



MORTUARY SCIENCE PROGRAM

1973 - 2024

51 Years of Excellence in Funeral Service Education

Student Handbook

2024-2025

Mortuary Science program

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

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

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

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

Best regards,

John Kirksey, MPA, FD
Program Director
Mortuary Science Program

Table of Contents

| | |
|---|----|
| UNIVERSITY, DIVISION AND PROGRAM MISSIONS | 4 |
| HISTORY OF THE MORTUARY SCIENCE PROGRAM..... | 5 |
| PROGRAM DESCRIPTION..... | 6 |
| PROGRAM LEARNING OUTCOMES..... | 6 |
| ADMISSION REQUIREMENTS | 7 |
| ADVISEMENT AND REGISTRATION | 8 |
| TRANSFER STUDENTS | 9 |
| INTERNATIONAL STUDENTS | 10 |
| MODE OF INSTRUCTION | 10 |
| PROGRESSION, DISMISSAL AND READMISSION | 11 |
| REQUIREMENTS FOR GRADUATION..... | 14 |
| GENERAL POLICIES OF THE UNIVERSITY..... | 15 |
| ACADEMIC INTEGRITY AND PERSONAL CONDUCT..... | 15 |
| GRADE APPEAL POLICY | 16 |
| TUITION, FEES, REFUNDS, WITHDRAWALS AND CLASS CANCELLATIONS..... | 17 |
| COUNSELING & ACCESSIBILITY RESOURCE CENTER | 18 |
| OFFICE OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT..... | 18 |
| EQUAL OPPORTUNITY AND HARRASSMENT STATEMENTS | 19 |
| EXTRACURRICULAR ACTIVITIES | 19 |
| USE OF ELECTRONIC EQUIPMENT AND RECORDING DEVICES | 20 |
| MORTUARY SCIENCE PROGRAM INFORMATION | 20 |
| MORTUARY SCIENCE STUDENT ASSOCIATION | 21 |
| DRESS CODE | 21 |
| LABORATORY EDUCATION..... | 22 |
| OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) | 23 |
| HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) | 24 |
| PRACTICUM INFORMATION | 24 |
| MORTUARY SCIENCE CURRICULUM..... | 26 |
| MORTUARY SCIENCE COURSE DESCRIPTIONS | 27 |
| CURRICULUM SEQUENCE..... | 29 |
| ABFSE CONTACT INFORMATION | 32 |
| MORTUARY SCIENCE WEBSITES OF INTEREST | 32 |
| INFORMATION FOR APPLICATION FOR ADMISSION | 33 |

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:

The University's mission is to serve the District of Columbia (District) community and promote lifelong learning among vast transformational leaders who work and volunteer locally, in government positions, in non-profit settings, and worldwide (University Homepage). The leadership team, faculty, and staff help students achieve their highest "levels of human potential." The mission of the University is evident in students' demonstration of the five core values:

- excellence,
- collaboration,
- sustainability,
- innovation, and
- integrity.

The mission of the Division of Nursing, Allied Health, and Life and Physical Sciences is to provide exemplary educational experiences to an ethnically diverse population with a particular emphasis on the needs in the District of Columbia. The Division provides an intellectually challenging and nurturing environment that fosters the development of competent and compassionate practitioners who will assist individuals on the continuum from wellness/illness, dying, death, and care of human remains. Students are assisted in the development of critical thinking, problem solving, technical, and social skills through active participation in classroom and practicum experiences.

The Mortuary Science Program's mission is to provide students with a comprehensive education in mortuary science and to prepare graduates to enter the funeral service profession to serve the diverse citizenry of the District of Columbia and for society at large. It is designed to encompass the managerial and technical aspects of funeral service and its allied areas. It also provides the basis for further study in thanatology, pathology, grief counseling, and post-mortem examination. Careers in mortuary science include funeral director, embalmer, autopsy technician, pre-need insurance sales, cemetery sales and management, and funeral merchandise marketing.

Vision of UDC:

The University's 10th President has developed Delivering on the Promise (Strategic Plan, 2024-2029). Delivering on the Promise was approved by the University's Board of Trustees on February 6, 2024. The new vision for the University is as follows: "establish UDC as a leading national public urban university through 1.) Excellence in student achievement, 2.) Strong alignment with local workforce needs, and 3.) Impactful service to the community."

HISTORY OF THE MORTUARY SCIENCE PROGRAM

The University of the District of Columbia Community College (UCD-CC) evolved under the auspices of the formerly known institution, The Washington Technical Institute, in 1973. The mortuary science program came into fruition under the leadership of the late Professor Leander M. Coles. During his tenure, Professor Cole set in motion a feasibility study surveying the Washington DC metropolitan area to determine the need for a funeral service education program. The assessment of the study reveals that the Washington DC, Maryland, and Virginia areas have fourteen hospitals and nineteen funeral home establishments in the Tri-City area. Therefore, the study identifies occupations of various fields and career availability. Further analysis determined that critical areas of funeral service education were necessary within the funeral service community.

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

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

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

In conclusion, the Mortuary Science program established at this institution developed as a result of:

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

The Mortuary Science program enrolled its first students in the fall of 1974. The program received

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

In 2008, The University of the District of Columbia Community College (UDC-CC) received authorization to confer Associates of Applied Science degrees, certificates of completion, and workforce development. The Mortuary Science program is currently within the Division of Nursing and Allied Health, Life and Physical Sciences in the University of the District of Columbia Community College.

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

PROGRAM DESCRIPTION

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

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

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

PROGRAM LEARNING OUTCOMES

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

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.

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

ADMISSION REQUIREMENTS

All students who seek to enter the program must first apply and be granted admission to UDC-CC. Students must complete 17 credit hours of specific pre-requisite coursework before they are eligible to apply to the Mortuary Science program. Students must then submit a Mortuary Science application to the Program Director. The requirements for admission into the Mortuary Science program are as follows:

- Successful completion of all pre-mortuary coursework with a grade of “C” or better AND a GPA of 2.75 or higher (for prerequisite courses) **PRIOR TO Mortuary Science Program application.**
 - An official transcript must be submitted with the application as evidence of successful completion of pre-mortuary coursework, unless the applicant has completed **all** their coursework at UDC-CC.
 - All science and technology courses (Anatomy and Physiology I lecture and lab, Fundamentals of Chemistry lecture and lab,) must be passed within **FIVE (5) consecutive years** of first date of enrollment into the Mortuary Science program.
- Submission of at least two (2) confidential letters of recommendation (using the official recommendation forms included in the Mortuary Science application packet):
 - At least one recommendation letter **MUST** be from a professor, preferably a science professor.
 - For letters that are not written by professors, the writer must know the applicant in a professional capacity for at least one (1) year.
- Proof of a physical health examination performed by a licensed health-care provider,

including:

- Vaccinations, which are required as part of the physical examination. - MMR, Tuberculosis (not older than one year), Hepatitis B, Poliomyelitis, and Tetanus (initial vaccination, followed by booster within the last 10 years). Students need to have evidence of receiving COVID-19 vaccination or waiver for being exempt.
- Proof of the physical examination and vaccinations that must be submitted to the University Health Services. <https://udc.studenthealthportal.com/>
- The physical examination must include a9-panel drug screening, for the following drugs: opioids, THC/cannabinoids, amphetamines, PCP, and cocaine (including its derivatives). Drug testing can be administered through: Metro Lab, 3422 Georgia Avenue, NW, Washington, DC 20010, Telephone: 202-234- 1339. Submit results to UDC-CC Health Services portal <https://udc.studenthealthportal.com/> and retain a copy of the records.
- The Mortuary Science program requires criminal background clearance checks utilizing the services of Global Investigative Services located at 1700 Rockville Pike, Suite 230, Rockville, MD 20852, Telephone: 301-589-0088, Website: www.gispi.com. The background check requires electronic submission (including payment), upon acceptance into the program. The background check results will be forwarded directly to UDC-CC, Mortuary Science Program official
- Interview by the Admission, Progression, and Graduation Committee
- Submit the completed application to Professor John Kirksey, Program Director, through electronic submission via Blackboard or email Professor John Kirksey (john.kirksey@udc.edu) Last day to receive the complete application with all supporting documentation is March 31st of every year.

ADVISEMENT AND REGISTRATION

Students interested in the Mortuary Science program should discuss overall aspects of the program (academic rigor, curriculum, program admission requirements, practicums, apprenticeships, licensing requirements, National Board Examination, career opportunities, etc.) with the Program Director. Continuing students who are Mortuary Science majors must discuss- academic requirements, counseling plans, etc. prior to the registration period each semester. Students are required to discuss their academic progression at least once per semester, with the program faculty to facilitate optimal matriculation in the program. Specialized academic advisers are accessible in the Division of Student Success to advise students taking pre-requisite or other non-programmatic courses. In addition, the Student Navigator for the Division provides advisement to students for non-academic matters (study-skills, accommodations, time-management, child-care, among others).

For registration into the programmatic courses, students if need assistance please send an email to the Program Director, who will assist with the registration.

TRANSFER STUDENTS

Transfer to UDC-CC:

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

Transfer of Mortuary Science courses:

The Mortuary Science program does not accept any mortuary science credits from any other institutions.

INTERNATIONAL STUDENTS

The program will accept pre-requisite and non- programmatic courses done outside the United States, following the procedures outlined in the UDC college catalog. However, official transcripts from the National Association of Credential Evaluation Services (NACES) certifying that the applicant has completed formal educational requirements are at least equivalent to high school graduation in this country. The transcript(s) must be submitted to the University Registrar's Office to seek admission into UDC-CC. No Mortuary Science coursework conducted outside of the United States will 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 in-person.

Laboratory – Laboratory instruction is held in-person.

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

Emergency remote instruction permitted on a case-by-case basis evaluation per Program Director

Only permitted on a case-by-case evaluation per Program Director

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

If emergency instruction is requested and approved by the Program Director, students are expected to have an electronic device (laptop/ iPad/ desktop) with a camera/ webcam and speakers. The devices should be linked to a high-speed internet service for uninterrupted web accessibility.

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

5941.

PROGRESSION, DISMISSAL AND RE-ADMISSION

Progression

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

1. Achieve a grade of "C" or better in all required courses listed in the Program of Study AND
2. Maintain a cumulative GPA of 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 (not including summer). Complete all prerequisites and/or co-requisites for each Mortuary Science course
MSTC Courses MUST be taken in the sequence provided in the Program of Study.

Time-to-Degree

All degree requirements for the A.A.S. in Mortuary Science is expected to be completed within three (3) years of taking the first Mortuary Science course. If the student fails to complete the degree requirements within the specified time frame, probation or dismissal may occur. Extensions or exceptions to this policy are based upon extenuating circumstances, such as health issues or personal emergencies. However, such extensions are granted on a case-by-case basis and require approval from the program director. With the exception of the orientation course, **All MSTC classes are valid for 2 years.** Students who take breaks will need to keep this in mind. Financial Aid does not cover courses that are being repeated and were passed with "C" or higher grade.

4. **A grade of "D" or "F" in any Mortuary Science Program of Study in the same class twice 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), a grade less than “C” in any Mortuary Science Program of Study course (including non MSTC courses) at midterm, , 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.

Permanent Dismissal

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

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

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

Re-admission

Students previously admitted into the Mortuary Science program **but not enrolled for two or more consecutive semesters** in the course sequence, **must reapply** into the Mortuary Science program and start fresh. All MSTC classes are valid for 2 years (with the exception of the Funeral Service Orientation). Admission packet can be obtained from the Mortuary Science website. The following information must be submitted to the Program Director via Blackboard.

REQUIREMENTS FOR GRADUATION

1. Degree Requirements

- a. The associate degree requires 71 credit hours, starting Fall 2024
- 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 (\$570 for both parts).

Recommendations

1. Cremation Operator Certification

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

2. National Board Examination

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

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

3. Apprenticeship

UDC-CC does not arrange apprenticeship; however, students are encouraged to seek on their own. The purpose of the apprenticeship is to prepare students for academic work and understanding of the complexities involved within the funeral industry in terms of hands-on experience. The apprenticeship provides the students with part-time

employment in the profession with the possibility of full-time employment.

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 ARE ALLOWED** during tests, quizzes or exams. Students must arrive for lectures and labs on time. If a student arrives more than ten minutes after the scheduled course start time, the student will be marked absent. As stated in all syllabi of the Mortuary Science courses, **2 unexcused absences will result in a letter grade reduction and 3 or more unexcused absences will result in failure of the course.** Furthermore, an instructor can deem a student absent if they take either an excessive number of breaks or a prolonged break during lecture or lab. **Attendance will be officially recorded via Blackboard.**

ACADEMIC INTEGRITY AND PERSONAL CONDUCT

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

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

Plagiarism is the use of another's ideas or work or both, as if they were one's own. However, ideas or direct quotations from others are acceptable with appropriate 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 original report of less than 15% will be deemed acceptable for submission.

Personal and Professional Conduct

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

not be accepted.

The link to the UDC-CC student handbook is:

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

- Defines academic misconduct.
- List the procedures and consequences associated with academic misconduct.
- List some behaviors and activities defined as non-academic misconduct; and
- The procedures and consequences associated with non-academic misconduct.

GRADE APPEAL POLICY

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

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

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

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

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

TUITION, FEES, REFUNDS, WITHDRAWALS AND CLASS CANCELLATIONS

Updated tuition and fees schedule for courses at the Community College 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 [Academic Calendars | Registrar's Office \(udc.edu\)](#). Students who withdraw from a course should be aware of academic implications related to course withdrawal, displayed in the course catalog.

Withdrawal from a Course

Students may officially withdraw from a course without penalty up to five weeks prior to the beginning of the scheduled final examination. Students should consult the current academic calendar for 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—anonynously if they choose—via text, photo and video directly from their smartphones. Download the app from iTunes or Google Play or use the UDC specific web address: <http://bit.ly/UDC-LiveSafe>.

COUNSELING & ACCESSIBILITY RESOURCE CENTER

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

The mission of the Office of Counseling & Accessibility Resource Center (CARC) is to provide confidential counseling and disability services that accommodate and serve the emotional, psychological, and physical needs of UDC-CC students. The counseling center provides support and referral services to students in the form of individual counseling, crisis intervention, workshops, and events for UDC-CC students. CARC has the responsibility of coordinating reasonable accommodations and providing support services for the UDC-CC students with disabilities in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. For more information, please call 202.274.6173 for counseling services or call 202.274.6182 for disability services, or contact Mr. Jeremy Wood Tel: 202 274 6231 Email: Jeremy.wood@udc.edu

OFFICE OF PUBLIC SAFETY AND EMERGENCY MANAGEMENT

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

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

EQUAL OPPORTUNITY AND HARRASSMENT STATEMENTS

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

The UDC-CC will examine impartially all complaints of sexual harassment and attempt to resolve them as promptly as possible.

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

MORTUARY SCIENCE PROGRAM INFORMATION

Accreditation Status

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

Program Outcomes

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

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

Program Information

| Year | Total Enrolled | # of New Students | # of Grads | Timely Grad* | Graduation rate | Did not finish | Employed in funeral service industry | Overall % Employed |
|------|----------------|-------------------|------------|--------------|-----------------|----------------|--------------------------------------|--------------------|
| 2023 | 15 | 10 | 5 | 5 | 100% | 1 | 7 | 50% |

National Board Statistics -University of District of Columbia-CC

| -- | #Test Takers - Arts | % Pass Arts | #Test Takers- Science | % Pass Science |
|------|---------------------|-------------|-----------------------|----------------|
| 2021 | 3/5 | 60% | 1/7 | 14% |
| 2022 | | | | |
| 2023 | | | | |

MORTUARY SCIENCE STUDENT ASSOCIATION

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

DRESS CODE

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

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

- All students are required to wear professional **business** attire in accordance with funeral service practice. Both the UDC-CC Career Services Center and the Mortuary Science faculty can assist students with selecting professional business attire. 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 always neat.

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 is to teach students the science and art of embalming human remains. Embalming is taught in a completely supervised environment via Embalming Principles & Disposition I – lab (MSTC-223C), followed by a more independent practice setting in Embalming Principles & Disposition II – lab (MSTC-232C). Restorative Art II – lab primarily focuses on the techniques used to properly restore human remains for public viewing.

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

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.
- Adhere to appropriate guidelines as published by UDC-CC and/or the Mortuary Science Program for initiation of grievances concerning any aspects of laboratory course work.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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

MORTUARY SCIENCE CURRICULUM

Associate in Applied Science, Mortuary Science – Program of Study

New Curriculum for FALL 2024

PRE-MORTUARY SCIENCE COURSE WORK – FIRST 1st Pre-requisite 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.) |
| 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 2.75 CUMULATIVE GPA, MUST HAVE APPLIED AND GAINED FORMAL ACCEPTANCE TO THE MORTUARY SCIENCE PROGRAM BEFORE TAKING ANY MORTUARY SCIENCE COURSES.

MORTUARY SCIENCE COURSE WORK

FIRST SEMESTER – Mortuary Science program (2nd overall)

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

MORTUARY SCIENCE COURSE WORK

SECOND SEMESTER – Mortuary Science program (3rd overall)

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

THIRD SEMESTER – Mortuary Science program (4th overall)

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

FOURTH SEMESTER – Mortuary Science program (5th overall)

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

Total Credit Hours for AAS Degree in Mortuary Science: 71

UPDATED: JULY 10, 2024

MORTUARY SCIENCE COURSE DESCRIPTIONS

MSTC-104C Funeral Service Orientation

(2)

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

MSTC-105C Descriptive Pathology and Microbiology

(3)

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

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

This course discusses the history of funeral service with an emphasis on ethnic groups that have influenced contemporary funeral principles and practices. Pre-reqs.: Program Admission.

MSTC-124C Thanatochemistry**(3)**

This outline surveys the basic chemistry principles related to funeral service. Emphasis is on the chemical principles and precautions involved in preserving and disinfection of the dead human body. Pre-reqs.: 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-reqs.: MSTC-105C, Co-req.: MSTC-220C

MSTC-135C Funeral Service Law**(3)**

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

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

This course analyzes small business management including: the role of small businesses in the United States; problems and risks of business ownership; buying an existing business; starting a new business; and marketing. Legal forms of business ownership, contract law, Uniform Commercial Code, laws governing negotiable instruments. Pre-reqs.: Program Admission.

MSTC-205C Funeral Service Merchandise and Cremation – Lecture**(3)**

This course concentrates on the study of caskets and their construction, merchandising, and shipping of remains, cemeteries and mausoleums. This course includes cremation history and all aspects of cremation. Pre-reqs.: Program Admission.

MSTC-206C Funeral Service Mgmt. & Principles – Practicum**(2)**

This course provides field experience in the technical and administrative aspects of the funeral service profession. This course also explores techniques for implementing and directing funerals according to customers' sociological, theological, and psychological needs. Pre-reqs.: MSTC-205C

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

This course explores color theory with emphasis on cosmetology/cosmetics and provides an examination on special restorative art treatment such as abrasions, lacerations, discoloration.

Pre-reqs.: MSTC-131C, Co-req.: MSTC-214C

MSTC-214C Restorative Art II - Lab.**(13)**

This course provides practical instruction in restoration techniques regarding correct form, contour, color and shape. Pre-reqs.: MSTC-131C, Co-req.: MSTC-213C

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

This course introduces the embalming theory and application of the instruments, accessories, and materials necessary for disposition, including chemical embalming solutions and dilutions. The course also includes OSHA requirements, case analysis, embalming procedures, special cases, and post-embalming care. It provides the methods for case analysis, body positioning, posing of features, selecting, and raising arteries, and injection using drainage types, as well as an examination of anatomical classification and linear guides. Pre-reqs.: MSTC-124C, Co-req.: MSTC-223C

MSTC-223C Embalming & Disposition Principles I – Lab**(3)**

A study of the process of chemically treating the dead human body to reduce the presence and growth of microorganisms; to temporarily inhibit organic decomposition; and to restore an acceptable physical appearance. The subject includes the study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation. Pre-reqs.: MSTC-124C, Co-req.: MSTC- 220C

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

This course strengthens the student's knowledge of the embalming process. The course considers the various aspects of pre-embalming analysis, vascular embalming, cavity treatment, autopsy preparation, and restorative techniques, such as tissue building. Pre-reqs.: MSTC-220C, Co-req.: MSTC-232C

MSTC-232C Embalming & Disposition Principles II – Lab**(3)**

This laboratory course continues the study of the embalming of human remains, the theory of embalming practices, and laboratory management from previous embalming courses with summative analysis Pre-reqs.: MSTC-223C, Co-req.: MSTC-230C

MSTC-254C Psychology of Grief and Sociology**(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. Also explores the social phenomena that

affect all elements of funeral service. Pre-reqs.: MSTC-124C, MSTC-131C

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-reqs.: Approval by Program Director.

PHIT 101C Introduction to Public Health Information Technology (PHIT) (4)

This lecture/lab combination course introduces general principles of Public Health with incorporation of Information Technology skills. It also provides experience in data entry in Electronic Medical Records (EMR) and Vital Records (VR).

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[http://www.nfda/](http://www.nfda.org)[http://www.nfda/](http://www.nfda.org)

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

ICCFA - International Cemetery, Cremation & Funeral Association: www.iccfa.com

<http://www.newspaperlinks.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:

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

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

or

Mr. John Trapps,
Student Navigator
John.trapps@udc.edu

MORTUARY SCIENCE PROGRAM STUDENT HANDBOOK RECEIPT FORM

(Program and Student File Copy)

I have received the **Mortuary Science Program's Student Handbook (2024-2025)**.

I understand and will abide by the rules, regulations, guidelines, policies and procedures specified in the **Mortuary Science Program's Student Handbook (2024-2025)**.

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: Suite 200-28

Program Director phone number: (202) 274-5651

Program Director e-mail address: john.kirksey@udc.edu

Student's Printed Name and Signature

Date