principles – Lecture (3)**

This course concentrates on the responsibilities of licensure and professional practices emphasizing personnel management, facilities, and other resources. The management course also explores techniques for implementing and directing funerals according to customers' sociological, theological, and psychological needs. Pre-req.: ACCT-201C & Mortuary Science 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. Pre-req.: MSTC-205C & ACCT-201C.

**MSTC-213C Restorative Art II - Lecture (3)**

This course explores color theory with emphasis on waxes and cosmetics and provides an examination on restorative treatment outlines for burns, bullet wounds, excisions, fractures, and decapitations. Pre-req.: 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-req.: 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 and drainage types, as well as an examination of anatomical classification and linear guides. Pre-req.; 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-req.; MSTC-124C Co-req.: MSTC-220C.

**MSTC-230C Embalming & Disposition Principles II – Lecture (3)**

This course is a continuation of the study of the embalming process. The course covers cavity treatment, autopsies, necropsies or postmortem, examination, post mortem 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-req.: MSTC-220C and MSTC-223C. Co-req.: MSTC-232C.

**MSTC-232C Embalming & Disposition Principles II – Lab (1)**

This laboratory course continues the study of the embalming of human remains, the theory of embalming practices, and laboratory management from previous embalming courses with summative analysis. Co-req.: MSTC-230C.

**MSTC-254C Psychology of Grief (3)**

This course examines the role of the funeral director in grief counseling, immortality, and dying and death, with discussions on normal and abnormal grief reactions including the concepts of “grief work” and the impact of death on the bereaved. Pre-req.: MSTC-124C; MSTC-131C; and MSTC-155C.

**MSTC–294C National Board Seminar (1)**

This course provides a methodical review of all areas of funeral service with emphasis on specific competencies in preparation for the National Board Examination as well as State Licensure Examinations. Pre-req.: Approval of Program Director.

## CURRICULUM SEQUENCE

### PRE-MORTUARY COURSEWORK – FALL SEMESTER (SUGGESTED)

| Course #                   | Course Title                                 | Credits   | Semester | Grade | Prerequisites                                 |
|----------------------------|--|-----------|----------|-------|---|
| FSEM-101C                  | First Year Seminar                           | 1         |          |       |   |
| ENGL-111C                  | English Composition I                        | 3         |          |       | ENGL-015C or required score on placement test |
| MATH-101C                  | General College Math I                       | 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.)                           |
| APCT-104C                  | Intro to Applications of Computers (Lecture) | 2         |          |       | APCT-105C (co-req.)                           |
| APCT-105C                  | Intro to Applications of Computers (Lab)     | 1         |          |       | APCT-104C (co-req.)                           |
| <b>Total Credit Hours:</b> |  | <b>14</b> |          |       |   |

### PRE-MORTUARY COURSEWORK – SPRING SEMESTER (SUGGESTED)

| Course #                   | Course Title                        | Credits   | Semester | Grade | Prerequisites                  |
|----------------------------|-------------------------------------|-----------|----------|-------|--------------------------------|
| ENGL-112C                  | English Composition II              | 3         |          |       | ENGL-111C                      |
| MATH 102C                  | General College Math II             | 3         |          |       | MATH-101C                      |
| CHEM-105C                  | Fundamentals of Chemistry (Lecture) | 3         |          |       | MATH-101C; CHEM-106C (co-req.) |
| CHEM-106C                  | Fundamentals of Chemistry (Lab)     | 1         |          |       | MATH-101C; CHEM-105C (co-req.) |
| MSTC-104C                  | Funeral Service Orientation         | 3         |          |       |                                |
| <b>Total Credit Hours:</b> |                                     | <b>13</b> |          |       |                                |

**ALL STUDENTS WHO HAVE PASSED THE PREMORTUARY COURSES WITH A “C” OR BETTER MUST HAVE APPLIED AND GAINED ACCEPTANCE INTO THE PROGRAM BEFORE TAKING THE MORTUARY SCIENCE COURSES.**

### FIRST YEAR – FALL SEMESTER

| Course #                   | Course Title                             | Credits   | Semester | Grade | Prerequisites     |
|----------------------------|--|-----------|----------|-------|-------------------|
| MSTC-124C                  | Theories of Embalming and Disposition    | 3         |          |       | Program Admission |
| MSTC-107C                  | History and Sociology of Funeral Service | 3         |          |       | Program Admission |
| MSTC-105C                  | Descriptive Pathology & Microbiology     | 3         |          |       | Program Admission |
| ACCT-201C                  | Principles of Accounting I               | 3         |          |       |                   |
| <b>Total Credit Hours:</b> |  | <b>12</b> |          |       |                   |

**FIRST YEAR – SPRING SEMESTER**

| Course #  | Course Title                                   | Credits   | Semester | Grade | Prerequisites                  |
|-----------|--|-----------|----------|-------|--------------------------------|
| MSTC-220C | Embalming & Disposition Principles I (Lecture) | 3         |          |       | MSTC-124C; MSTC-223C (co-req.) |
| MSTC-223C | Embalming & Disposition Principles I (Lab)     | 1         |          |       | MSTC-220C (co-req.)            |
| MSTC-135C | Funeral Service Law                            | 3         |          |       | MSTC-104C and MSTC-107C        |
| MSTC-155C | Small Business Mgmt. for Funeral Service       | 3         |          |       | ACCT-201C                      |
| MSTC-205C | Funeral Service Mgmt. & Principles (Lecture)   | 3         |          |       | ACCT-201C                      |
|           | <b>Total Credit Hours:</b>                     | <b>13</b> |          |       |                                |

**FIRST YEAR – SUMMER SEMESTER**

| Course #  | Course Title                                   | Credits  | Semester | Grade | Prerequisites           |
|-----------|--|----------|----------|-------|-------------------------|
| MSTC-206C | Funeral Service Mgmt. & Principles (Practicum) | 3        |          |       | ACCT-201C and MSTC-205C |
| MSTC-131C | Restorative Art I (Lecture)                    | 3        |          |       | MSTC-105C and MSTC-220C |
|           | <b>Total Credit Hours:</b>                     | <b>6</b> |          |       |                         |

**SECOND YEAR – FALL SEMESTER**

| Course #  | Course Title                                    | Credits   | Semester | Grade | Prerequisites                       |
|-----------|---|-----------|----------|-------|-------------------------------------|
| MSTC-213C | Restorative Art II (Lecture)                    | 3         |          |       | MSTC-131C; MSTC-214C (co-req.)      |
| MSTC-214C | Restorative Art II (Lab)                        | 1         |          |       | MSTC-131C; MSTC-213C (co-req.)      |
| MSTC-230C | Embalming & Disposition Principles II (Lecture) | 3         |          |       | MSTC-220C; MSTC-232C (co-req.)      |
| MSTC-232C | Embalming & Disposition Principles II (Lab)     | 1         |          |       | MSTC-230C (co-req.)                 |
| MSTC-254C | Psychology of Grief                             | 3         |          |       | MSTC-124C, MSTC-131C, and MSTC-155C |
| MSTC-294C | National Board Seminar                          | 1         |          |       | Approval of Program Director        |
|           | <b>Total Credit Hours:</b>                      | <b>12</b> |          |       |                                     |

**Total Credit Hours for A.A.S. Degree in Mortuary Science: 70**

## **ABFSE CONTACT INFORMATION**

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

## **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.

<https://theconferenceonline.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-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](http://www.cremationassociation.org)

ICCFA - International Cemetery, Cremation & Funeral Association

[www.iccfa.com](http://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.**

## INFORMATION FOR APPLICATION FOR ADMISSION

Applications for admission can either be completed online at [www.udc.edu](http://www.udc.edu) or may be located at:

University of the District of Columbia Community College  
Office of Admissions  
801 N. Capitol St., N.E.  
Washington, D.C. 20002  
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:

Joanna Ellsberry, JD  
Program Director  
Mortuary Science Program  
UDC-CC  
4200 Connecticut Avenue, N.W.  
Building 44, Room 200-28  
Washington, D.C. 20008  
Telephone: (202) 274-5651

E-mail: [joanna.ellsberry@udc.edu](mailto:joanna.ellsberry@udc.edu)

# MORTUARY SCIENCE PROGRAM

## STUDENT HANDBOOK RECEIPT FORM

(Student File Copy)

I have received the **Mortuary Science Program's Student Handbook (2018-2019)**.

I understand that the Mortuary Science Program at UDC-CC is a Candidate for Accreditation and is not currently accredited. I further understand that until the Program does gain accreditation, I will not be permitted to sit for the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required and therefore will not be permitted to achieve licensure in the mortuary sciences.

I understand and will abide by the rules, regulations, guidelines, policies and procedures specified in the **Mortuary Science Program's Student Handbook (2018-2019)**.

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

**My faculty advisor's room number is** \_\_\_\_\_

**My faculty advisor's phone number is** \_\_\_\_\_

**My faculty advisor's e-mail address is** \_\_\_\_\_

\_\_\_\_\_  
Student's Printed Name and Signature

\_\_\_\_\_  
Date