

THE CINCINNATI COLLEGE OF MORTUARY SCIENCE

*A Non-Profit Educational Institution
Incorporated under the Laws of the State of Ohio*

CATALOG

Fall 2008 – Fall 2011

This catalog becomes effective on the date of publication. The catalog in effect at the time that a student is admitted will govern program requirements for that student as long as he/she is continuously enrolled and making progress towards graduation. The College reserves the right to change the requirements, fees, regulations and policies stated without formal notice. These changes take effect as determined by the College authorities. Students are expected to have knowledge of the information in this publication, the Student Handbook, and other College publications, as well as officially-posted notices.

Notice of Nondiscriminatory Policies

The College operates in compliance with the provisions of Title VI of the Civil Rights Act of 1974, and accepts students without regard to race, color, creed, sex, national origin, age, or handicap which does not affect the individual's ability to perform the essential functions of his or her education and training.

CCMS admits students on a nondiscriminatory basis to the programs and activities of the institution and does not discriminate in the administration of policies, financial aid or financial policies, athletic or other school-administered programs. CCMS is owned and operated by the Cincinnati Foundation for Mortuary Education. Concerns or questions should be directed to CCMS president, Karen Giles, at the address below.

645 W. North Bend Rd., Cincinnati, Ohio 45224-1462.
PHONE: 513-761-2020 OR
1-888-377-8433 TOLL FREE
WWW.CCMS.EDU

Statement on Disabilities

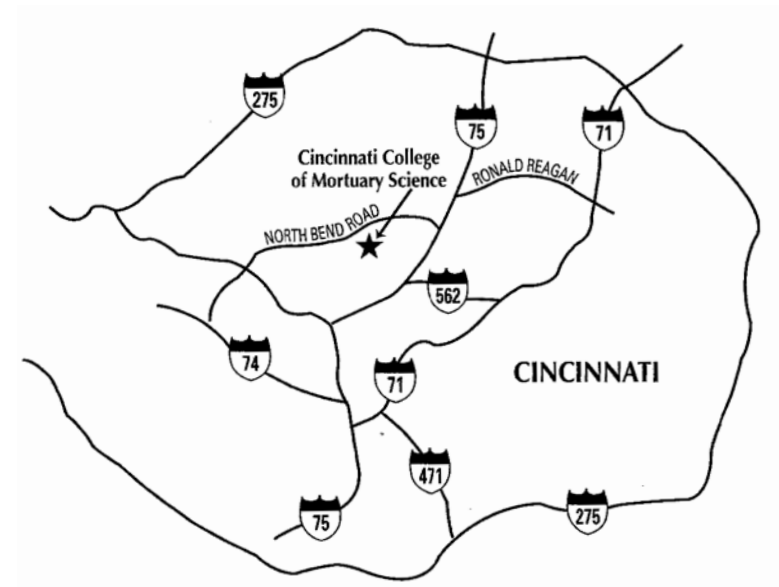
An otherwise qualified student who claims a disability under the Americans with Disabilities Act (ADA, 1990) or the guidelines of Section 504 of the Rehabilitation Act of 1973 must self-identify and register with CCMS and *provide documentation in advance of enrollment-before the start of an academic term.* Required documentation must be dated within 3 years of enrollment, including:

- Doctor statements typed on letterhead with academic recommendations
- Multi-factor Evaluations (MFE), dated within 3 years.
- Psychological reports
- Letters of verification from the BVR or other agencies
- Medical records (physician, clinic, etc.)
- Hospital records
- Students must meet the academic and technical standards for admission or participation. Only students whose impairments rise to the level of “substantial limitation” are qualified as disabled.

The College will work with students to ensure they receive reasonable accommodations in courses of study. The major goal is to ensure that all students with disabilities have an equal opportunity in the pursuit of their educational goals. Services and programs will be made for students according to their individual needs. The College does not need to provide a reasonable accommodation if it fundamentally alters the nature of the program or activity or changes core objectives. The College can decide on the type of accommodation to be provided and need not always provide what is requested. The primary issue is that the accommodation be “effective.”

CCMS will attempt to satisfy students who request accommodations after a term has begun; however, without a timely notification from the student, CCMS can not guarantee that the accommodation will be provided.

Location Map



The permanent home is close to interstate highways, convenient to Ohio, Indiana and Kentucky

DIRECTIONS TO CCMS:

From I-75 North or South, take exit 9 (Paddock-Seymour exit) and go west. Stay in the left lane and after going under the underpass turn left onto North Bend Road. Go on North Bend past Vine Street and continue on North Bend Road about 2 miles.

At the top of the hill you will encounter a sharp turn to the right and then to the left. You will see St. Xavier High School on the right and the CCMS building is on the left directly opposite the high school.

For those persons coming from Indiana, take the North Bend Road exit off I-74 and follow it north and east to CCMS.

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SPRING CLASS CALENDAR-NEW CLASS

	2008	2009	2010	2011
SPRING QUARTER				
Registration and Orientation	Mar 31	Mar 30	Mar 29	Mar 28
Classes begin for fifth-quarter	Mar 31	Mar 30	Mar 29	Mar 28
Classes begin for new students	Apr 1	Mar 31	Mar 30	Mar 29
Classes begin for third-quarter	Apr 1	Mar 31	Mar 30	Mar 29
Good Friday Holiday	Mar 21	Apr 10	Apr 9	Apr 8
Last day to drop course with a `W`	May 16	May 15	May 14	May 13
5th quarter classes end	May 16	May 15	May 14	May 13
5th quarter Co-op begins	May 19	May 18	May 17	May 16
Memorial Day Holiday	May 26	May 25	May 31	May 30
Last day to withdraw from College with `W` grades	May 30	May 29	Jun 4	Jun 3
Final Exams	Jun 10-12	Jun 9-11	Jun 8-10	Jun 7-9
SUMMER QUARTER				
Classes begin for all students	Jun 30	Jun 29	Jun 28	Jun 27
Independence Day Holiday	Jul 4	Jul 4	Jul 4	Jul 4
Open House/Information Day	Aug 2	Aug 8	Aug 7	Aug 6
Last day to drop a course with `W`	Aug 8	Aug 14	Aug 13	Aug 12
Labor Day	Sep 1	Sep 7	Sep 6	Sep 5
Last day to withdraw from College with `W` grades	Aug 29	Sep 4	Aug 27	Aug 26
Final exams	Sep 9-11	Sep 8-10	Sep 7-9	Sep 6-8
FALL QUARTER				
Classes begin for fifth quarter	Sep 29	Sep 28	Sep 27	Sep 26
Classes begin for pre-mortuary and new students	Sep 30	Sep 29	Sep 28	Sep 27
Classes begin for third-quarter	Sep 30	Sep 29	Sep 28	Sep 27
Last day to drop a course with `W`	Nov 14	Nov 13	Nov 12	Nov 11
5th quarter classes end	Nov 14	Nov 13	Nov 12	Nov 11
5th quarter Co-op begins	Nov 17	Nov 16	Nov 15	Nov 14
Thanksgiving recess	Nov 24-28	Nov 23-27	Nov 22-26	Nov 21-25
Last day to withdraw from College with ``W`` grades	Dec 1	Dec 4	Nov 29	Nov 28
Final exams	Dec 10-12	Dec 9-11	Dec 7-9	Dec 6-8
WINTER QUARTER				
Classes begin for all students	2009 Jan 5	2010 Jan 4	2011 Jan 3	2012 Jan 2
Martin Luther King Holiday	Jan 19	Jan 18	Jan 17	Jan 16
Last day to drop a course with `W`	Feb 6	Feb 5	Feb 4	Feb 3
Open House/Information Day	Feb 7	Feb 6	Feb 5	Feb 4
President's Day Holiday	Feb 16	Feb 15	Feb 21	Feb 20
Last day to withdraw from College with ``W`` grades	Feb 27	Feb 26	Feb 25	Feb 24
Final exams	Mar 10-12	Mar 16-18	Mar 15-17	Mar 13-15
Graduation	Mar 21	Mar 20	Mar 19	Mar 17

FALL CLASS CALENDAR

	2008	2009	2010	2011
FALL QUARTER-NEW CLASS				
Registration and orientation	Sep 29	Sep 28	Sep 27	Sep 26
Classes begin for fifth quarter	Sep 29	Sep 28	Sep 27	Sep 26
Classes begin for first and third quarter	Sep 30	Sep 29	Sep 28	Sep 27
Last day to withdraw from a course with a ``W``	Nov 14	Nov 13	Nov 12	Nov 11
5th quarter classes end	Nov 14	Nov 13	Nov 12	Nov 11
5th quarter Co-op begins	Nov 17	Nov 16	Nov 15	Nov 14
Thanksgiving recess	Nov 24-28	Nov 23-27	Nov 22-26	Nov 21-25
Last day to withdraw from the College with ``W`` grades	Dec 1	Nov 30	Nov 29	Nov 28
Final exams	Dec 10-12	Dec 9-11	Dec 7-9	Dec 6-8
WINTER QUARTER				
Classes begin for all students	2009 Jan 5	2010 Jan 4	2011 Jan 3	2012 Jan 2
Martin Luther King Holiday	Jan 19	Jan 18	Jan 17	Jan 16
Last day to drop a course with a `W`	Feb 6	Feb 5	Feb 4	Feb 3
Open House/Information Day	Feb 7	Feb 6	Feb 5	Feb 4
Presidents' Day Holiday	Feb 16	Feb 15	Feb 21	Feb 20
Last day to withdraw from College with ``W`` grades	Feb 27	Feb 26	Feb 25	Feb 24
Final exams	Mar 17-19	Mar 16-18	Mar 15-17	Mar 13-15
SPRING QUARTER				
Classes begin for fifth quarter	Mar 30	Mar 29	Mar 28	Mar 26
Classes begin for new students and third quarter	Mar 31	Mar 30	Mar 29	Mar 27
Good Friday Holiday	Apr 10	Apr 9	Apr 8	Apr 13
Last day to drop a course with a ``W``	May 15	May 14	May 13	May 11
5th quarter classes end	May 15	May 14	May 13	May 11
5th quarter Co-op begins	May 18	May 17	May 16	May 14
Memorial Day Holiday	May 25	May 31	May 30	May 28
Last day to withdraw from the College with ``W`` grades	May 29	Jun 4	Jun 3	Jun 1
Final exams	Jun 9-11	Jun 8-10	Jun 7-9	Jun 5-7
SUMMER QUARTER				
Classes begin for all students	Jun 29	Jun 28	Jun 27	Jun 25
Independence Day Holiday	Jul 4	Jul 4	Jul 4	Jul 4
Open House/Information Day	Aug 8	Aug 7	Aug 6	Aug 4
Last day to drop a course with a ``W``	Aug 14	Aug 13	Aug 12	Aug 10
Labor Day Holiday	Sep 7	Sep 6	Sep 5	Sep 3
Last day to withdraw from College with `W` grades	Sep 4	Aug 27	Aug 26	Aug 24
Final exams	Sep 8-10	Sep 7-9	Sep 6-8	Sep 4-6
Graduation	Sep 12	Sep 11	Sep 10	Sep 8

WHY ATTEND CCMS?

Practical Experience

Over the years CCMS has established a strong reputation for providing practical experience to its students. This is possible because the College has its own modern clinical embalming facility, as well as, restorative art application courses. The embalming laboratory affords students experience under the supervision of licensed faculty members.

CCMS also offers experience in arrangements counseling, merchandising, and funeral directing through the use of the laboratory and role-play. Students are exposed to real life situations in a controlled environment. Students gain further experience in local funeral homes through work/study and co-op programs. CCMS enhances these offerings by scheduled programs, trips, and presentations during the school year.

INNOVATIVE ACADEMIC PROGRAMS

The College is authorized by the Ohio Regents to grant an Associate of Applied Science or a Bachelor of Mortuary Science Degree. The College's 4-quarter core curriculum and the 5th quarter of study for the B.M.S. degree are unique in funeral service education. CCMS offers programs which meet or exceed the licensing requirements of every state and country.

ALUMNI RECOMMENDATIONS

Alumni loyalty is a common gauge by which colleges are judged and recommended. CCMS encourages students to seek and confer with CCMS alumni nationally with regard to the College, its faculty, curriculum, and its reputation. Recent fund drives attest to the support of CCMS given by its alumni.

ASSESSMENT (CCMS Assessment Program - CAP)

What is assessment?

Assessment involves evaluating students' academic performance and the overall effectiveness of an institution. It answers the questions: How do we know that students are learning what we think they are learning? And how do we know that the goals and objectives of the institution are being met?

Why did we develop CAP?

CCMS cares about students' education and wants to:

- ensure that students are learning;
- improve instruction;
- provide evidence of the program's success.

How is assessment conducted?

1. Three major surveys – the Entering Student Survey (ESS) and the Survey of Student Opinions (SSO) offered by ACT Testing – are administered. The ESS is completed by new freshmen students (during registration) and the SSO is completed by students about to graduate (fourth quarter). These surveys allow us to assess the academic program, instruction and curriculum, the facilities, and overall institutional effectiveness. A third survey, the Alumni Survey, is sent to alumni five years after graduation from CCMS.
2. Individual course assessment is conducted by course instructors. This includes (but is not limited to) exams, quizzes, papers, projects, and presentations. In addition, students complete course evaluations at the end of each quarter in which they are asked to indicate whether the course objectives have been met. Students also provide instructors with feedback about specific aspects of the course and instructors use this feedback to improve their teaching.
3. Assessment in the clinical program is conducted by the clinical faculty each term. This includes (but is not limited to) case report forms, reflection papers, instructor/student interaction in the clinical setting, and periodic informal discussions with lab groups.
4. The National Board Exam (NBE) is administered by the Conference of Funeral Service Examining Boards. Students take the NBE at the conclusion of the Associate's degree program.

In what other ways is assessment conducted?

CCMS highlights three capstone experiences which allow for the qualitative assessment of student learning. The fourth quarter course, Funeral Directing Applications, allows instructors to assess skills in the areas of embalming, funeral directing, counseling, and management which cannot be measured effectively through traditional course exams. During fifth quarter, the Funeral Service Co-op is an opportunity for students to begin putting knowledge and skills together by participating in all areas of work in a funeral home environment. Finally, students create Professional Portfolios which showcase course-work, employment and other activities.

A mid-year interview is conducted with all third quarter students to assess progress toward graduation, the National Board Exam and other concerns. CCMS maintains a file of notes, letters and e-mail messages from alumni who want to update us on their progress and share feedback about the college.

How can students participate in the assessment process?

All students are included in the assessment process by participating in the various activities described above. In addition, students are encouraged to offer informal feedback to faculty, staff and administration during one-to-one and small group discussions.

Each year the CAP committee includes several student representatives as well as recent alumni. Recently, the following students served on this committee: Seth Gasche, Jerry Kinley, Kelly Kookoothe, and Kathleen Shaffer.

For questions or comments about CCMS assessment activities, please contact CAP Chairperson, Teresa Dutko at (513) 618-1928 or TDutko@ccms.edu.

STATE AND NATIONAL BOARD EXAMINATIONS

Graduate performance on state and national board examinations is another gauge by which colleges may be judged. The performance of CCMS graduates on these examinations has been outstanding on a consistent basis over the years. The College is confident that its graduates will continue to excel in years to come.

EMPLOYABILITY

Each year CCMS evaluates the employment of its graduates. CCMS maintains a high employment rate for its graduates.



ADMINISTRATION AND STAFF

KAREN GILES, *President*

B.S., University of Illinois; M.S., Florida International University.

DAVID W. TACKETT, *Dean*

A.A.S., Cincinnati College of Mortuary Science; B.S., Penn State University; M.Div., United Theological Seminary. Professional Licensee - CFSP.

PATRICIA SULLIVAN, *Executive Director, Enrollment Management*

B.S., M.S., Western Michigan University.

GAIL WARNEMUNDE, *Director of Financial Aid*

B.S., University of Cincinnati.

BRIAN EASTERLING, *Director of Library & Information Technology*

B.A., Northern Kentucky University; M.L.S., University of Kentucky.

PEGGY HARMON, *Business Manager*

BOARD OF TRUSTEES

Tami Baird-Ganley, Troy, OH*Chair*937-339-2602

Michael Sexton, Cincinnati, OH*Vice Chair*513-661-6200

Lynwood Battle, Cincinnati, OH513-421-8738

Kathleen Berry, Cleveland, OH216-521-0803

R. Scott Davis, W. Portsmouth, OH740-858-4100

Jon Deitloff, Springfield, OH937-399-2811

John Gay, Burlington, KY859-727-1250

David Kolbe, Dayton, OH937-436-0748

William Longcamp, Aurora, IN800-457-1111

Bill Peoples, Marietta, OH740-363-1111

Pat Reger, Huntington, WV304-522-0155

Frank Rosenacker, Cincinnati, OH513-923-5232

Lynn Zechman, Springfield, OH937-325-7353

FACULTY

JAMES M. DORN, *Professor Emeritus*

Diploma, Cincinnati College of Mortuary Science;
B.S., Loyola University of Chicago; M.S., University of Cincinnati.
Professional Licensee - CFSP.

TERESA DUTKO, *Chair, Funeral Directing Arts*

B.A., M.A., Miami University.
Certified in Thanatology (ADEC).

DAVID G. HICKS, *Chair, Embalming Sciences*

B.M.S., Cincinnati College of Mortuary Science. M.S.Ed., Capella University.
Professional Licensee - CFSP.

JOSEPH MAIN, *Clinical Supervisor*

A.A.S., University of Toledo; B.M.S., Cincinnati College of Mortuary Science;
M.P.A., Northern Kentucky University.
Professional Licensee - CFSP.

RANDY WILLIAMS, *Clinical & Facilities Manager*

A.A.S., Belmont Technical College; B.M.S., Cincinnati College of Mortuary
Science. Professional licensee - CFSP.

ADJUNCT FACULTY

ELLEN BUERGER-KRUMME, D.C.

B.S., University of Cincinnati; Doctor of Chiropractic, Logan College.

DANA BURKE, NREMT-P

B.A., West Virginia University.

POUL LEMASTERS

B.M.S., Cincinnati College of Mortuary Science, J.D., Chase College of Law.

MARTIN MOLONY

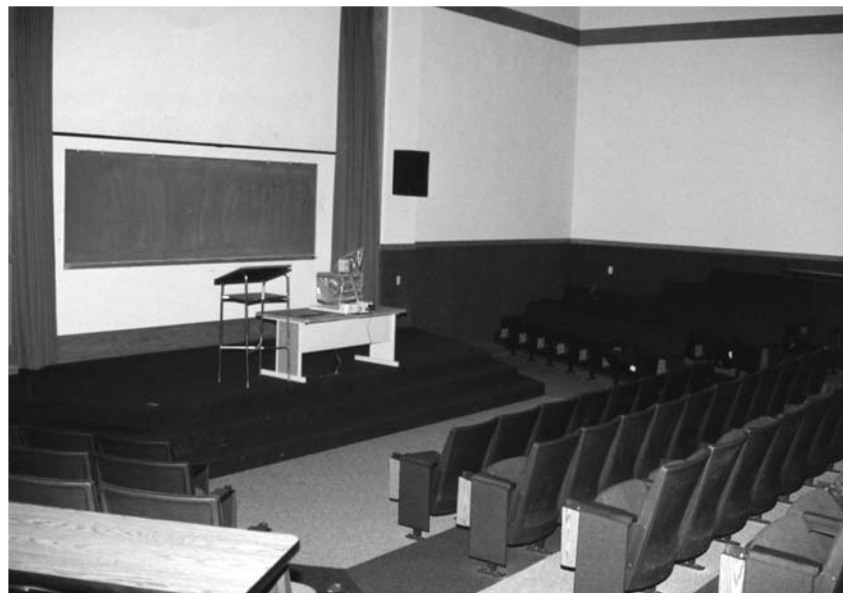
B.M.S., Cincinnati College of Mortuary Science.

HOLLY SAUERBRUNN

B.A., Northern Kentucky University; M.A., Indiana University, Bloomington.

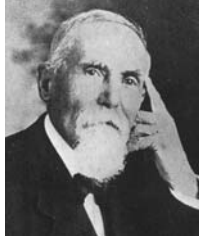
MARI THOMAS

B.S., Bowling Green State University; M.Ed. and Ph.D., University of Cincinnati.



HISTORY OF THE COLLEGE

Founded in 1882 by Joseph H. Clarke, CCMS was known as the Cincinnati School of Embalming. Schooling lasted only a few days and was designed to provide rudimentary instruction in the use of chemicals and methods of preservation.



After purchase of the school in 1909 by Charles O. Dhonau, instruction was expanded to include aspects of public health and more sophisticated knowledge of human anatomy, embalming, disinfection, and restoration. The school was allotted space in General Hospital in 1915, and became the official department for embalming treatment of hospital cases.

As the curriculum and physical facilities grew, the school realized the need for its own physical plant and faculty independent of other agencies. In 1933, CCMS moved into a newly-remodeled building at 3200 Reading Road and remained there for the next 46 years.

In 1966, the name, the Cincinnati College of Mortuary Science, was adopted to reflect the expanding nature of its curriculum and the higher level of academic instruction available to its students, most of whom were required to have 2 years of general college prior to mortuary College studies. Soon thereafter, in 1970, Charles Dhonau transferred the assets of the College to the Cincinnati Foundation for Mortuary Education. The change completed transfer from private, proprietary ownership to ownership by the non-profit, private, tax-exempt Foundation. From 1966 until 1977, CCMS maintained a cooperative academic program with the University of Cincinnati.

In 1977, in response to increasing interest in higher education and the more complex nature of the profession, CCMS established 2- and 4-year programs with Edgecliff College. In a mutual agreement both colleges accepted transfer of students and academic credits toward associate and bachelor's degrees. CCMS moved onto the Edgecliff campus in 1979.

After Edgecliff was purchased by Xavier University in 1980 and after Xavier consolidated the campus into the main campus in the fall of 1987, CCMS moved into new facilities in Cohen Center.

In 1980, CCMS received authorization from the Ohio Regents to award the Associate of Applied Science degree, and in 1982 it received accreditation of that degree by the North Central Association of Colleges and Schools. In 1986, CCMS became the first private college of mortuary science in the nation to be authorized to award the Bachelor of Mortuary Science degree. In 1987,

CCMS was accredited by the North Central Association and by the American Board of Funeral Service Education at the bachelor's degree level.

In 1994, because of continued growth, CCMS purchased 16 acres of land in suburban Cincinnati and built its own permanent home. CCMS moved into the state-of-the-art facilities in 1995.

MISSION

The mission of the Cincinnati College of Mortuary Science is to provide the best education possible for the entry-level practice of funeral service.

The College's philosophy and objectives serve to guide it toward the achievement of its mission.

PHILOSOPHY

The College is dedicated to providing a sound education for its students to help them prepare for a successful career in service to both the community and the profession. Central to the College philosophy is the firm belief that by example and excellence in teaching, supplemented by the opportunity for extensive practical experience, it can develop professionals who will be technically competent, ethical and responsive to the needs of others. Inherent in this philosophy is the College's recognition of its obligation to the student, the profession and the community.

OBJECTIVES

To implement its philosophy, CCMS strives to meet the following objectives. CCMS invites evaluation and assessment at any time. CCMS attempts:

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the post secondary level of instruction.
6. To encourage student and faculty research in the field of funeral service.
7. To expose students to diverse opinions, positions, and disciplines.
8. To instill in the mind of each student the need for lifelong learning.

ACCREDITATIONS

CCMS is recognized by the Ohio Board of Regents as an Institution of Higher Learning (IHL) and is authorized to offer instruction leading to the Bachelor of Mortuary Science and Associate of Applied Science Degrees. CCMS programs are accredited by the American Board of Funeral Service Education, Inc. (ABFSE), and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

APPROVALS

The College is approved for the education and training of veterans, disabled persons and rehabilitation trainees. CCMS is an eligible institution for federal financial aid programs.

MEMBERSHIPS

The College's commitment to the community and the profession is illustrated by the following institutional or staff memberships.

Ohio Embalmers Association

Academy of Professional Funeral Service Practice

Greater Cincinnati Funeral Service Association

University Mortuary Science Education Association

National Funeral Directors Association

Ohio Funeral Directors Association

Ohio Association of College Registrars and Admissions Officers

Greater Cincinnati Library Consortium

Cincinnati Area Health Sciences Libraries Association

Ohio Association of Financial Aid Administrators

Ohio Association of College Admissions Counselors

Association of Governing Boards of Universities and Colleges

Association for Death Education and Counseling

British Institute of Embalmers

Funeral Directors Association of Kentucky

DISABLED PERSONS

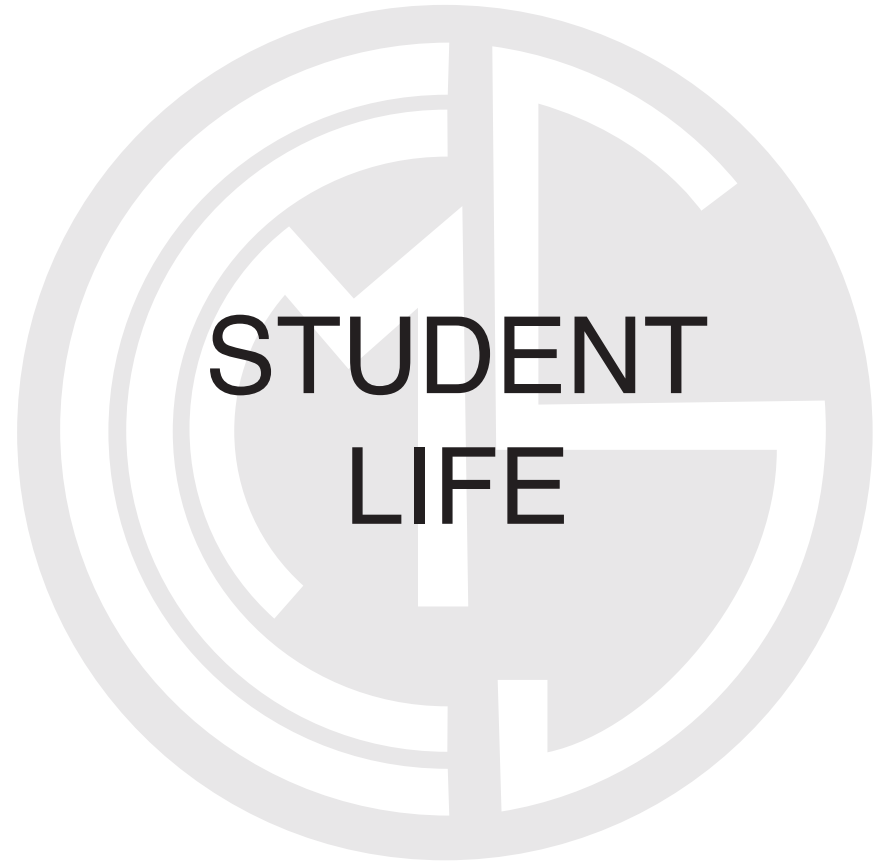
CCMS is accessible to disabled persons. The building has access and restroom facilities. CCMS operates in compliance with the provisions of Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA, 1990), and Rehabilitation Act of 1973.

CLINICAL EMBALMING FACILITIES

The CCMS clinical embalming laboratory is located on site. The embalming complex consists of a main preparation area with two tables, a second room for special operations, and separate areas for storage, refrigeration, offices, laundry, and showers. Protective clothing is supplied to provide students with the most sanitary circumstances available. Each student is required to complete a minimum number of embalming cases during the year, and there is ample opportunity for those who wish to exceed the minimum.

The clinical program is intended to provide a link between classroom theory and clinical reality. CCMS places a high priority on practical experience for the student, especially with the understanding that one year of laboratory exposure only lays the foundation for the high level of skill needed in today's complex laboratory environment.





STUDENT LIFE

RECREATIONAL AND CULTURAL CINCINNATI

Cincinnati is known as the Queen City. Students enjoy all of the cultural, recreational and social benefits of a major metropolitan area.

Cincinnati is noted for its activities: opera, symphony, theater, museums, libraries, universities and period architecture. Cincinnati also boasts professional sports teams and outstanding university sports teams that often participate in national tournaments. Xavier University, the University of Cincinnati, Northern Kentucky University, and Miami University are all within close proximity.

Cincinnati is the home of various riverboats which offers an unusual dimension to local residents, as do the Cincinnati Zoo, Kings Island Amusement Park, and the many shopping malls and downtown department stores. Whether it is Eden Park with its Playhouse, Art Museum, and Krohn Conservatory; Mount Adams and its Bohemian lifestyle and specialty shops; the downtown-city center with many stores, professional sports, restaurants or the outstanding colleges & universities ... the City of Cincinnati has much to offer.



LIVING ACCOMMODATIONS OFF-CAMPUS

CCMS assists in locating satisfactory living arrangements. Students may choose from single rooms or apartments within close proximity to the campus. Furnished apartments are available, and rent for such facilities will vary. CCMS will provide a list of apartments upon request.

FUNERAL HOME ACCOMMODATIONS

Some students live and work in funeral homes while attending CCMS. They may receive some compensation plus living accommodations. CCMS maintains a list of openings and will send the list to students upon request. Students are encouraged to write or call the funeral home as soon as possible to set up interviews. It is the student's responsibility to find satisfactory employment.

STUDENT BODY

Each year CCMS attracts students from all over the United States. The typical student body contains representatives from 10-15 different states, and will be approximately 45% male and 55% female. The students are diverse in age, experience, and educational background. The diversity of students results in exposure to a national perspective on funeral service.

FRATERNITY

In 1930, CCMS chartered the alpha chapter of Pi Sigma Eta. In 1984, responding to the belief that a more modern concept was required, CCMS again chartered a new professional and educational fraternity, Alpha Tau Epsilon.

The fraternity sponsors activities, a scholarship program, local field trips, and guest speakers during the year. The fraternity sponsors various fund-raising activities and sells a variety of T-shirts, coffee cups, sweatshirts, and other items to raise money for yearly projects.

SORORITY

CCMS offers female students the opportunity to be a member of Delta Gamma Pi, a sorority established at CCMS in 1994. Delta Gamma Pi maintains an informal atmosphere of acquaintance and promotes an awareness of female contributions to the profession of funeral service.

HONOR AWARDS

The Nunnamaker Memorial Award is presented in honor of A. J. Nunnamaker and Lulu J. Nunnamaker and consists of a plaque which is awarded for the highest class scholarship. Scholastic award eligibility is based upon the student completing the entire sequence of courses at CCMS.

Dr. George M. Sleichter Award is presented to the student who displays the second highest academic standing in the class. Scholastic award eligibility is based upon the student completing the entire sequence of courses at CCMS.

The Charles O. Dhonau Memorial Embalming Award consists of a savings bond and a plaque. It is presented to the student or students who have displayed the highest competence in both embalming theory and clinical application as evaluated by the Department of Embalming.

The Russler Memorial Award in memory of A.J. Russler consists of a plaque which is awarded to the student who has displayed the highest competence in the clinical setting as evaluated by the Department of Embalming.

The Ohio Embalmers Association Award consists of cash award, a plaque, and is awarded for excellence in the combined theory and practice of embalming. An individual plaque is given and the recipient's name is placed on a Master Plaque at the College.

The Bowsher Plaque in memory of Ivan Pier Bowsher is awarded for outstanding skill in Restorative Art upon recommendation of the department staff and approval of the faculty.

The Homer D. Leffler Award for Funeral Directing-Counseling is awarded in recognition of outstanding potential for excellence in ethical and compassionate service, community relations, and personal and professional development.

James C. Lyerly Award is presented by the Lyerly Funeral Home, Salisbury, N.C. in memory of James C. Lyerly who was a 1948 graduate of CCMS. The award is based upon potential for expertise in business management areas.

The Ohio Funeral Directors Association Award is presented to the student who has outstanding leadership potential. It consists of a plaque and a scholarship to the National Foundation of Funeral Service.

In addition, each graduate will receive the following:

1. Degree
 - Cum Laude for cumulative grades of 3.50-3.69;
 - Magna Cum Laude for grades of 3.70-3.84;
 - Summa Cum Laude for grades of 3.85-4.0.
2. Copy of the Commission in Funeral Service
3. Transcript of Academic Grades

NATIONAL BOARD EXAMINATIONS

The NBE is a comprehensive examination. Most states accept the results of the National Board Examination (NBE) in lieu of part or all of the written state board examination. The International Conference of Funeral Service Examining Boards administers the NBE at testing sites during the year. Sitting for/taking the NBE is a requirement to receive the A.A.S. degree; passing the NBE is a requirement for the awarding of the B.M.S. degree.

The annual passage rate of first-time takers on the NBE for the most recent three-year period for this college and for all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).



PLACEMENT AND ALUMNI SERVICES

The College receives requests from funeral homes throughout the nation for the services of its graduates. While the College cannot guarantee employment to any graduate, most graduates are consistently employed.

The Alumni Newsletter reports personal news items about students and alumni as well as the changes and progress being made at the College.



ADMISSIONS

STUDENTS SERVED

The Cincinnati College of Mortuary Science seeks to retain the national scope and diversity of its student body in the belief that the composition of the student body itself aids in the liberal arts process and helps to free the student from provincialism. The College seeks to enroll persons who believe in the dignity of funeral service, who are committed to competent, professional service, and who desire more than minimal technical training.

REQUIREMENTS FOR ADMISSION

Applicants must meet two separate sets of criteria for admission. They must fulfill academic requirements and they must fulfill the pre-mortuary science licensing requirements of the state in which they intend to practice.

1. ACADEMIC REQUIREMENTS

A. High School Graduates: The College seeks a high school grade point average of 75% or higher (2.0 on a 4.0 scale). If the person has earned a G.E.D., he or she must present copies of the scores and the Certificate. In general, minimum scores on the standardized tests are 14 for the ACT comprehensive and 750 for the SAT combined. High school preparation should include 16 units of which 8 are: English - 3 units; History - 2 units; Math - 1 unit; and Science - 2 units. High school completion is required for admission, and the high school or G.E.D. graduate may only enter the CCMS premortuary science curriculum which begins in the fall of each year.

B. College Transfer Students: CCMS seeks at least a 2.0 grade point average on a 4.0 scale, which equates to a C or higher. The person who has attended another regionally-accredited college may enter the CCMS mortuary science curriculum directly. The degree option available to him or her depends upon the number of credit hours completed at the other institution:

The Bachelor of Mortuary Science Degree requires at least 60 semester hours or 90 quarter hours of general education courses in addition to the mortuary science 5-quarter curriculum.

The Associate of Applied Science Degree requires at least 16 semester or 26 quarter hours in addition to the mortuary science 4-quarter curriculum.

2. STATE LICENSING REQUIREMENTS

The national minimal requirement for licensure is an associate degree. The degree consists of some general college; completion of mortuary college; state and/or national board examinations; and apprenticeship. Applicants are advised to contact the licensing authority in the state in which they wish to practice and to rely only upon direct contact with their state licensing boards. Below are listed some of the options available:

A. Associate Degree: Mortuary students are required to earn the minimum of an associate degree. As part of the associate degree, some states allow a student to enter a mortuary college associate degree program directly out of high school, while other states will require as much as one full year of general college credit hours in addition to the mortuary science curriculum. States applicable: **Alabama, Alaska, Arizona, Arkansas, California, Connecticut, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, Missouri, New Hampshire, New York, North Carolina, Oregon, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, Wyoming.**

B. Two Years of College Plus Mortuary College. Students who intend to practice in a state that requires 2 years of general college work prior to entering the mortuary science curriculum, may complete 2 years (60 sem. or 90 qtr. hrs.) at a regionally-accredited college/university and then enter the mortuary science program at CCMS. Students may complete the 4-quarter sequence and graduate with an A.A.S. Degree. Applicable states: **Delaware, Idaho, Iowa, Kansas, Michigan, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Dakota, Oklahoma, Pennsylvania, South Dakota, Utah, Washington, West Virginia, Wisconsin.**

C. Bachelor's Degree. The States of Ohio and Minnesota require a bachelor's degree for licensure. To obtain the B.M.S. degree, a student may 1.) complete two years of general education core requirements (60 semester or 90 quarter credit hours described under *Academic Options* section) at a regionally accredited college/university, then apply to transfer core credits to CCMS and enter the mortuary science program or 2.) attend any regionally accredited college/university, graduate with a associate's or bachelor's degree, then enter/complete the CCMS B.M.S. mortuary science program.

(This list is subject to change without notice. Because of the variation in state licensing laws, students must contact their state boards.)

APPLYING FOR ADMISSION

1. Persons who have had only high school or G.E.D. training need to contact the high school from which they graduated and request that an official high school transcript be sent to the CCMS admissions. Persons who have the G.E.D. should submit an official copy of the G.E.D. test scores.

2. Persons who have attended college must contact any and all colleges and universities previously attended and have them send official academic transcripts of grades directly to the CCMS admissions.

3. Complete the CCMS application found on the web-site www.ccms.edu and send it to admissions. **A \$40.00 non-refundable application fee must accompany the application form.** Checks should be made out to the Cincinnati College of Mortuary Science/CCMS.

4. Submit evidence of registration with and approval by your state board, if that is one of the prerequisites of your state.

HEALTH FORMS AND HEALTH INSURANCE

CCMS requires the completed health certificate form (on application).

CCMS requires the Hep B immunization series.

CCMS requires a Tetanus immunization or booster within 7 years of enrollment.

CCMS requires a TB test and/or chest x-ray within 6 months of enrollment.

CCMS also recommends strongly that a student carry health insurance. CCMS requires a written release of liability.

ENTRANCE DATES

CCMS enrolls students in the spring and fall of each year. Orientation and registration programs are held before the first day of class. Students may enroll late during the first week of class in extraordinary circumstances.

CCMS charges a late enrollment fee of \$100 for those persons, and no student will be enrolled after the first week. Students must complete the program within 24 months of enrollment.



ACADEMIC OPTIONS

Bachelor of Mortuary Science Degree (BMS)

The Bachelor of Mortuary Science Degree consists of the following:

Two years (60 semester or 90 quarter credit hours)
at a regionally-accredited college or university followed
by five academic quarters at CCMS.

Two years at another college or university - 60 sem/90 qtr hours

Five quarters at CCMS - 60 sem/90 qtr hours

Total Degree Requirement - BMS 120 sem/180 qtr hours

Associate of Applied Science in Mortuary Science Degree (AAS)

The Associate of Applied Science Degree consists of the following:

Option 1: The student who has completed high school may enter CCMS in the fall and complete two quarters (16 semester/26 quarter hours) prior to CCMS enrollment in the spring class. The student completes 50 semester/75 quarter hours at CCMS.

Two quarters at CCMS in general course work - 16 sem/26 qtr hours

Four quarters at CCMS in mortuary science - 50 sem/75 qtr hours

Total Degree Requirement – AAS 66 sem/101 qtr hours

Option 2: The student who has completed 16 semester/26 quarter hours at a regionally-accredited college or university may transfer those hours to CCMS and complete the CCMS four-quarter sequence.

16 semester or 26 quarter hours at
another college or university - 16 sem/26 qtr hours

75 quarter hours at CCMS - 50 sem/75 qtr hours

Total Degree Requirement - AAS 66 sem/101 qtr hours

THE BACHELOR'S DEGREE

In January of 1986, the Cincinnati College of Mortuary Science received authorization from the Ohio Board of Regents to award the Bachelor of Mortuary Science Degree, which is a professionally-oriented degree at the baccalaureate level. The Bachelor's Degree in Mortuary Science provides a full collegiate program for students who have met certain prerequisites in two years of attendance (60 semester or 90 quarter hours) at any regionally-accredited college or university and who have completed five academic quarters at CCMS (90 quarter credit hours).

GENERAL EDUCATION CORE REQUIREMENTS

The Bachelor's Degree program is designed to provide each candidate with a well-rounded course of instruction in preparation for each of the curricular areas of mortuary science instruction. Students may take the above coursework at any regionally accredited college or university and then transfer them to CCMS. *Students who already hold an associate or bachelor's degree may receive exemption from the below credit hour distribution.*

The general education core consists of:		Qtr. Cr. Hours*
AREA I.	English Composition and Literature	12
AREA II.	Natural Science/Math <u>Required:</u> Chemistry, Anatomy <u>Recommended:</u> Biology, Zoology, or other Life Science, including a lab College Mathematics	18
AREA III.	Social Science <u>Recommended:</u> Psychology and Sociology	18
AREA IV.	Humanities/Arts <u>Recommended:</u> Speech, Fine/Applied Arts, Religion, Philosophy, Foreign Languages, Literature, Sculpting, etc.	18
AREA V.	Business Management/Computers/Accounting	12
AREA VI.	Free Electives	12
TOTAL		90

*To convert to semester hours, multiply by 2/3.

**Students who receive transfer credit at CCMS for other courses still must earn 180 total credit hours to receive the Bachelor's Degree.

SAMPLE CURRICULA FOR THE GENERAL EDUCATION CORE

Students should plan their two years of general education course work so that the distribution of credits conforms to those required in each area listed above.

The sample curricula which follow are provided to illustrate how a typical two year program might be structured to meet these area requirements.

They are examples only. Literal conformity to one of these models is not required since state licensing pre-requisites vary and course offerings differ widely among colleges.

Sample One - This sample depicts the total program of study as it might be taken by a student who attends for two years an accredited college or university on the quarter hour system then enters CCMS.

2 Years - General Education Core

Year 1

Quarter 1		Quarter 2		Quarter 3	
English Composition 101	3	English 102	3	English Comp 103	3
General Chemistry	3	General Chemistry	3	Anatomy/Physio	3
Western Civilization	3	Western Civilization	3	History/Anthro	3
Introductory Sociology	3	Introductory Sociology	3	Humanities Elect.	3
Introductory Psychology	3	Introductory Psychology	3	Intro Management	3
	15		15		15

(Summer Break)

Year 2

Quarter 1		Quarter 2		Quarter 3	
Intro Religion/Philosophy	3	Principles of Ethics	3	Computer Science	3
Speech	3	Speech	3	Money & Banking	3
Beginning Drawing/Art	3	Theater Arts	3	Sculpting	3
Anatomy/Physio	3	Science/Math Elective	3	Science Elective	3
Economics 101	3	Literature Elective	3	Literature Elect.	3
	15		15		15

Sample Two — This curriculum is designed for a student who is attending a **semester hour institution** for his/her general college prerequisites.

2 Years - General Education Core

1st Semester

History I (Western Civ.)	3
English	3
General Chemistry	3
Mathematics	3
Sociology	3
	15

2nd Semester

History II (Western Civ.)	3
English	3
Anatomy/Physiology	3
Math	3
Psychology	3
	15

3rd Semester

English Lit.	3
Humanities (Arts)	3
Economics	3
Religion/Philosophy elective	3
Free elective	3
	15

4th Semester

English Lit.	3
Speech	3
Humanities (Arts)	3
Economics	3
Principles of Marketing	3
	15

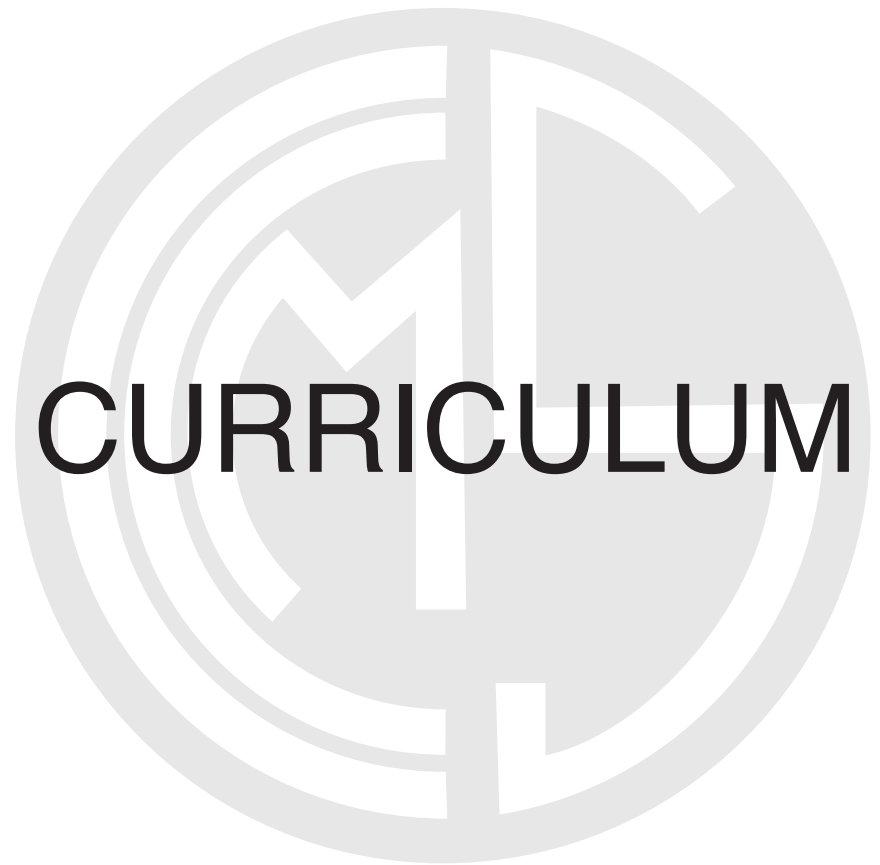
After students have completed the general education core, they enter CCMS in the mortuary science curriculum. After completing the first 4 quarters of study they enter the 5th quarter of advanced course work.

THE 5TH QUARTER AT CCMS

The 5th Quarter is 11 weeks in length. 4 weeks of the quarter provide a real-world experience in a funeral home chosen by CCMS which is acceptable to the student. During this experience students gain valuable guidance in funeral home management and operation. To enter 5th quarter, the student must graduate from the CCMS 4-quarter mortuary science curriculum at the AAS level with a 2.0 or higher cumulative grade point average.

THE ASSOCIATE OF APPLIED SCIENCE DEGREE

In November of 1980, CCMS received authority from the Ohio Board of Regents to grant the Associate of Applied Science in Mortuary Science (A.A.S.) Degree. **The A.A.S. is designed to provide an integrated collegiate background for applicants without college prior to mortuary college.** In 1987, CCMS revised the A.A.S. from a semester to a quarter system format. Classes typically meet 8 AM to 4 PM. If the student has already attended college and wishes to transfer credit toward the A.A.S. Degree, he or she should refer to the Academic Options section of this catalog.



Curriculum

THE PREMORTUARY SCIENCE CURRICULUM*

(NOTE: THIS CURRICULUM IS ONLY FOR ASSOCIATE DEGREE STATES. IT IS NOT APPLICABLE FOR OHIO. SEE THE STATE REQUIREMENTS SECTION OF THIS CATALOG.)

Students who have completed only high school or the G.E.D. level of study may enter CCMS in the fall in the premortuary science curriculum for general college courses. The courses below are offered for fall and winter quarters and are considered a series. Upon completion of this two-quarter sequence, the student enters CCMS in the spring class in the mortuary science curriculum.

FALL QUARTER	QTR.HRS.	LECTURE	LAB
ENG 101 English Composition I	3	3	0
PSY 101 General Psychology I	3	3	0
SOC 101 General Sociology I	3	3	0
BIO 101 General Biology I	4	3	2
	13	12	2
WINTER QUARTER			
ENG 102 English Composition II	3	3	0
PSY 102 General Psychology II	3	3	0
SOC 102 General Sociology II	3	3	0
BIO 102 General Biology II	4	3	2
	13	12	2

*Note: The Associate Degree does not fulfill licensing requirements in all states. Please refer to the Admissions section of this catalog.

THE MORTUARY SCIENCE CURRICULUM

(NOTE: THIS CURRICULUM IS ONLY FOR THE BACHELOR'S DEGREE)

Following is the mortuary science curriculum of the Cincinnati College of Mortuary Science. Students must have 60 semester/90 quarter credit hours or A.A.S./B.S./B.A. from a regionally accredited school to enter this curriculum. The student who wishes to complete the A.A.S. degree in the minimum time schedule of 12 months must follow this outline and carry the required number of credit hours each term. The student who wishes to take courses at a reduced load (CCMS defines full-time as 12 credit hours or more) will need at least 18 months to complete the courses. The Bachelor's degree requires the 5th quarter in addition to the first 4 quarters. Students may not take the 5th quarter until they have completed the first 4.

QUARTER 1	QTR.HRS.	LECTURE	LAB
MGT 300 Accounting	3	3	0
MGT 310 Business Law	3	3	0
SOC 310 Social Aspects of Death & Dying	3	3	0
SCI 300 Clinical Orientation and Terminology	3	2	2
SCI 310 Anatomy	3	2	2
SCI 320 Embalming Theory I	3	3	0
	18	16	4
QUARTER 2			
SOC 300 History of Funeral Service	1	1	0
SOC 320 Contemporary Funeral Practices	3	3	0
SOC 330 Professional Relationships In Funeral Service	3	3	0
MGT 360 Cremation Fundamentals	2	2	0
SCI 340 Embalming Theory II	3	3	0
SCI 360 Clinical Mortuary Practice I	1	0	2
SCI 370 Thanatochemistry	3	3	0
SCI 375 Restorative Art I	3	2	2
	19	17	4

QUARTER 3

MGT 320 Finance and Pricing	3	3	0
MGT 340 Mortuary Regulation	3	3	0
MGT 350 Preneed	2	2	0
MGT 370 Vital Statistics	1	1	0
SCI 341 Embalming Theory III	3	3	0
SCI 376 Restorative Art II	3	2	2
SCI 380 Clinical Mortuary Practice II	1	0	2
SCI 400 Systemic Pathology	3	3	0
	19	17	4

QUARTER 4

MGT 400 Funeral Home Org. & Management	3	3	0
MGT 410 Funeral Home Merchandising	4	3	2
MGT 420 Funeral Directing Applications	4	2	3
SOC 400 Psych of Grief, Counseling Procedures	4	3	2
SCI 410 Clinical Mortuary Practice III	1	0	2
SCI 420 Pathogenic Microbiology	3	3	0
	19	14	9

QUARTER 5 (for the Bachelor's degree)

ENG 400 *Death in Literature	1	1	0
MGT 430 Legal Issues in Funeral Service	2	2	0
MGT 440 *Disaster Management	2	0	3
MGT 442 *Cemetery Issues	1	1	0
MGT 450 Funeral Service Co-op	5	0	10
SOC 410 Professional Ethics	2	2	0
SOC 420 *Funeral Aftercare	1	1	0
SCI 440 Gross Anatomy for the Embalmer	2	0	3
SCI 441 *CPR-First Aid-Airway obstruction	1	1	1
	15-17	8	17

**Note: The asterisk denotes electives courses. The student must take a minimum of 15 credit hrs. The Co-op consists of 35 hours per week for 4 weeks of supervised work and study in the funeral home setting.*

SEQUENTIAL COURSES

CCMS lays out its courses in a sequence for a reason. It is in the best interest of the student to follow course sequencing as closely as possible. CCMS realizes that students need some flexibility in scheduling and not every student is able to carry maximum course loads. In the description of the CCMS mortuary science curriculum above, certain courses are elective or may be transferred from other colleges to help the student reduce the course load. If the student finds it necessary to carry fewer hours per term, he or she should work closely with the academic Dean to avoid scheduling conflicts.

CCMS courses which must be taken in sequence:

1. Clinical Orientation 300 must be taken/passed before Clinical Mortuary Practice.
2. Social Aspects 310 should be taken/passed before Contemporary Funeral Practices 320 and Psychology of Grief. Students must pass Contemporary Funeral Practices 320 before enrolling in the Funeral Directing Applications 420 course.
3. Embalming Theory 320 must be taken/passed before Embalming Theory 340 and 341.
4. Funeral Home Merchandising, Funeral Directing Applications, and Psychology of Grief are taken together in the fourth quarter because of shared laboratory requirements.
5. Restorative Art 375 is taken/passed before Restorative Art 376.



COURSE DESCRIPTIONS

PREMORTUARY SCIENCE COURSE DESCRIPTIONS

ENG 101 AND ENG 102: ENGLISH COMPOSITION AND GRAMMAR

A two-quarter sequence designed to help each student improve skills and develop his or her writing style.

(3 credit hours - 3 class hours per week)

PSY 101 and 102: INTRODUCTION TO PSYCHOLOGY

This two-quarter sequence presents the major principles of psychology. It includes learning perception, feelings and motives, normal and abnormal behavior.

(3 credit hours - 3 class hours per week)

SOC 101 and 102: INTRODUCTION TO SOCIOLOGY

Topics include an examination of the principles of human social interaction, roles, conformity and deviance, social inequality, religion and society, population and ecology, and collective behavior.

(3 credit hours - 3 class hours per week)

BIO 101 and 102: GENERAL BIOLOGY

The course is a two quarter series of biology with emphasis on cytology, diversity and similarity in living organisms, inheritance, fundamentals of anatomy and physiology, and eco-systems. The laboratory demonstrates lecture principles.

(4 credit hours - 3 class hours and 2 laboratory hours per week)

MORTUARY SCIENCE COURSE DESCRIPTIONS

FIRST QUARTER

MGT 300 ACCOUNTING

Introduction to accounting principles, including double-entry bookkeeping, the accounting cycle, journalizing and posting, the trial balance, and the financial statement. Banking procedures are explained. One learns payroll accounting, depreciation, and the accounting cycle for a personal service enterprise.

(3 credit hours - 3 class hours per week)

MGT 310 BUSINESS LAW

This course presents the basics of Business Law. One examines the judicial process, contracts, negotiable instruments, agency, bailments, sales and warranties, torts, and other pertinent material.

(3 credit hours - 3 class hours per week)

SOC 310 SOCIAL ASPECTS OF DEATH AND DYING

Death in America is studied as it affects both the individual and society. Central to the course are sociological phenomena related to American attitudes toward death, children and death, terminal illness, the medical profession, euthanasia, and suicide. Successful completion of this course is a prerequisite to Contemporary Funeral Practices and Psychology of Grief.

(3 credit hours - 3 class hours per week)

SCI 300 CLINICAL ORIENTATION AND TERMINOLOGY

The course introduces the student to the clinical laboratory setting, equipment, and procedures. It also offers a study of the language used in the clinical laboratory. Successful completion of the course is a prerequisite to Clinical Mortuary Practice in the following academic quarters.

(3 credit hours - 2 class and 2 lab hours per week)

SCI 310 ANATOMY

An introduction to the fundamentals of systemic anatomy including histology, osteology, and topographical anatomy. The instructor places emphasis on the human circulatory system as it applies to the living and dead human body.

(3 credit hours - 2 class and 2 lab hours per week)

SCI 320 EMBALMING THEORY I

A study of the dying process and chemical changes prevalent in death, this course examines technical, sanitary, legal and ethical concerns and methods. The student receives extensive instruction in the vascular system and factors governing pre-embalming case analysis and the selection of vessels during the embalming process. Successful completion of this course is a prerequisite to Embalming Theory II and III.

(3 credit hours - 3 class hours per week)

SECOND QUARTER

SOC 300 HISTORY OF FUNERAL SERVICE

A survey of the funerary practices and beliefs of all major western cultures from pre-Egyptian times to the present. American practices are discussed in light of their roots in Judeo-Christian tradition. Emphasis is placed on modern (1880-present) developments in funeral service education, regulation, and associations at both the state and national level.

(1 credit hour - 1 class hour per week)

SOC 320 CONTEMPORARY FUNERAL PRACTICES

The student studies ethics and the professional code of conduct upon which funeral service is based. One learns the mechanics and dynamics of the funeral process from first notification through committal. Fraternal groups and community support groups are discussed. (3 credit hours - 3 class hours per week)

SOC 330 PROFESSIONAL RELATIONSHIPS IN FUNERAL SERVICE

Students are exposed to interpersonal and business communications principles which will help them relate well with co-workers, employers, clients, and the public. Funeral director public relations programs are illustrated, and the student develops a professional resume applicable to funeral service.
(3 credit hours - 3 class hours per week)

MGT 360 CREMATION FUNDAMENTALS

The student learns historical and legal issues, environmental concerns, and the basics of marketing, consumer research, and demographic trends.
(2 credit hour- 2 hours per week)

SCI 340 EMBALMING THEORY II

Building upon the knowledge gained in Embalming Theory I and Anatomy, the student learns fluid dynamics, body positioning, cavity treatment, methods of injection and drainage, and treatment of the autopsied and non-autopsied case. Embalming Theory II elaborates on the influences of disease and chemical conditions on the outcome of the embalming process. Successful completion of this course is a prerequisite to ET III.
(3 credit hours - 3 class hours per week)

SCI 360 CLINICAL MORTUARY PRACTICE I

CMP is an introduction to practical applied embalming and restoration in the laboratory setting. Students must complete a minimum of 20 embalmings at the college. Those who desire additional experience may volunteer at different times during the year.
(1 credit hour - 2 laboratory hours per week)

SCI 370 THANATOchemistry

Instruction focuses on inorganic chemistry, including the structure, states, and types of matter. The student studies elements and compounds, solutions and hydrolysis, the molecular theory of gases, and how these relate to the chemistry of the embalming process.
(3 credit hours - 3 class hours per week)

SCI 375 RESTORATIVE ART I

Restorative Art focuses on the recreating of the natural form and appearance of the dead human body. One studies bones of the head, shapes, facial proportions, profiles and features. In the laboratory the student gains practical experience in modeling and reconstruction of features. Successful completion of this course is a prerequisite to Restorative Art II.
(3 credit hours - 2 class and 2 laboratory hours per week)

THIRD QUARTER

MGT 320 FUNERAL SERVICE FINANCE AND PRICING

Instruction centers on small business operations. Topics include forms of ownership, marketing plans, FTC funeral rule, service charges, merchandise pricing and accounting statements.
(3 credit hours - 3 class hours per week)

MGT 340 MORTUARY REGULATION

The course covers current mortuary law theory, state and federal regulations pertaining to funeral homes and their operation, and a variety of laws affecting the funeral home as a business. Various survivor benefits and associated eligibility requirements are examined along with shipping issues and wills and estates.
(3 credit hours - 3 class hours per week)

MGT 350 PRENEED

The course presents the basics of preneed sales and marketing in funeral service. It identifies attitudes about the pre-arranged funeral service and discusses the realities of sales, marketing, and promotion of funeral contracts.
(2 credit hours - 2 class hours per week)

MGT 370 VITAL STATISTICS

The course explains current methods of gathering vital statistics and their computer requirements and applications in funeral service.
(1 Credit hour- 1 hour per week)

SCI 380 CLINICAL MORTUARY PRACTICE II

A continuation of Clinical Mortuary Practice I in which case analysis is developed and applied to the clinical situation.
(1 credit hour - 2 class hours per week)

SCI 341 EMBALMING THEORY III

Instruction focuses on organic chemistry, particularly those chemicals involved in the embalming of human remains. Students are exposed to theory and practical application of material presented.
(3 credit hours - 3 class hours per week)

SCI 376 RESTORATIVE ART II

Restorative Art gives advanced instruction on suturing, hypodermic injection, treatment of burns and abrasions. In laboratory the student gains practical experience in modeling, hair replacement, coloring, and reconstruction of features.
(3 credit hours - 2 class and 2 laboratory hours per week)

SCI 400 SYSTEMIC PATHOLOGY

Systemic Pathology treats the terminology of pathology and the various systems in the human body. The instructor describes pathological conditions, physical and chemical changes, and the potential impact of disease states on the embalming process.

(3 credit hours - 3 class hours per week)

FOURTH QUARTER

MGT 400 FUNERAL HOME MANAGEMENT

The role and function of the funeral director as manager is defined. One studies management skills, policies, personnel selection, motivation and training, operations management, and physical expansion.

(3 credit hours - 3 class hours per week)

MGT 410 FUNERAL MERCHANDISING

This course is designed to develop product knowledge. Areas of concentration include manufacture and construction of vaults, caskets, monuments, urns, and other merchandise. One learns how to plan funeral home selection areas and how to display merchandise. A knowledge of warranties is imparted. The lab includes trips to manufacturers and role playing. This course must be taken with Funeral Directing Applications and Psychology of Grief.

(4 credit hours - 3 class hours and 2 laboratory hours per week)

MGT 420 FUNERAL DIRECTING APPLICATIONS

This is a capstone course that provides the student with hands-on experience from the first call through disposition. Included are funeral directing, dressing, cosmetizing, casketing, arranging, and the forms and permits involved in burial and cremation. The course includes computer applications in funeral service. This course must be taken with Funeral Merchandising and Psychology of Grief.

(4 credit hours - 2 class hours and 3 laboratory hours per week)

SOC 400 PSYCHOLOGY OF GRIEF AND COUNSELING PROCEDURES

This course provides an examination of the grief process and the funeral director's role in facilitating grief. Basic counseling theories and skills are presented and applied to the funeral arrangement conference. Counseling principles are explored in a laboratory setting, which includes role-playing.

This course must be taken with Funeral Directing Applications and Funeral Merchandising.

(4 credit hours - 3 class hours and 2 lab hours per week)

SCI 410 CLINICAL MORTUARY PRACTICE III

The course focuses on the application of all scientific and artistic skills acquired previously. Case analysis skills are developed, and students receive more individual attention in recognition and working with problems evident in each case.

(1 credit hour - 2 class hours per week)

SCI 420 PATHOGENIC MICROBIOLOGY

A survey of the principles of medical microbiology including the anatomy and physiology of the most common disease-producing microbes. The instructor presents materials on the host-parasite relationship, transmission and control of microbes, and common methods of sterilization and disinfection.

(3 credit hours - 3 class hours per week)

FIFTH QUARTER

ENG 400 DEATH IN LITERATURE

This elective course examines themes and perceptions of death in literature, including discussion of historical and cultural perspectives on death. Works include poetry, drama, fiction, and non-fiction.

(1 credit hour. Meets 1.5 hours per week for 7 weeks)

MGT 430 LEGAL ISSUES IN FUNERAL SERVICE

The class discusses various legal issues facing the profession including liability, risk management, buying and selling a business, and legal considerations in human resource management.

(2 credit hours. Meets 3 hrs. per week for 7 weeks)

MGT 440 INTRODUCTION TO DISASTER MANAGEMENT

This elective course orients the student to the role of the funeral service practitioner in the management of disasters that involve multiple fatalities. Topics will include the history of multi-death disasters, radiation accidents, dealing with the mass media, setting up a temporary morgue, guidelines for preparation of the dead, identification of remains, and critical incident stress debriefing.

(2 credit hours. Meets 3 hrs. per week for 7 weeks)

MGT 442 CEMETERY ISSUES

An elective overview of laws and regulations pertaining to the cemetery industry in the United States. The course seeks a better understanding of the relationship between cemeterians and funeral directors.

(1 credit hour. Meets 1.5 hrs. per week for 7 weeks)

MGT 450 FUNERAL SERVICE CO-OP

The student spends the last 4 weeks of the 5th quarter in an off-campus, supervised situation in a funeral home selected by the College. Students participate in all areas of funeral practice. The preceptor and faculty meet weekly with the student.

(5 credit hours. Student works ~30 hours per week for 4 weeks)

SOC 410 PROFESSIONAL ETHICS

This course is designed to assist students in making ethical decisions in business and technical practices. Through case studies, students study effective communication, appropriate emotional involvement, the improvement of interpersonal relationships, and rational principles in the decision-making process.

(2 credit hours. Class meets 3 hours per week for 7 weeks.)

SOC 420 FUNERAL AFTERCARE

This elective course examines the relationship of the funeral home and its support services to the family during the period of bereavement. Lending libraries, literature/packets, visits, and means of facilitating grief are discussed. Special attention is given to memorial services during the holidays.

(1 credit hour. Meets 1.5 hours per week for 7 weeks)

SCI 440 INTRODUCTION TO GROSS ANATOMY FOR THE EMBALMER

A course takes a regional approach to gross anatomy with emphasis on those areas of the human body of interest to the student embalmer, especially the circulatory system.

(2 credit hours. Meets 3 lab hours per week for 7 weeks)

SCI 441 CPR-FIRST AID-FOREIGN BODY AIRWAY OBSTRUCTION

The elective course provides basic skills in CPR, First Aid, and Foreign Body Airway Obstruction. (1 credit hour- 1 lecture and 1 lab hr per week)



ACADEMIC POLICIES

STUDENT RESPONSIBILITY AND CONDUCT

Detailed information with regard to studentship is supplied in the Student Handbook and at orientation. In general, students are expected to conduct themselves in a manner which is socially acceptable and brings credit to themselves, the College and their chosen profession. Failure to do so may result in disciplinary action or suspension in accordance with College policies.

DISCIPLINARY ACTION

Students who continually violate College policy or the maxims of acceptable social conduct may be placed on Disciplinary Probation. This is a serious matter and lasts a minimum of one quarter. Repeated minor violations or a major incident will result in dismissal from the College.

ATTENDANCE

Regular attendance and thorough preparation for classes have proven essential for success in the study of Mortuary Science. Students are expected to be present and on time for each class and laboratory session for which they are scheduled. Attendance requirements for each course are at the discretion of the instructor. Excessive absences may, at the discretion of the instructor, result in the lowering of the final grade or the receipt of a grade of F for the course. Students will be informed of the attendance policy by the instructor at the beginning of each course.

EXAMINATION REQUIREMENTS

Written, oral and practical examinations are given from time to time in all areas of instruction. Examination materials are supplied by the College. Midterm and final examinations may be given during classroom periods at the discretion of the instructor.

MISSED EXAMINATIONS

Students are expected to be present and sit for all scheduled examinations when offered. If a scheduled examination is missed for any reason, the instructor may, at his/her discretion, schedule a special make-up exam according to the course syllabus.

GRADES OF F

To graduate from CCMS, a student must have a cumulative grade point average of 2.0 or higher. If the student has an F grade in one or more courses in the mortuary science major, there will be no academic credit awarded. On the academic transcript total credit hours will be listed as ``credit hours carried'' and ``credit hours passed.''

To receive a degree, the student must pass all courses. To remove an F or to compensate for an F in the mortuary science curriculum, the student may:

1. repeat the course and receive the new grade assigned.
2. present **equivalent** transfer credit from a regionally-accredited institution with a grade of C or higher.

EXCESS CREDIT HOURS

The normal credit hour load at CCMS is not to exceed 20 credit hours per term. Permission to carry excess credit hours is granted by the CCMS Academic Dean.

ADDING OR WITHDRAWING FROM COURSES

A student may not add courses after the end of the 1st week of classes in a given term.

A student may/should withdraw from a specific course by the officially posted "Drop Date" (typically during the mid-term timeframe). To do so he or she must obtain permission **in writing** by the Dean.

TRANSFER CREDIT

As a general rule, all college-level courses from an institution that is regionally accredited in which the student receives a "C" or higher will be accepted. If the course is applied toward general education prerequisites of the A.A.S. or the B.M.S. degree, CCMS will accept grades of D if the overall grade point average is C or higher. If the course is applied toward specific mortuary science courses, CCMS will accept grades of C or higher, and the course must be equivalent to the CCMS course. In doubtful cases, CCMS reserves the right to require successful completion of a comprehensive examination prior to granting transfer credit.

Prospective students should apply for a transfer credit audit prior to submitting an application for admission. The CCMS Transfer Credit Audit Request Form may be found on the www.ccms.edu website or requested from admissions. A \$25 non-refundable fee must accompany the request form and will be applied to the application fee if the student applies for admission within six (6) months of audit request.

Some students may wish to repeat a course for review purposes. They may audit courses for a fee. CCMS enters a T on the transcript for transfer credits and assigns no grade value.

MINIMUM RESIDENCY

If a student transfers from a regionally-accredited college of mortuary science to enter the mortuary science curriculum, CCMS requires a minimum residency of 6 months (34 quarter hours) at CCMS, including the 4th and 5th quarter of studies. Students transferring from other mortuary colleges must take and pass the National Board Exam at that institution before enrolling at CCMS for the BMS option.

GRADING SYSTEM

Only grades of A, B, C, D, and F are used in computing the grade point average on a 4.0 scale. Each grade is assigned the "grade point equivalent" shown in quality points for each quarter credit hour scheduled.

GRADING		QUALITY POINTS
A- 90-100	Excellent	4
B- 82-89	Good	3
C- 72-81	Fair or average	2
D- 65-71	Poor	1
F- 0-64	Failing	0

The following grades, when assigned, will not be used in computing the grade point average.

W = Withdrawal: given when the student is officially withdrawn, either voluntarily or involuntarily, for any reason.

I = Incomplete: given at the discretion of the instructor when all course requirements have not been satisfied. Incomplete must be made up within 15 days of the end of the quarter.

T = Transfer credit: given when a comparable course at a satisfactory level has been successfully completed at another college.

P = Pass: given in "Pass/Fail" courses when offered.

F = Fail: when given in "Pass/Fail" option courses.

N = No grade assigned - see Instructor

GRADE REPORTS

Students receive written records at the conclusion of each quarter. Midterm grades are reviewed by academic advisors. Students should consult the faculty if they have concerns or difficulties in a particular course.

DEAN'S LIST

Students with an academic grade point average of 3.50 or higher in any term are recognized for their excellence by appointment to the College's "Dean's List."

SATISFACTORY PROGRESS

To be in academic good standing, a student must be making satisfactory progress toward the completion of his/her regularly-scheduled program. Satisfactory progress includes a specific grade point average. In the event that a student's cumulative average is below that average the following action will be taken:

ANY FIRST TERM AT CCMS

Cumulative Average (0-20 credit hrs.)

0.00-1.49 Suspension

1.50-1.99 Academic Warning

SECOND TERM AT THE COLLEGE (21-40 hrs.)

0.00-1.69 Suspension

1.70-1.99 Academic probation

THIRD TERM AT THE COLLEGE (41-60 hrs.)

0.00-1.89 Suspension

1.90-1.99 Academic probation

FOURTH AND ANY SUCCEEDING TERMS (61 hrs. or more)

0.00-1.99 Suspension or repeating any D or F courses

ACADEMIC PROBATION

Academic probation means that the student should seek tutorial help and refrain from extracurricular activities which are affecting study habits and academic progress. Careful monitoring of progress by the student's faculty and/or Dean occurs with interviews on a more frequent basis.

Students with marginal entrance credentials may be accepted on probation so that careful monitoring takes place from the outset.

Students may be allowed to continue on academic probation a maximum of two consecutive quarters. If the required grade point average is not attained after that time, they will be suspended.

SUSPENSION

A student who is suspended will not be considered for readmission to CCMS for a minimum of 1 academic quarter. Readmission after any suspension is not automatic and will depend upon demonstrated productive activity in the interim. If a student earns less than a 1.0 cumulative g.p.a. during any term at CCMS, he or she shall be suspended and shall not be eligible for readmission to CCMS. A student who earns between 1.0 and 1.5 during the first term shall be suspended for a minimum of one year, during which time the student shall attend another regionally-accredited college, take at least 24 quarter credit hours, and earn a 2.0 or higher on a 4.0 scale.

READMISSION

Readmission after academic suspension is not automatic and is allowable only once. If the student again fails to attain an acceptable grade point average, he or she will not be readmitted for a minimum of one year during which time he should make substantive efforts to assure proper preparation for readmission. This usually includes passing college-preparatory or college level courses during that time.

Readmission after voluntary withdrawal or academic suspension requires the normal admissions procedure with the exception that the application fee is waived.

GRADUATION REQUIREMENTS AND FIFTH QUARTER

1. Cumulative grade point average of 2.0 or higher
2. Completion of the clinical requirements listed in Section VII (completed by final exam week prior to graduation).
3. Good financial standing with CCMS.
4. Successful completion of the CCMS curriculum for the particular degree earned.
5. Each student must take the National Board Examination as part of graduation requirements.
6. Each student must take the National Board Examination prior to admission to the 5th quarter of studies. Each student for the BMS degree must pass the NBE in order to receive the CCMS BMS.
7. Students must complete CCMS academic programs within 24 months or reapply for admission.



FINANCIAL AID

The Cincinnati College of Mortuary Science has various programs of financial aid for students, as well as a number of opportunities for scholarship under the auspices of different scholarship agencies. Federal regulations require that all students applying for federal funds and state aid must first complete **FAFSA – Free Application for Federal Student Aid**. CCMS has this application and all your financial aid information at our web site www.ccms.edu. Once you are accepted into CCMS this site is your access to all your financial aid needs and contact information for the Financial Aid office at CCMS.

The **FAFSA** determines eligibility for Federal and State Grants and Federal Student Loans.

FFELP LOANS – Federal Family Education Loan Program. This is the federally insured student loans program that offers subsidized and unsubsidized loans from various lenders and parent plus loans. If you are interested in student loans, your eligibility will be determined by your FAFSA information. All of your loan options are available by accessing the MY AID section of the Financial Aid page at the CCMS website. Alternative Educational loans can also be applied for to supplement your educational expenses.

FEDERAL PELL GRANT – The federal aid program makes funds available to eligible students based on financial need as determined by the FAFSA. Applicants who already hold a bachelor's degree are not eligible.

FEDERAL ACG GRANT – The Academic Competitiveness Grant is offered to students who have completed a rigorous high school curriculum in advanced placement courses or the equivalent. Verification of these classes must be provided.

OHIO INSTRUCTIONAL GRANT- This State grant is based on residency (according to Ohio Board of Regents Rule 333-1-10) and FAFSA determined need for students who are enrolled fulltime in a program leading to a degree. Students may also be eligible for;

War Orphans Scholarship

Ohio Academic Scholarship- apply senior year of high school

Ohio National Guard Scholarship

OHIO COLLEGE OPPORTUNITY GRANT- This State grant is based on residency and FAFSA determined need.

OHIO CHOICE GRANT is available to Ohio residents (according to Ohio Board of Regents Rule 3333-1-10), who are pursuing a Bachelors Degree. Minimum credit hours and academic standard requirements must be met each quarter.

For students who meet criteria for assistance, states and counties have several departments that will fund retraining or skills training through their Department of Family Services, Bureau of Vocational Rehabilitation and/or Trade Adjustment Act programs. Ask your County and State agencies for information regarding these opportunities.

Veterans with Educational Benefits are welcome. CCMS has a certifying official available to work with the VA office to obtain your educational benefits.

SCHOLARSHIPS

Scholarships are awarded on a needs basis. The student must have financial need based on a student loan budget and show un-met need. Students must also have exhausted borrowing amounts.

The American Board of Funeral Service Education has established a scholarship program which is nationwide. Full information may be obtained by visiting www.abfse.org.

The Ohio Funeral Directors Association offers grants of various amounts to eligible Ohio students only. Further information may be obtained by visiting www.ofdaonline.org.

Ohio Embalmer Association offers scholarship opportunities. Further information may be obtained by writing to the Ohio Embalmer Association, PO Box 24179, Cincinnati, OH 45224-0179. The application is located on CCMS website or the OEA website, www.ohemb.com.

Other scholarships may be available through state and local organizations. Applicants should contact local organizations for further information.

PART-TIME EMPLOYMENT

Many students make arrangements with local funeral homes for part-time employment while they attend CCMS. These arrangements vary widely with regard to pay, working conditions, and living accommodations. Applicants for these positions may obtain a list of funeral homes from CCMS well in advance of registration. The funeral homes select personnel on a first-come, first-served basis. CCMS does not guarantee employment or endorse particular firms. It is the student's responsibility to find employment.

In addition to funeral home employment, there are opportunities in the greater Cincinnati area in hospitals, convalescent homes, department stores, hotels, businesses, and industry. Students should not sacrifice study time unless there

is absolute financial need. The CCMS coursework requires the full-time effort of most students.



FINANCIAL POLICIES

All tuition and fees are subject to change by the Board of Trustees to become effective as announced and will apply to students already enrolled unless otherwise specified. Official registration in any program includes, as a condition, the payment of all fees and charges. See the current Schedule of Tuition and Fees for all charges.

TUITION PAYMENTS

The College and Dept of Education defines full-time enrollment as 12 or more credit hours taken in any one term. For new students, tuition and fees for the quarter are payable upon receipt of your statement which is available during the first week of classes. Any anticipated financial aid will be applied. A \$25.00 late fee will be assessed each week until the mid term (week 4). Students not in financial good standing at this time may be suspended from classes.

PART-TIME ENROLLMENT

Part Time enrollment is defined as less than 12 credit hours per quarter. Tuition is charged per credit hour and is payable upon registration. Part-time enrollment affects financial aid eligibility

CCMS REFUND POLICY

If a student registers for classes at CCMS and does not attend class, there is a full refund of all fees except the application fee.

If the student attends class after registration, the following applies (each quarter):

<i>The student withdraws not later than:</i>	<i>Refundable percentage of tuition:</i>
1 week after the first day of the term	80%
2 weeks after the first day of the term	60%
3 weeks after the first day of the term	40%
4 weeks after the first day of the term	20%
More than 4 weeks after first day of the term	0%

*Refunds will be made within 30 days after cancellation or withdrawal.

WITHDRAWALS

Withdrawing at any time during a term may constitute a Federal Return of funds calculation which requires that the school return any financial aid that has not been "earned" by the student. After returning Federal funds, the student may still be responsible for any tuition owed based on the schools refund policy