



MORTUARY SCIENCE PROGRAM

1973 - 2020

47 Years of Excellence in Funeral Service Education

Student Handbook

2020-2021

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

Accreditation

The Mortuary Science degree program at 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 2020-21 University of the District of Columbia - Community College (UDC-CC) Mortuary Science Program. On behalf of the faculty, we look forward to your education in the funeral industry in this upcoming year – a unique one that emphasizes the importance of this industry.

To reach the goal of graduation, employment, and subsequent licensure in funeral services requires hard work from its students as well as its faculty. The Mortuary Science program is very rigorous, but the information, skills, and practices in the courses of the curriculum will ultimately lead to success in the NBE and beyond. The Mortuary Science faculty members are highly skilled in funeral arts and sciences and are committed to giving you the best education in funeral service.

This handbook contains a description of the programs, its policies, and general information of the Program; it is also applicable not only to all students enrolled in the program but also to all students hopeful to matriculate. The policies in this manual complement those established by both UDC and UDC-CC. To all students, both in the program and those who wish to enter the program, please read this handbook carefully, keep it handy, and refer to it when necessary. Most questions about the Mortuary Science program can be answered with this manual.

As we embark on a year filled with fear, uncertainty, and social distancing, the UDC-CC Mortuary Science program will continue to be a beacon in the community and provide a safe environment where its students can be free to ask questions, learn, and gain wonderful experiences. Our virtual door is always open!

Sincerely,

A handwritten signature in black ink, appearing to read 'Naciem Yousif', written in a cursive style.

Naciem Yousif, MD
Acting Program Director

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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 community of the District of Columbia, and producing lifelong learners who are transformative leaders in the workforce, government, nonprofit sectors and beyond.

Vision of UDC:

All students will achieve their highest levels of human potential.

The mission of the Division of Nursing, Allied Health, and Life and Physical Sciences is to provide 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.

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 currently offers, do not always become funeral directors or embalmers. Some become employed by hospitals to work in certain related or allied occupations. This survey identified those occupations and determined their availability. The occupational titles existing in the hospitals surveyed and relating to the mortuary science field were: anatomical embalmer; anatomical pathological technician; autopsy assistant; morgue attendant; morgue diener; morgue counselor; mortuary officer; pathological assistant; and others.

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

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

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

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

The Department of Mortuary Science enrolled its first students in the fall of 1974. Its first class graduated in 1976 and the program received full accreditation from the American Board of Funeral Service Education, Inc. In 1977, the Washington Technical Institute, the Federal City College and the 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, 2019-2020, the Mortuary Science Program is proud to celebrate its forty-fifth year of excellence in funeral service education.

PROGRAM DESCRIPTION

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

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

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

PROGRAM LEARNING OUTCOMES

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

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice

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

ADMISSION REQUIREMENTS

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

1. Successful completion of all Pre-Mortuary Science coursework with a grade of “C” or better
 - a. An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework, unless the applicant has completed **all** of their coursework at UDC-CC;
 - b. The following science courses - Anatomy and Physiology I lecture and lab, and Fundamentals of Chemistry lecture and lab) must be successfully completed within five (5) years of first date of enrollment into the Mortuary Science program.
2. The Pre-Mortuary Science coursework GPA must be at least 2.75.;
3. Submission of a one-page essay: “Why I Want to be a Funeral Director;”
4. Submission of at least two (2) confidential letters of recommendation (using the official recommendation forms included in the MS application packet);
 - a. At least one recommendation letter **MUST** be from a SCIENCE professor;

- b. For letters that are not written by a science professor, the writer must know the applicant in a professional capacity for at least one (1) year and be unrelated to the applicant;
 - c. UDC-CC Mortuary Science Professors/Staff may not provide recommendations for students for program admission.
5. Proof of a physical health examination performed by a licensed 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 BEFORE the start of the fall semester (by July 31st of each year). Students will not be registered for classes without the receipt of this report by the University Health Services;
6. Submission of the results of a current criminal background clearance check from Global Investigative Services BEFORE start of the fall semester (by July 31st of each year). Students will not be registered for classes without the receipt of this report by the Program Director;
7. Submission a current drug screening for opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives) from Metro Labs BEFORE the start of the fall semester (by July 31st of each year). Students will not be registered for classes without the receipt of this report by the University Health Service and
8. Interview by the Admission, Progression, and Graduation Committee, which will include an in-house writing sample and an admissions test.

ADVISEMENT AND REGISTRATION

Students interested in the Mortuary Science Program should discuss overall aspects of the program (academic rigor, curriculum, program admission requirements, practicums, apprenticeships, licensing requirements, National Board Examination, career opportunities, etc.) with the Program Director. Continuing students who are Mortuary Science majors must discuss- academic requirements, counseling plans, etc. prior to the registration period each semester. Students are required to discuss their academic progression at least once per semester, with the Program Director to facilitate optimal matriculation in the program.

TRANSFER STUDENTS

Transfer to UDC-CC:

1. UDC-CC considers transfer students for non-Mortuary Science transfer admission. Please refer to the UDC-CC catalog regarding transfer admission 2. Transfer of Mortuary Science courses:

The Mortuary Science program will consider students for transfer if Mortuary Science credits were earned at an ABFSE accredited Mortuary Science program (NOTE: the previous institution must have been accredited at the time the student successfully completed the coursework). Mortuary Science courses considered for transfer should not be more than two (2) years old at the time of application. Credits will only be considered for transfer where a “C” or better was earned in the course. Students should submit an application to the Mortuary Science Program Director. Transfer students must also be in good academic standing with the previous institution, (not on academic probation, nor academically or administratively dismissed, nor barred from continuing enrollment in the previous Mortuary Science program). One of the confidential letters of recommendation must be submitted by the Program Director from the applicant’s previous institution directly to the UDC-CC Mortuary Science Program Director. Acceptance of transfer students from other Mortuary Science Programs depends upon the applicant’s credentials and space availability. All Mortuary Science coursework at the previous program will be reviewed by the Director of Academic Affairs in consultation with the UDC-CC Mortuary Science Program Director and Division Director to consider transfer credit. UDC-CC confers degrees to those students who complete all degree requirements according to our Mortuary Science Program curriculum. The final 18 credits of the Mortuary Science degree, must be successfully completed in residence at UDC-CC. The UDC-CC Mortuary Science program does not accept transfer credits for the following courses: Embalming Disposition and Principles Laboratories, Restorative Art Laboratories, Practicums/Internships, nor National Board Seminar/Capstone review courses. For all other courses, we will conduct a detailed course by course analysis to consider whether the curriculum and course content from the previous institution substantially matches that of the UDC-CC program.

INTERNATIONAL STUDENTS

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

MODE OF INSTRUCTION

Lectures – Lectures are held face to face

Laboratory –Laboratory instruction is held face to face

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

COVID-19 Pandemic Exceptions:

During the pandemic, we may resort to two modes of teaching:

- 1.Face to Face with social Distancing and proper personal protective equipment. From Fall 2020 forward, all laboratory courses will be held in person
2. Remote Access (synchronous only) via Webex, Zoom, Blackboard

We are maintain academic integrity by ensuring students utilize Blackboard Monitor, Respondus Lockdown, SafeAssign, and/or proctored, face to face examination taking

PROGRESSION, DISMISSAL AND READMISSION

Progression

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

1. Achieve a grade of "C" or better in all required courses listed in the Program of Study AND
2. Maintain a cumulative GPA of 2.75 each semester
3. Remediate all incomplete grade(s) in Mortuary Science courses before the end of the term immediately following the term in which the Incomplete (I) grade was given.Complete all 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, except the National Board Seminar (NBS) course, where students are allowed three attempts. In other words, a student may **repeat** a Mortuary Science course only **once, with the exception of the NBS course, which may be repeated only twice.** Withdrawal by a student from a course is considered an attempt for that course and will be counted against the maximum attempts allowed.

5. Complete all degree requirements for the 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 in order to advance to the next semester
3. If a student fails to complete the requirements of an Action Plan, the student must repeat the course, and will be denied progression.
4. If, the student, with reasonable accommodation, is unable to perform satisfactorily and safely in laboratory and practicum functions, the performance of which is essential to the satisfactory completion of a required course, progression will be denied.

Permanent Dismissal

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

1. A grade of “D”, “F”, or “W” on the second attempt 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 can be repeated. The exception is the National Board Seminar (NBS) course. Students may repeat the NBS course having already repeated two other courses;
3. Professional conduct that does **not** adhere to the objectives of the Mortuary Science Program or the Code of Student Conduct (found in the Student Handbook) for the University. Unprofessional behavior includes, but is not limited to:
 - a. Any verified instance of cheating or academic dishonesty, as determined by the UDC Judicial Committee;
 - b. Any incident where 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

1. Students previously admitted into the Mortuary Science Program but not enrolled for two or more consecutive semesters in the course sequence, must apply for readmission into the Program. A readmission packet can be obtained from the Program Director (Van Ness, Bldg 44, Room 200-28). The following information must be submitted to the Program Director as a requirement for consideration of readmission:
 2. A letter of intent stating the reasons for the absence
 3. A cumulative GPA of 2.75 must still be adhered (if denied progression)
 4. All prerequisites met before progressing in the sequence of Mortuary Science Program of Study courses
 5. All courses (except Foundation Writing I, Foundation Writing II, Foundation Quantitative Reasoning, Discovery Quantitative Reasoning, and Principles of Accounting I) must have

been completed with a grade of “C” or better within 5 years from the date of readmission application.

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

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

REQUIREMENTS FOR GRADUATION

1. Degree Requirements

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

2. National Board Practice Exam

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

RECOMMENDATIONS

1. Cremation Operator Certification

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

2. National Board Examination

The National Board Examination (NBE) for Funeral Services is administered by The International Conference of Funeral Service Examining Boards (The Conference). One requirement of becoming a licensed Funeral Director is to pass the NBE. This

computerized examination consists of two sections: SCIENCES and ARTS. **Candidates must pass BOTH sections in order to pass the NBE.**

Students who successfully pass all course requirements for graduation must contact the Division Director of Nursing, Allied Health, Life and Physical Sciences to receive authorization to take the NBE exam. Clearance to take the NBE is a formal process. Students are required to pay any costs associated with taking any National Board Examinations.

The Division Director highly suggests taking the NBE within 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.** 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. **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 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. Students are required to submit assignments, quizzes, tests, etc. through Blackboard SafeAssign, prior to

submission for grading. Blackboard SafeAssign is a plagiarism prevention tool that allows your instructor to check the originality of a homework submission by comparing your assignment against a database of other assignment submissions. An originality report of less than 15% will be deemed acceptable for submission.

Personal and Professional Conduct

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

The link to the UDC-CC student handbook is:

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

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

GRADE APPEAL POLICY

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

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

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

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

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

TUITION, FEES, REFUNDS, AND WITHDRAWALS

Updated tuition and fees schedule for courses at the Community College 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/2020-2022-UDC-Catalog-Updated-6-24-20.pdf> on page 19. Students who withdraw from a course should be aware of academic implications related to course withdrawal, displayed in the course catalog on page 27.

Withdrawal from a Course

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

Total Withdrawal from the University

Students may withdraw totally from all classes up to and including the last day of classes prior to the beginning of the final examination period. Students who wish to withdraw from the University must submit the Total Withdrawal Form to the Office of the Registrar. If the student wishes to return to the University, the student will be required to apply for 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 defined as the date that the Total Withdrawal Form is received in the Office of the Registrar.

CANCELLATION OF CLASSES

If UDC-CC is closed or if classes are 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—anonously if they choose—via text,

photo and video directly from their smartphones. Download the app from iTunes or Google Play, or use the UDC specific web address: <http://bit.ly/UDC-LiveSafe>.

OFFICE OF COUNSELING & DISABILITY SERVICES

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

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

EQUAL OPPORTUNITY AND HARRASSMENT STATEMENTS

The University of the District of Columbia Community College is an Equal Opportunity Affirmative Action institution. UDC-CC prohibits discrimination or harassment against 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 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, Ear pieces, etc.) and recording devices are prohibited during lecture and laboratory sessions. These devices are disruptive to the learning environment of other students and the instructor. Recording devices may only be used with proper documentation from the Office of Counseling and Disability Services or with written permission from the instructor. Related documentation **MUST** be submitted, reviewed and updated each semester.

MORTUARY SCIENCE PROGRAM INFORMATION

ACCREDITATION STATUS

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/>

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 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 professional **Business** attire in accordance with funeral service practice. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting professional business attire. Generally speaking, this policy includes wearing a business suit, collared shirt, a tie, conservative dress, skirts or business 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 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.

Immunizations

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

Accidents

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

Laboratory Conduct

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

- Maintain a professional attitude within the presence of other students, staff, program, faculty, and affiliate associates;
- Report to the laboratory on time, alert and dressed in proper laboratory attire (scrubs, shoes impervious to fluids and lab coat);
- Refrain from habitual or excessive tardiness, absenteeism, and/or leaving the laboratory early without permission;
- Eating, drinking or chewing gum/candy in the laboratory is **STRICTLY PROHIBITED**.
- Timely completion of all assigned tasks;
- Refrain from leaving remains unattended during embalming procedures;
- Refrain from assisting another student in completion of assigned task(s) that an instructor is attempting to assess;
- Not abandon the assigned task(s) unless directed by the supervisor or sponsor to do so;

- Clean, sanitize and disinfect the laboratory at the appropriate times or when directed by the faculty;
- Refrain from possession or being under the influence of illegal drugs or liquor (of any kind);
- Refrain from engaging in the theft, of any article(s), from the laboratory;
- Refrain from engaging in any immoral conduct; and
- Adhere to appropriate guidelines as published by UDC-CC and/or the Mortuary Science Program for initiation of grievances concerning any aspects of laboratory course work.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

(See the OSHA Compliance Guide for

Trainings are 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 to maintain the privacy of decedents and next of kin information. Requests for information concerning a deceased (including the status of a cadaver cremation) should be immediately referred to the laboratory instructor or designate. Students are expected to maintain strictest confidentiality at all times

PRACTICUM INFORMATION

Introduction

Practicum placement is contingent on the agreement among the participating funeral home, the University, and the student. Thus, the funeral home reserves the right to exclude any student whose behavior, in their opinion, is deemed to be incompetent, unprofessional, or detrimental to the

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

Confidential Information

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

Meals

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

Conduct at Practicum Sites and Activities

At the beginning of the practicum assignment, students are provided an orientation by the site funeral director(s) related to 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. Generally speaking, this policy includes wearing a business suit, collared shirt, a tie, conservative dress, skirts or business pants suit, and closed toe footwear.
- Hair (including facial hair) will be neat at all times. Perfumes, colognes and after-shave lotions should be used in moderation. Strong scents, which may be offensive, should not be used.
- Students are permitted to wear rings, watches, conservative earrings, necklaces and pins. Trendy/ostentatious jewelry should not be worn.
- Tattoos should be covered.

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

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

Transportation and Parking

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

MORTUARY SCIENCE CURRICULUM

DISTRIBUTION BY AREA

<u>Public Health and Technology:</u>	<u>Credits</u>
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
<u>Business Management:</u>	<u>Credits</u>
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
IGED-250C	Effective Use of Technology	<u>3</u>
Subtotal in Business Management		18

Social Sci/Humanities:

MSTC-107C	History and Sociology of Funeral Service	3
MSTC-254C	Psychology of Grief	<u>3</u>
Subtotal in Social Science		6

Legal, Ethical, Regulatory:

MSTC-135C	Funeral Service Law and Ethics	3
MSTC-294C	National Board Seminar	<u>1</u>
Subtotal in Legal		4

General Education:

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
IGED-120C	Foundation Quantitative Reasoning	3
IGED 220	Discovery Quantitative ReasoningI	3
IGED-120C	Foundation Writing I	3
IGED-111C	Foundation Writing II	<u>3</u>
Subtotal in General Education		21 (30% total)
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 & 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.

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.

MSTC-135C Funeral Service Law (3)

The funeral service law course examines the sources of mortuary law, the legal status of a dead human body, the rights and duties of disposal, and the rights of parties obligated for disposal of human remains. This course also explores the rights and duties of the mortician, his/her liability for funeral expenses, and the laws governing interment and disinterment. .

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

This course analyzes small business management including: the role of small businesses in the United States; problems and risks of business ownership; buying an existing business; starting a new business; and marketing. Legal forms of business ownership, contract law, Uniform Commercial Code, laws governing negotiable instruments, and funeral service software applications will also be introduced.

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

This course concentrates on the responsibilities of licensure and professional practices emphasizing personnel management, facilities, and other resources. The management course also explores techniques for implementing and directing funerals according to customers' sociological, theological, and psychological needs.

MSTC-206C Funeral Service Mgmt. & Principles – Practicum (3)

This course provides field experience in the technical and administrative aspects of the funeral service profession.

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

This course explores color theory with emphasis on waxes and cosmetics and provides an examination on restorative treatment outlines for burns, bullet wounds, excisions, fractures, and decapitations. . Co-req.: MSTC-214C.

MSTC-214C Restorative Art II - Lab. (1)

This course provides practical instruction in restoration techniques regarding correct form, contour, color and shape. Co-req.: MSTC-213C.

MSTC-220C Embalming & Disposition Principles I – Lecture (3)

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

MSTC-223C Embalming & Disposition Principles I – Lab (1)

This laboratory course examines the techniques involved in embalming human remains, the theory of embalming practices, and laboratory management. Co-req.: MSTC-220C.

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

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

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

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

MSTC-254C Psychology of Grief (3)

This course examines the role of the funeral director in grief counseling, immortality, and dying and death, with discussions on normal and abnormal grief reactions including the concepts of “grief work” and the impact of death on the bereaved. .

MSTC–294C National Board Seminar (1)

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

CURRICULUM SEQUENCE

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

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.)
IGED 250C	Effective use of Technology	3	
	Total Credit Hours	14	

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

Course #	Course Title	Credits	Pre-Requisites/Co-Requisites
IGED-111C	Foundation Writing I	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 2.75 PRE-REQUISITE GPA, MUST HAVE APPLIED AND GAINED FORMAL ACCEPTANCE TO THE MORTUARY SCIENCE PROGRAM BEFORE TAKING ANY MORTUARY SCIENCE COURSES.

MORTUARY SCIENCE COURSE WORK

FALL Semester, First Year

Course #	Course Name	Credits	Pre-Requisites/Co-Req
MSTC-105C	Descriptive Pathology	3	Program Admission
MSTC-124C	Theories of Embalming	3	Program Admission
MSTC-135C	Funeral Service Law	3	Program Admission
ACCT-201C	Principles of Accounting I	3	
	Total Credits	12	

SPRING Semester, First Year

Course #	Course Name	Credits	Pre-Requisites/Co-Req
MSTC-220C	Embalming I (Lecture)	3	MSTC-124C; MSTC-223C (co-req.)
MSTC-223C	Embalming I (lab)	1	MSTC-220C (co-req.)
MSTC-155C	Small Business Management	3	ACCT-201C
MSTC-205C	Funeral Service Management and Principles	3	ACCT-201C
MSTC-131C	Restorative Art I (Lecture)	3	MSTC-105C and MSTC-220C(co-req.)
	Total Credits	13	

FALL Semester, Second Year

Course #	Course Name	Credits	Pre-Requisites/Co-Req
MSTC-230C	Embalming II (Lecture)	3	MSTC-220C; MSTC-232C (co-req.)
MST-232C	Embalming II (Lab)	1	MSTC-230C (co-req.)
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-254C	Psychology of Grief	3	MSTC-124C, MSTC-131C
	Total Credits	11	

SPRING Semester, Second Year

Course #	Course Name	Credits	Pre-Requisites/Co-Req
MSTC-206C	Funeral Service Management and Principles Practicum	3	MSTC-205C
MSTC-107C	History and Sociology of Funeral Service	3	Program Admission
MSTC-294C	National Board Seminar	1	Approval by Program Director
	Total Credits	7	

Total Credit Hours for AAS Degree in Mortuary Science: 70

ABFSE CONTACT INFORMATION

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

MORTUARY SCIENCE WEBSITES OF INTEREST

- ABFSE – American Board of Funeral Service Education www.abfse.org
- District of Columbia Board of Funeral Directors www.dcopla.com
- 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.

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
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:

Dr. Bushra Ahmad Saeed
Division Director
Nursing, Allied Health, Life and Physical Sciences (NAHLPS)
bushra.ahmadsaeed@udc.edu

OR

Dr. Naciem Yousif
Acting Program Director,
Mortuary Science Program
nyousif@udc.edu

MORTUARY SCIENCE PROGRAM STUDENT HANDBOOK RECEIPT FORM

(Program and Student File Copy)

I have received the **Mortuary Science Program's Student Handbook (2020-2021)**.

I understand and will abide by the rules, regulations, guidelines, policies and procedures specified in the **Mortuary Science Program's Student Handbook (2020-2021)**.

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

Program Director room number: _____

Program Director phone number: _____

Program Director e-mail address: _____

Student's Printed Name and Signature

Date