

MORTUARY SCIENCE PROGRAM APPLICATION

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



OUR PROGRAM

Mission

The mission of the Mortuary Science Program is to prepare competent practitioners to meet the funeral service-related needs of the diverse citizenry of the District of Columbia and the society at large. Graduates can practice in various settings and attend to funeral service needs of all age groups concerning the disposition of human remains.

Program Learning Outcomes

The Learning Outcomes of the Mortuary Science Program are to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. Upon completion of the Mortuary Science Program, students will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Objectives

Similarly, the objectives of the Mortuary Science Program are:

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

Accreditation Status and Eligibility to Obtain Licensure

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>.

Students must have graduated from an accredited program to be eligible to take the National Board Examination, which is a pre-requisite to the issuing of a license to practice mortuary science in most, if not, all jurisdictions.

Disclosure Information

The Associate of Applied Science (AAS) Mortuary Science Program at the University of the District of Columbia meets the state education requirements for obtaining a Funeral Director and/or Embalmer license in Virginia, Maryland, and the District of Columbia. The University of the District of Columbia has not determined if its AAS Mortuary Science Program meets the state education requirements in any other state or any U.S. Territory. Contact the state regulatory agency for any other state or U.S. Territory to determine whether completion of the licensure program at the University of the District of Columbia meets such state requirements BEFORE applying for admission to the University of the District of Columbia's AAS Mortuary Science program.

Admission Requirements

Before acceptance into the Mortuary Science Program, all students seeking the Associate of Applied Science (AAS) degree must meet the general admissions requirements of the University of the District of Columbia Community College. The requirements for general admissions are located online at http://cc.udc.edu/prospective_students. **Please remember that acceptance to the Community College does not guarantee acceptance into the Mortuary Science Program.**

Admission Requirements:

The following guidelines **MUST BE FOLLOWED** when pursuing the Mortuary Science Degree Program at UDC-CC:

- Successful completion of all pre-mortuary coursework with a grade of "C" or better AND a GPA of at least 3.00 (for pre-requisite courses) before Mortuary Science Program application.
 - An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework **unless** the applicant has completed all their coursework at UDC-CC;
 - All science and technology courses (Anatomy and Physiology I lecture and lab, Fundamentals of Chemistry lecture and lab) must be passed within FIVE (5) years of the first date of enrollment into the Mortuary Science program.
- Submission of a typed one-page essay: "Why I chose to pursue mortuary science?";

- Submission of at least two (2) confidential letters of recommendation (using the official recommendation form is suggested):
 - At least one recommendation letter **MUST** be from a professor, preferably a science professor;
 - For letters that professors do not write, the writer must know the applicant in a professional capacity for at least one (1) year;
- Proof of a physical health examination performed by a licensed healthcare provider, including:
 - Vaccinations, which are required as part of the physical examination and are checked annually: MMR, Tuberculosis (not older than one year), Hepatitis B, Poliomyelitis, and Tetanus (initial vaccination, followed by booster within the last ten (10) years);
 - Proof of the physical examination and vaccinations must be submitted to the University Health Services (Building 44, room A02) through the health center portal.
- Successfully passing the TEAS exam, **including the submission of the payment (est. \$120)** with at least 75% within six (6) months of submitting your application. The website for the exam is [ATI TEAS Exam | TEAS Prep | TEAS Registration | ATI](#). The required exam is listed under allied health. Do not take the nursing exam.
- Submission of the results of an annual criminal background clearance check from Global Investigative Services. The background check is completed electronically, **including the submission of the payment (est. \$50-\$75) of the background check** upon the applicant's name being submitted by the Mortuary Science Program Director to Global Investigative Services, 1700 Rockville Pike, Suite 230, Rockville, MD 20852, 301-589-0088, www.gispi.com. Global Investigative Services will send your background results directly to UDC-CC.
- Perform the 9-panel drug screening, including testing for the following drugs: opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives) with: Metro Lab, 3422 Georgia Avenue, NW, Washington, DC 20010, 202-234-1339. Submit results to UDC-CC Health Services and retain a copy of the records. The drug screening is completed, **including the submission of the payment (est. \$75-\$125) of the drug screening exam** upon the applicant's name being submitted by the Mortuary Science Program Director.
- Interview by the Admission, Progression, and Graduation Committee

Submit the completed application and supporting documents through electronic submission via Blackboard. If you have any questions, please contact Professor Angel King, angel.king@udc.edu. The last day to receive the completed application is March 31st of every year. Admission to the Mortuary Science Program is only confirmed by an official acceptance letter from the Program Director.

PRE-MORTUARY SCIENCE COURSEWORK (PREREQUISITES)

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

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

Additional Information

The Mortuary Science Program candidates should know of the following organizations, regulations, and fees. More information is available in the Mortuary Science Student Handbook.

- Mortuary Science Student Association (MSSA) – a sense of community among the student body and enrich the student experience at UDC-CC through extracurricular activities
- Dress Code – all students are required to wear professional business attire for lectures and scrubs for labs
- National Board Examination (NBE) – a computerized examination consisting of two sections, Arts & Sciences, administered by The International Conference of Funeral Service Examining Boards. The NBE is \$575, and passing is required if pursuing licensure in DC, MD, or VA.
- Apprenticeship – coordinated by students with a funeral home of their choice to gain employment and an understanding of the complexities involved within the funeral industry
- Course textbooks and material – fees vary

MORTUARY SCIENCE PROGRAM APPLICATION

APPLICANT INFORMATION			
First Name:	MI.:	Last Name:	
Student ID #: N00	Phone:	Email:	@udc.edu
Current address:			
City:	State:	ZIP Code:	
Application Term: Fall or Spring		Year:	
I am a: UDC/UDCC Student <input type="checkbox"/> or Transfer Student <input type="checkbox"/> (<i>Check one</i>)			
My current GPA (<i>as of the date of this application</i>): Less than 3.00 <input type="checkbox"/> or Greater than 3.00 or more <input type="checkbox"/>			
EVALUATION OF PRE-MORTUARY SCIENCE COURSES			
<i>(To be completed by the evaluator)</i>			
Pre-mortuary science courses were taken no longer than FIVE years before this application.			<input type="checkbox"/>
These science courses show a grade point average of 3.00 or greater.			<input type="checkbox"/>
ONE-PAGE ESSAY			
My essay, "Why I Chose Mortuary Science?" is uploaded to Blackboard			<input type="checkbox"/>
UNOFFICIAL TRANSCRIPT (UDC/UDC-CC)			
My unofficial transcript is uploaded to Blackboard			<input type="checkbox"/>
RESULTS OF TEAS EXAM (may require an additional fee)			
My TEAS exam result is uploaded to Blackboard			<input type="checkbox"/>
PHYSICAL HEALTH EXAMINATION (may require an additional fee)			
My physical health examination, including required vaccinations, has been completed.			<input type="checkbox"/>
<i>Students must complete a physical health exam before classes begin.</i>			
DRUG SCREENING EXAMINATION (may require an additional fee)			
My unofficial copy or receipt is uploaded to Blackboard			
<i>Students must pass a drug screening before classes begin.</i>			
CRIMINAL BACKGROUND CHECK (may require an additional fee)			
My unofficial copy or receipt is uploaded to Blackboard			<input type="checkbox"/>
<i>Students must pass a background check before classes begin.</i>			
LETTERS OF RECOMMENDATION REQUESTED			
I have requested two letters of recommendation:			
1. Name	2. Name		
Position	Position		
AUTHORIZATION			
I authorize the verification of the information provided on this form.			<input type="checkbox"/>
Signature:		Date:	

Please upload your completed application to Blackboard. If you have any questions, please email Professor Angel King, angel.king@udc.edu.