2020-2021
Cincinnati College of Mortuary Science

College Catalog

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Transforming Death Care Education!

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INTRODUCTION

WELCOME TO CCMS
For nearly 140 years, we have maintained our reputation as First in Funeral Service Education, being one of the most established and innovative mortuary science educators in the nation. CCMS graduates build rewarding careers serving communities throughout the world in all facets of funeral services. We are a regionally and professionally accredited institution offering two degree programs – Associate of Applied Science and Bachelor of Mortuary Science. How does our accreditation benefit you? Our accreditation offers not only the assurance of a comprehensive curriculum, but also the benefit of knowing that all CCMS credits earned can be easily transferred to any college or university for those who opt to pursue further studies.

Schedule a visit today and discover how we are Transforming Death Care Education.

ACCREDITATION

The Cincinnati College of Mortuary Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (800) 621-7440 Web: www.hlcommission.org.

NOTICE OF NONDISCRIMINATION
CCMS does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, marital status, veteran or military status, genetic information, or any other class protected by law in the administration of its admission or academic policies, activities, financial aid, or programs. For further information on CCMS’ nondiscrimination policy, go to https://www.ccms.edu/about-ccms/safety/title-ix/. You may also contact the Title IX Coordinator at 513-618-1933; titleix@ccms.edu; 645 W North Bend Rd. Cincinnati, OH 45224.

DISABILITY & ACCOMMODATION POLICY
Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner during the application process and for students to ensure non-discrimination in all terms, conditions, and privileges of the educational program. CCMS provides, at no charge, reasonable accommodations to qualified individuals where such accommodation would not fundamentally alter the academic, technical, or prerequisites and standards for admission or participation in the program or curriculum, or otherwise cause an undue hardship. Course substitutions and/or waivers will not be granted. CCMS operates in compliance with the U.S. Department of Education Americans with Disabilities Act (ADA) and abides by provisions of Section 504 of the Rehabilitation Act of 1973 to protect otherwise qualified individuals from discrimination. At the postsecondary education level, a qualified individual with a disability is capable of meeting the academic and technical standards and prerequisites for admission to fulfill the essential requirements of an educational program or activity with or without reasonable accommodation. View full policy at https://www.ccms.edu/about-ccms/disability-and-accommodation-policy/
Cincinnati College of Embalming, class of 1912

Cincinnati College of Embalming Lab, early days

Cincinnati College of Embalming Sports, 1940’s
OUR MISSION, PHILOSOPHY, OBJECTIVE & AIMS

Mission

The Cincinnati College of Mortuary Science is an institution which endeavors to develop professionals who can function with distinction within their chosen profession and within the community of life. We strive to provide the best education possible.

Philosophy

The College is dedicated to providing a sound education and learning environment for its students to help them prepare for a successful career in funeral service. Central to the College philosophy is the firm belief that by example and excellence in teaching, supplemented by the opportunity for extensive practical experience, the College 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:

1. to enlarge the background and knowledge of students about the funeral service profession;
2. to provide a learning environment in which to educate students in every phase of funeral service and to enable them to develop proficiency and skills necessary for the profession.
3. to educate students concerning the responsibilities of the funeral service profession to the community at large and to prepare them to serve a diverse community.
4. to emphasize high standards of ethical conduct;
5. to provide a discipline-specific curriculum at the post-secondary level of instruction, building upon students’ existing general education foundation.
6. to encourage student and faculty research in the field of funeral service, fostering an environment of informational literacy and promoting lifelong learning.
7. to ensure academic excellence through ongoing assessment.

Aims

CCMS has as its central aim the recognition of the importance of funeral service personnel as:

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

HISTORY
Established in 1882, The Cincinnati College of Mortuary Science is the nation’s oldest, private, non-profit, fully accredited school of its kind. Joseph Henry Clarke, known as the “father of American embalming schools,” founded a school of embalming at the corner of Park and Sixth Streets in Cincinnati, Ohio. The first class was organized Monday, March 8, 1882. Seven students attended the training, which lasted six days and took place in Cincinnati’s Pulte Medical College amphitheater. After teaching three more cohorts locally that same year, Mr. Clarke took his knowledge to four major U.S. cities, teaching 106 students before the year’s end. The Clarke School was officially established and changed hands in 1909 to Charles Dhonau, who renamed it the Cincinnati College of Embalming. Read our full history at https://www.ccms.edu/about-ccms/history/

THE CCMS ADVANTAGE
✓ CCMS serves funeral homes nationwide and Cincinnati’s largest anatomical donor program
✓ Fully Accredited by American Board of Funeral Service Education and Higher Learning Commission
✓ Progressive curriculum exceeding required standards
✓ Crematory Operator Certification (AAS program & BMS program)
✓ Mass Fatality Response Certification (BMS program)
✓ InSight Certified Celebrant™ (BMS program)
✓ Clinical instructors hold licensing in funeral directing and embalming
✓ Faculty-authored textbooks have become the professional & educational standard in teaching
✓ CCMS consistently ranks high among graduation and employment rates
✓ Low student-teacher ratio
✓ National Board Exam study resources
✓ Employment and scholarship resources
✓ Alumni work in funeral homes, tissue banks, preneed, hospice, bereavement counseling, and more
✓ CCMS employs students to assist with daily operations of our lab
✓ Education backed by credentials:
  ➢ Funeral Celebrants
  ➢ ADEC Certified & Fellow in Thanatology
  ➢ Certified Funeral Service Practitioners (CFSP)
  ➢ Crematory Operators
  ➢ Licensed Practitioners
CAMPUS AND CLINICAL FACILITIES

Campus  Our building is located on 16 acres of beautiful, privately owned land in Cincinnati, Ohio. Our single-purpose campus is specifically designed to meet the educational needs of death care professionals. Constructed in 1995, the spacious, modern, comfortable learning environment offers:

✓ on-site clinical lab facilities
✓ large classrooms and theater-seating-style lecture auditorium
✓ research/circulation library with touch-screen computers
✓ merchandising displays designed by funeral service suppliers
✓ ample on-campus student parking
✓ personal lockers
✓ private changing/shower room
✓ student lounge with kitchenette and entertainment

Clinical Facilities  The campus boasts three independent labs organized specifically to achieve unparalleled student practical experience. CCMS is privileged to assist funeral homes throughout the United States, as well as one of the nation’s largest anatomical donation programs.

- **Embalkming Applications Lab**  Our on-site lab is designed to provide hands-on learning under the direction of licensed clinical faculty. Students become well versed in personal safety practices, clinical operations and organization, regulations and legal processes, instrumentation, chemicals, removal and transfer of deceased human remains, disinfection and preparation, and embalming operations.

- **Gross Anatomy Lab**  Our on-site lab allows students to learn under the instruction of experienced faculty, learning the intricate systems of human anatomy with a concentration on the vascular and biological systems. The selfless generosity of those who have chosen to donate their remains to the sciences affords CCMS students the great privilege to gain hands-on experience through the study of medical cadavers.

- **Restorative Arts Lab**  Our on-site classroom-style lab is dedicated to the practical application of the arts curriculum. Restoration is an imperative skill in funeral service, one where CCMS students historically excel. Emphasis is placed on providing students with a thorough understanding of the skeletal and muscular systems and how they relate to the structure and presentation of the human face. Students spend two semesters crafting a life-sized facial depiction of their choosing. Students do not need to be skilled in art to excel in restoration.

CAMPUS SAFETY

In compliance with the Higher Education Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence against Women Reauthorization Act of 2013, CCMS and the local law enforcement agency gather crime statistics relative to campus safety. The Annual Campus Security Report can be found at: [https://www.ccms.edu/about-ccms/safety/clery-act/](https://www.ccms.edu/about-ccms/safety/clery-act/). You also may request a paper copy from the office by calling 513-761-2020 or emailing safety@ccms.edu. Access to our campus is controlled by a passive badge entry system with multiple closed-circuit cameras.
STUDENT BODY, ORGANIZATIONS & EMPLOYMENT

The Students of CCMS

Students from all over the United States choose CCMS for their education. The typical student body contains representatives from 10-15 different states, with an average gender breakdown of 23% male to 76% female. The average age of students is 25 but has ranged between 19-50 years of age in recent years. The ethnicity and education experience of our students is diverse. There is one constant in our student body which is their exceptional character and passion for service! The small class sizes at CCMS foster a close, family-like atmosphere in which everyone knows you by name.

Organizations That Cultivate Lasting Relationships

- Alpha Tau Epsilon Fraternity
- Delta Gamma Pi Sorority
- Phi Theta Kappa (PTK) Honor Society
- Student Council
- Diversity Matters

Job Opportunities for Students

There are opportunities for students to be employed in funeral service-related jobs while attending CCMS. Area funeral homes regularly employ our students, many of whom offer living accommodations as well. Funeral home job opportunities for students are posted on the Job Seekers page of our website https://www.ccms.edu/job-board/. A listing of funeral home employment opportunities is furnished to accepted students.

CCMS offers paid student employment opportunities working within our clinical lab. Candidates for these positions should contact the CCMS Clinical Director and/or submit the Clinical Lab Assistant Application no later than the day of orientation.

- **Lab Assistant**
  Lab Assistants help manage the everyday operations of our labs, serving 20 hours per week.

- **Clinical Intake Assistant**
  Intake Assistants manage the after-hours (nights, weekends, holidays) intake of anatomical donors into the CCMS lab.

*Equal opportunity for employment and/or promotion is open to any person who possesses the requisite qualifications for the open position. CCMS does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, marital status, veteran or military status, genetic information, or any other class protected by law with regard to employment, job assignment, promotion, or other terms or conditions of employment.*
STATISTICS & OUTCOMES
See below for ABFSE directory information and data on the school's National Board Exam scores, college graduation rates, employment rate, and student-faculty ratios.

Program Information
Cincinnati College of Mortuary Science
645 W. North Bend Road
Cincinnati, OH 45224
Jack E. Lechner, Jr., President
Phone: (513) 761-2020
Email: info@ccms.edu
FAX: (513) 761-3333
Web: www.ccms.edu
Accredited Degrees Offered: Associate in Applied Science; Bachelor of Mortuary Science
Distance Education – NO

<table>
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<tr>
<th>Year</th>
<th>Total Enrolled</th>
<th># New Students</th>
<th># of Grads</th>
<th>Timely grad*</th>
<th>Graduation rate**</th>
<th>Did not finish***</th>
<th>Overall % employed</th>
<th>Employed in FS</th>
</tr>
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<tr>
<td>2019</td>
<td>89</td>
<td>71</td>
<td>41</td>
<td>41/41</td>
<td>93%</td>
<td>3</td>
<td>95%</td>
<td>93%</td>
</tr>
<tr>
<td>2018</td>
<td>102</td>
<td>51</td>
<td>71</td>
<td>71/71</td>
<td>96%</td>
<td>3</td>
<td>89%</td>
<td>83%</td>
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<tr>
<td>2017</td>
<td>118</td>
<td>82</td>
<td>64</td>
<td>64/64</td>
<td>96%</td>
<td>4</td>
<td>94%</td>
<td>80%</td>
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*Timely graduation = complete program in 1½ times designated program length. **Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year) ***Left before completing the program; did not finish.

CCMS calculates employment rate according to the following definition approved by the Higher Learning Commission: the percentage of graduates eligible and seeking an apprenticeship who actually obtain one. Excludes students unable/not willing to relocate, along with those pursuing additional education, another career or military service.

National Board Statistics

<table>
<thead>
<tr>
<th>3 Year Average</th>
<th>% Pass Arts</th>
<th>% Pass Sciences</th>
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<tbody>
<tr>
<td>2017-2019</td>
<td>81%</td>
<td>68%</td>
</tr>
<tr>
<td>2016-2018</td>
<td>82%</td>
<td>74%</td>
</tr>
<tr>
<td>2015-2017</td>
<td>83%</td>
<td>78%</td>
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Most recent
<table>
<thead>
<tr>
<th># Takers</th>
<th># Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Arts</td>
<td>53</td>
</tr>
<tr>
<td>2019 Sciences</td>
<td>50</td>
</tr>
<tr>
<td>31</td>
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National Board Examination scores, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to the Cincinnati College of Mortuary Science, Academic Chair Office, 645 W. North Bend Rd., Cincinnati, Ohio 45224, or by e-mail at academics@ccms.edu, or by telephone at (513)761-2020. More information about the National Board Examination can be found at https://theconferenceonline.org/.

Student:Teacher Ratio

<table>
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<tr>
<th>YEAR</th>
<th>RATIO*</th>
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<tbody>
<tr>
<td>2019</td>
<td>15</td>
</tr>
<tr>
<td>2018</td>
<td>15</td>
</tr>
<tr>
<td>2017</td>
<td>19</td>
</tr>
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*As calculated in IPEDS and reported to The Higher Learning Commission of North Central Association in the Annual Institutional Data Update. As required by both, calculation involves an academic rather than a calendar year (i.e. July 1-June 30).
CONTACT US

Main info@ccms.edu (513) 761-2020
Academics academics@ccms.edu (513) 618-1928
Administration admin@ccms.edu (513) 761-2020
Admissions admissions@ccms.edu (513) 618-1926
Clinical Lab clinical@ccms.edu (513) 761-3773
Financial Aid finaid@ccms.edu (513) 618-1929
Library library@ccms.edu (513) 618-1933
President president@ccms.edu (513) 761-2020
Registrar registrar@ccms.edu (513) 618-1926
Tuition/Billing accounting@ccms.edu (513) 618-1929

GET CONNECTED

Facebook Official Page https://www.facebook.com/CincinnatiCollegeofMortuaryScience/
Facebook Cohort Connection https://www.facebook.com/CCMSstudentsconnect/
Instagram https://www.instagram.com/ccms_1882/
Twitter https://twitter.com/CCMS_College
YouTube https://www.youtube.com/channel/UC9l7OxRfle3vyKwNQecNbA

Follow us

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ADMISSIONS

ADMISSION & TRANSFER CREDIT POLICY

Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure all individuals are treated in a non-discriminatory manner during the application, admission, and enrollment processes for all applicants and students in all terms, conditions, and privileges of the educational program.

This policy governs admission and transfer credit standards and requirements for applicants and enrollees of the Cincinnati College of Mortuary Science, ensuring the Office of Admission fulfills its obligation to issue admission decisions that are equally applied to all applicants and that the acceptance of transfer credits complies with regulatory requirements, accreditation standards, and college policies.

The Cincinnati College of Mortuary Science (CCMS) operates within the standards and best practices established by the Department of Education (DOE), the Higher Learning Commission (HLC), the Council for Higher Education (CHEA), the American Board of Funeral Service Education (ABFSE), and the American Association of Collegiate Registrars and Admissions Officers (AACRO) to ensure overall integrity of the admission process and academic integrity of qualifying transfer credits.

CCMS offers two fully accredited academic programs, the Bachelor of Mortuary Science and the Associate of Applied Science in Mortuary Science. CCMS is authorized to accept Title IV funds for qualified students.

CCMS is not certified to accept international students. Qualified applicants must be beyond the age of compulsory school attendance as mandated in Ohio Revised Code 3321.

CCMS accepts and enrolls students on a rolling basis. Enrollment occurs twice annually in the spring (January) and fall (August). Admission decisions are based on the applicant’s academic qualifications as described in this policy. Program acceptance is limited by seating capacity. A waiting list is established to fill seats left open by applicants deferring to another starting semester.

Application Fee / Confirmation Deposit

CCMS does not charge an application fee. Applications are good for one year from date of submission.

Accepted applicants must submit a nonrefundable confirmation-deposit to secure their place in the class as evidence of good faith that they will attend.

Confirmation deposits are credited to each enrolled student’s first semester tuition invoice. Deposits are forfeited for those who fail to enroll or defer to a subsequent enrollment term.

Confirmation deposits may be deferred one time to secure enrollment in a subsequent term by written request to the Office of Admission. Deferral requests should be made in writing as soon as possible after acceptance. Deferral requests will not be granted after the start of a term and the deposit will be forfeited.

If a deposit deferment is granted, the applicant is assured a place in the subsequent enrollment term requested. Deposit is forfeited for failure to enroll in a deferred term. Only one deferral of a confirmation deposit may be granted. Subsequent deferral requests require a new confirmation deposit.
Admission Requirements

CCMS is not certified to accept international students at this time.

Qualified applicants for admission will have met requirements set forth in this policy.

CCMS admits students who have a high school diploma or recognized equivalent, and who have completed required qualified college credits as prescribed and seen in the transfer credit requirements by academic program section of this policy.

Qualified applicants must provide official evidence of completion of academic prerequisites. Because CCMS does not accept first time college students, applicants will have completed and provide evidence of successful completion of the prescribed prerequisites for the academic program for they are applying.

One of the below official documents must be provided to the CCMS Office of Admission as part of the normal admission process:

- An academic transcript that indicates the student successfully completed at least a two-year regionally accredited college program that is acceptable for full credit toward a bachelor’s degree,
  or
- A copy of the student’s high school diploma,, a copy of the student’s official final high school transcript that shows the date when the diploma was awarded, and/or a copy of the student’s General Educational Development (GED) certificate or GED transcript,
  or
- Homeschool credential
  - If state law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or recognized equivalent), a copy of that credential.
  - If state law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

Transfer credits are considered part of a CCMS student’s permanent academic record. All transferred credits and resident credits earned are reflected on an official CCMS transcript; however only credits earned at CCMS are calculated into a student’s cumulative GPA on official CCMS transcripts.

Transfer Credit Requirements for Admission

Qualified Transfer Credits

Qualified transfer credits will be semester or quarter credits equivalent to the credits that CCMS issues in its own regionally accredited academic program, meeting the highest educational standards. All earned CCMS credits are transferrable to any other college or university. CCMS credits
also meet the highest educational requirements to qualify a candidate for professional licensure in all states.

Qualified credits for either CCMS academic program must:
1. Be regionally accredited by another college or university, or
2. Be accredited by the American Board of Funeral Service Education accredited colleges, or
3. Be accredited coursework by the American Council on Education (ACE), and
4. Reflect a cumulative 2.5 GPA for overall transfer courses, and
5. Include evidence of completing the below five courses with a grade of “C” or better in each:
   1. Accounting
   2. Anatomy & Physiology (lab not required, but recommended)
   3. Chemistry (lab not required, but recommended)
   4. Psychology (Introduction or General)
   5. Communication Skills (Interpersonal or Basic)

*Note! Applicants who have previously earned a regionally accredited Associate, Bachelor, Master, or PhD have satisfied credit hour requirements for admission; however official evidence of completion of all above specific course prerequisites must be submitted in compliance with American Board of Funeral Service Education curriculum requirements.*

The amount of transfer credits you will need range between 30-60 semester credits based on the CCMS academic program for which you are applying. However, the above transfer credit requirements including the required five courses are mandatory prerequisites for acceptance into either CCMS academic program.

**Academic Program - Transfer Credit Requirements by Program**

CCMS offers two academic programs, the Bachelor of Mortuary Science or the Associate of Applied Science in Mortuary Science academic program. Entrance requirements by program are as follows:

**Bachelor of Mortuary Science Program**
Transfer credit requirements:
- Transfer 60 qualified semester credit hours (or 45 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

**Associate of Applied Science in Mortuary Science Program**
Transfer credit requirements:
- Transfer 30 qualified semester credit hours (or 90 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

**Exceptions of Transfer Credit Requirements**

Certain circumstances warrant consideration for exception under this policy. Exceptions are considered in consultation with the CCMS Academic Chair and College President. No exception to transfer credit or course requirements will be granted without the written approval and signatures of the Academic Chair and College President as submitted by the Office of Admissions on your behalf.
Provisional Acceptance

CCMS strongly encourages completion of all prerequisite coursework prior to enrollment; however exceptions may be granted to accommodate completion of the following three required prerequisite courses concurrently while enrolled in semester 1 at CCMS: Chemistry, Psychology, and Communication Skills.

CCMS requires completion of Accounting and Anatomy & Physiology prerequisites prior to enrollment, as both are foundational to CCMS curriculum delivered during semester I.

An otherwise qualified applicant who is permitted to complete an allowable prerequisite course(s) while enrolled with CCMS must submit official transcripts to admissions@ccms.edu as evidence of completion prior to being permitted registration in semester II at CCMS. This ensures the necessary educational foundation is in place for a student to be successful as a CCMS student. Completion of all prerequisite and resident credits is a condition of CCMS entrance and graduation requirements.

CLEP (College-Level Examination Program®)

Cincinnati College of Mortuary Science welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning and may accept a full range of College-Level Examination Program (CLEP) exams, which measure mastery of college-level, introductory course content.

Prior Learning

Prior learning credit may be awarded to applicants holding a doctoral-level medical degree prior to CCMS admission. Special consideration for prior learning* of transfer courses, and for attendance in classes, may be given in accordance with demonstrated mastery of the subject matter at the sole discretion of the college and faculty.

Resident Requirement

CCMS requires a minimum of 30 resident credit hours be completed at CCMS for applicants who have completed an ABFSE accredited mortuary science degree.

CO-OP Waiver Policy

CCMS may permit waiver of the BMS co-op during semester IV. Transfer credit may be granted ("T") on a case by case basis if the student can present evidence of three (3) years full-time experience as a dual licensed funeral service practitioner (funeral director and embalmer).

*In accordance with The American Board of Funeral Service Education (Standard 9.2.5.b), no more than 20% of the total number of credits for the program may be awarded through credit for prior learning. All of the curriculum requirements contained in Standard 5 are incorporated in awarding credit for prior learning.
Transfer Institutions and Articulation Agreements

The Office of Admission maintains a published list of all individual programs with which CCMS has established an agreement to receive/send transfer credit. Transfer institutions and pathways are also accessible on the Admissions page of the college’s website and includes specific course pathways and institution/admission contact information as mandated by the Higher Learning Commission (Policy FDCR.A.10.040).

The Office of Admission conducts cyclical reviews of agreements to ensure pathway courses align with evolving educational needs of all CCMS programs.

Translation of Foreign Transcripts

Applicants who have completed general education coursework abroad require translation of academic transcripts. Cincinnati College of Mortuary Science (CCMS) conducts a complete assessment of all required credential documents (official transcripts and official certification of degrees) submitted by the applicant, including the record of all academic course work.

The college does not consider documents certified by a notary public or commissioner of oaths to be official. Photocopies of certified documents are not acceptable. Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required.

If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation. Acceptable English translations may be provided by sworn court-approved translators and from reputable translation agencies. We recommend the services of World Education Services (WES).

In addition to translated official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all applicants who have attended a college/university outside the United States. Credential evaluations are accepted from Josef Silny and Associates, Inc. or World Education Services (WES) only. All documents required by World Education Services (WES) or Josef Silny and Associates, Inc., must be submitted directly by the applicants. CCMS is not responsible for forwarding any applicant documents received by our Admissions Office to Josef Silny and Associates, Inc or World Education Services (WES).

CCMS accepts transcript evaluations from the following two agencies only:

Josef Silny and Associates, Inc.    World Education Services, Inc.

Please contact admissions@ccms.edu guidance and assistance.

Privacy of Academic Records

CCMS is committed to protecting the confidentiality of applicant and student records in our possession. We retain student records in compliance with both state and federal law, in particular with the Family Educational Rights and Privacy Act (FERPA).
Transfer Credits by Program

The chart below compares our two degrees – Associate of Applied Science and Bachelor of Mortuary Science – regarding the number of transfer credits and credits earned at CCMS.

<table>
<thead>
<tr>
<th>Program</th>
<th>Required Transfer Credits</th>
<th>CCMS Credits Earned</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science</td>
<td>30 Semester Credits</td>
<td>47 Semester Credits</td>
<td>Associate of Applied Science</td>
</tr>
<tr>
<td>Bachelor of Mortuary Science</td>
<td>60 Semester Credits</td>
<td>62 Semester Credits</td>
<td>Bachelor of Mortuary Science</td>
</tr>
</tbody>
</table>

Credit Hour Conversion Chart
CCMS calculates credits in semester hours. Consult the chart below to convert your earned quarter credit hours:

<table>
<thead>
<tr>
<th>To Convert…</th>
<th>Formula</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTR HRS TO SEM HRS</td>
<td>Qtr Cr ÷ 1.5 = Sem Cr</td>
<td>9 Qtr Credit Hrs ÷ 1.5 = 6 Sem Credit Hrs</td>
</tr>
<tr>
<td>SEM HRS TO QTR HRS</td>
<td>Sem Cr x 1.5 = Qtr Cr</td>
<td>6 Sem Credit Hrs x 1.5 = 9 Qtr Credit Hrs</td>
</tr>
</tbody>
</table>

PREREQUISITES: ASSOCIATE OF APPLIED SCIENCE PROGRAM
Prior to admission in the A.A.S. program, applicants must earn 30 semester credits. Credits must:

- Be regionally accredited by another college or university, or
- Be accredited by the American Board of Funeral Service Education accredited colleges, or
- Be accredited coursework by the American Council on Education (ACE).
- Reflect a grade of “C” or better in all required transfer courses
- Reflect a cumulative 2.5 GPA for overall transfer courses

Transfer credit must include completion of the below five courses, with a grade of “C” or better in each, to be considered for admission into the A.A.S program.

1. Accounting
2. Anatomy & Physiology (lab not required, but recommended)
3. Chemistry (lab not required, but recommended)
4. Psychology (Introduction or General)
5. Communication Skills (Interpersonal or Basic)

For more information see our Admissions Policy, Transfer Credit Policy, and the Associate of Applied Science program in the Academics section of this Catalog.

PREREQUISITES: BACHELOR OF MORTUARY SCIENCE PROGRAM
Prior to admission in the B.M.S. program, applicants must earn 60 semester credits. Credits must:

- Be regionally accredited by another college or university, or
- Be accredited by the American Board of Funeral Service Education accredited colleges, or
- Be accredited coursework by the American Council on Education (ACE).
• Reflect a grade of “C” or better in all required transfer courses
• Reflect a cumulative 2.5 GPA for overall transfer courses

Transfer credit must include completion of the below five courses, with a grade of “C” or better in each, to be considered for admission into the B.M.S. program.

1. Accounting
2. Anatomy & Physiology (lab not required, but recommended)
3. Chemistry (lab not required, but recommended)
4. Psychology (Introduction or General)
5. Communication Skills (Interpersonal or Basic)

For more information see our Admissions Policy, Transfer Credit Policy, and the Bachelor of Mortuary Science program in the Academics section of this Catalog.

COLLEGE TRANSFER AGREEMENTS
If you haven’t yet completed your general education requirements, CCMS offers a range of college transfer program options in which the curriculum has been tailored for ease of transfer to meet our prerequisite requirements. A complete listing of transfer colleges may be viewed on our website at www.ccms.edu. For full program information, please contact the specific college of interest. You may also direct questions to the CCMS Director of Enrollment Management.

If you would prefer to complete your prerequisites online, consider our partnership with Terra State Community College. Students will earn a regionally accredited Associates degree online from Terra State, then seamlessly transfer to CCMS’ on-site campus to complete our Bachelor of Mortuary Science. For more information see our website www.ccms.edu.

Dean of Enrollment Management
admissions@ccms.edu  (513) 618-1926

APPLY TO CCMS
Apply today
Apply today at www.ccms.edu/admissions/apply/. There is no application fee.

Tips for applying
See more details at www.ccms.edu/admissions/apply/tips-for-applying/.

• When should you apply?
  We recommend that you apply when you are approximately 1/2 done with your prerequisites. But it's never too early to contact our Dean of Enrollment Management and begin the discussion.
• **Send your official transcripts to CCMS**
  Applicants should request official transcripts from the Registrar of all colleges previously attended. Your application will not be considered complete until CCMS has received your transcript(s). Official transcripts may be remitted electronically or by mail in a sealed envelope.

  **Electronically**
  Email to [admissions@ccms.edu](mailto:admissions@ccms.edu)

  **By mail (in sealed envelope)**
  Cincinnati College of Mortuary Science
  ATTN: Admissions
  645 W North Bend Rd.
  Cincinnati, OH 45224

• **Understand our prerequisites**
  Applicants need to complete general education credits at an accredited college/university prior to being admitted to CCMS. Read more about our prerequisites in the Prerequisites section of this Catalog.

• **Know your state licensing requirements**
  Review the educational and licensing requirements of the state board for the state in which you intend to obtain licensure. This will help ensure that all requirements are met.

• **Register with your state board (if applicable)**
  There are a few states which require a student to register with the board before entering CCMS. Those states are identified in the following state board listing. Contact your state board for assistance.

• **Know our medical requirements**
  Students are required to complete several inoculations and tests before the first day of class (you may apply prior to beginning inoculations/tests). You will receive more information upon acceptance.

• **International applicants**
  CCMS is not certified to accept international students at this time.

• **English language requirement**
  Applicants whose first language is not English must submit an official Test of English as a Foreign Language (TOEFL).
VISIT CCMS

CCMS hosts a number of Open Houses each year. Attendees will receive information on admission, financial aid, and more. For upcoming dates visit: www.ccms.edu/admissions/visit-ccms/open-house/. You may also schedule a one-on-one visit.

Hotels & Lodging

**AC Hotel Cincinnati at the Banks**
135 Joe Nuxhall Way, Cincinnati, Ohio 45202
513-744-9900
Map it! (12 miles, 20 minutes)
http://achotels.marriott.com

**Days Inn Cincinnati**
11775 US Rt. 42, Sharonville, Ohio 45241
513-554-1400, 1-800-325-2525
Map it! (7.9 miles, 15 minutes)
https://www.wyndhamhotels.com/days-inn

**Drury Inn & Suites**
2265 E. Sharon Rd., Sharonville, Ohio 45241
513-771-5601
Map it! (8.3 miles, 16 minutes)
https://www.druryhotels.com

**Fairfield Inn by Marriott**
11440 Chester Road, Cincinnati, Ohio 45246
513-842-9112
Map it! (8.7 miles, 15 minutes)
https://www.marriott.com/hotels

**Hilton Garden Inn**
5300 Cornell Road, Blue Ash, Ohio 45242
513-469-6900
Map it! (12.3 miles, 19 minutes)
https://hiltongardeninn3.hilton.com

**Holiday Inn Express & Suites**
11160 Dowlin Dr., Sharonville, Ohio 45241
513-771-9080
Map it! (8.3 miles, 14 minutes)
https://www.ihg.com/holidayinnexpress

**Hyatt Place at Sharonville Convention Center**
11345 Chester Rd., Cincinnati, Ohio 45246
513-771-1718
Map it! (8.6 miles, 15 minutes)
https://www.hyatt.com

**LaQuinta Inn**
12150 Springfield Pike, Springdale, Ohio 45246
513-671-2300, 1-800-428-3438
Map it! (12.4 miles, 18 minutes)
http://www.laquintacincinnatinorth.com/

**Sonesta ES Suites**
11689 Chester Road, Sharonville, Ohio 45246
513-771-2525
Map it! (9.0 miles, 16 minutes)
https://www.sonesta.com
ACADEMICS

ACADEMIC PROGRAMS
CCMS offers two degree programs – the Associate of Applied Science (A.A.S.) and the Bachelor of Mortuary Science (B.M.S.). The degree best suited for you depends on the state in which you plan on working and your educational background. More information at www.ccms.edu/academics/associate-of-applied-science/ and www.ccms.edu/academics/bachelor-of-mortuary-science/

View state requirements at: www.nfda.org/careers/licensing-requirements.

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Must Transfer In With:</th>
<th>CCMS Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science (A.A.S.)</td>
<td>30 semester credits (*including required prerequisite courses)</td>
<td>47</td>
</tr>
<tr>
<td>Bachelor of Mortuary Science (B.M.S.)</td>
<td>60 semester credits (*including required prerequisite courses)</td>
<td>62</td>
</tr>
</tbody>
</table>

*Refer to Transfer Credit Worksheet in the Appendix.

CLINICAL PRACTICE
Students begin their clinical studies in semester I in our one-of-a-kind clinical facilities located on-site. Our labs were designed and constructed exclusively for our student body. Modern and equipped, our clinical facilities provide a link between classroom theory and clinical reality. High priority is placed on the importance of practical experience for the student, with an understanding of the skills necessary to succeed in today’s professional laboratory environment. CCMS is privileged to partner in serving funeral homes throughout the nation, as well as Cincinnati’s largest anatomical donation program.

To facilitate efficient management of the clinical lab's high case volume, the college employs one or two students from each class to serve as clinical lab assistants. Meet our current Lab Assistants at: www.ccms.edu/about-ccms/lab-facilities/lab-assistants/. Students are required to complete a minimum number of embalming applications during their tenure. In addition to weekly lab assignments, students are permitted and encouraged to volunteer for additional applications experience on Saturdays and during term breaks. Our graduates historically excel in the art of embalming and restoration. Students find ample opportunity to gain valuable experience at CCMS, giving them an advantage over their competition.
LEARNING STRUCTURE AND SCHEDULE
CCMS academic programs are full-time, campus-based, with students carrying 15-17 semester credit hours each term. CCMS does not offer part-time courses or online/distance learning. It is our belief that hands-on learning is imperative to the development of a student, ultimately yielding graduates who are highly sought after in this respected profession. Enrollment occurs twice per year, during Spring (January) and Fall (August). Class cohorts attend concurrently. Classroom instruction and lab assignments will vary based on the selected term of enrollment. See sample schedules at www.ccms.edu/academics/associate-of-applied-science/aas-class-schedules/. As a general guideline, student schedules are as seen below:

<table>
<thead>
<tr>
<th>FALL (August enrollees)</th>
<th>Classes/lecture</th>
<th>8:00 AM-11:00 PM (approx.)</th>
<th>M-F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical lab</td>
<td>1:00PM-4:00PM (approx.)</td>
<td>One day per week as assigned</td>
<td></td>
</tr>
<tr>
<td>SPRING (January enrollees)</td>
<td>Classes/lecture</td>
<td>1:00 PM-4:00 PM (approx.)</td>
<td>M-F</td>
</tr>
<tr>
<td>Clinical lab</td>
<td>8:00 AM-11:00 AM (approx.)</td>
<td>One day per week as assigned</td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)
The Cincinnati College of Mortuary Science (CCMS) Associate of Applied Science (A.A.S.) degree program is a regionally and professionally accredited three semester program consisting of forty-seven credit hours. Students complete the A.A.S. program in twelve-months, attending seated campus-based courses and clinical labs year round.

Applicants for the A.A.S. program will have completed a minimum of thirty qualified* non-resident transfer credits, including five mandatory prescribed general prerequisite courses, in accordance with the college’s admission requirements.

CCMS credits are regionally accredited by the Higher Learning Commission and transferrable to any other university or college in the nation. Program credits are also professionally accredited by the American Board of Funeral Service Education to satisfy the twelve month mortuary science education requirements for each of the fifty-state regulatory licensing agencies to prepare graduates for success on the International Conference of Funeral Service Examining Board’s National Board Examination (NBE) Arts and Sciences sections. The A.A.S. mortuary science curriculum is the minimum education standard for dual licensure in all states.

Prerequisite requirements, course list and descriptions, textbook list, tuition schedule, and Transfer Credit Worksheet may be accessed at www.ccms.edu Academics page.

* Qualified transfer credits must be:
  1. Regionally accredited by another college or university, or
  2. Professionally accredited by the American Board of Funeral Service Education accredited colleges, or
  3. Accredited coursework by the American Council on Education (ACE)
  4. Reflect a grade of “C” or better in all required transfer courses
  5. Reflect a cumulative 2.5 GPA for overall transfer courses
### SEMESTER I

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC311</td>
<td>Social Aspects of Death and Dying</td>
<td>2</td>
</tr>
<tr>
<td>MGT315</td>
<td>Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGT314</td>
<td>Funeral Service Management I</td>
<td>3</td>
</tr>
<tr>
<td>SCI318</td>
<td>Embalming Microbiology &amp; Pathology</td>
<td>3</td>
</tr>
<tr>
<td>SCI316</td>
<td>Embalming Theory I</td>
<td>3</td>
</tr>
<tr>
<td>SCI317</td>
<td>Clinical Mortuary Practice I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester I Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### SEMESTER II

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC322</td>
<td>Professional Relationships in Funeral Service</td>
<td>2</td>
</tr>
<tr>
<td>SCI328</td>
<td>Restorative Art I</td>
<td>3</td>
</tr>
<tr>
<td>SCI328L</td>
<td>Restorative Art I Lab</td>
<td>-</td>
</tr>
<tr>
<td>MGT324</td>
<td>Funeral Service Management II</td>
<td>3</td>
</tr>
<tr>
<td>SOC321</td>
<td>Historical to Contemporary Funeral Practices</td>
<td>3</td>
</tr>
<tr>
<td>MGT323</td>
<td>Cemetery &amp; Cremation Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>SCI326</td>
<td>Embalming Theory II</td>
<td>3</td>
</tr>
<tr>
<td>SCI327</td>
<td>Clinical Mortuary Practice II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester II Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### SEMESTER III

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC331</td>
<td>Psychology of Grief</td>
<td>3</td>
</tr>
<tr>
<td>MGT334</td>
<td>Funeral Service Management III</td>
<td>3</td>
</tr>
<tr>
<td>SCI338</td>
<td>Restorative Art II</td>
<td>2</td>
</tr>
<tr>
<td>SCI338L</td>
<td>Restorative Art II Lab</td>
<td>-</td>
</tr>
<tr>
<td>SCI336</td>
<td>Embalming Theory III</td>
<td>3</td>
</tr>
<tr>
<td>SCI337</td>
<td>Clinical Mortuary Practice III</td>
<td>1</td>
</tr>
<tr>
<td>MGT335</td>
<td>Mortuary Science Capstone</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester III Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**A.A.S. credits (semesters I-III)** 47

Curriculum: [https://www.ccms.edu/academics/associate-of-applied-science/aas-curriculum/](https://www.ccms.edu/academics/associate-of-applied-science/aas-curriculum/)

Sequential courses are courses that must be taken in a prescribed sequence. The student must pass the first course in the sequence to progress to the second course in the sequence, and so on. Sequential courses are: Clinical Mortuary Practice I, II, and III; Restorative Art I and II; and Embalming Theory I, II, and III.
AAS COURSE DESCRIPTIONS

SEMESTER I

SOC311 - SOCIAL ASPECTS OF DEATH AND DYING  Credit Hours=2
Death in America is studied as it affects both the individual and society. Sociological phenomena related to American attitudes toward death, children and death, terminal illness and hospice care, and suicide are discussed. Special emphasis is placed on their relevance to funeral service practice.

MGT315 - BUSINESS LAW AND ETHICS  Credit Hours=3
The basic principles of Business Law and ethics are examined in relation to the funeral service profession and how agencies such as the Federal Trade Commission regulate practices, professional contracts, negotiable instruments, sales, and warranties.

MGT314 - FUNERAL SERVICE MANAGEMENT I  Credit Hours=3
Accounting and financial practices for small business owners and operations including the accounting cycle, development and understanding of financial statements, bookkeeping and banking, payroll, and asset depreciation for funeral service and industry professionals.

SCI318 - EMBALMING MICROBIOLOGY & PATHOLOGY  Credit Hours=3
Microbial and pathological conditions are examined and how they relate to death, with a concentration in physical and chemical changes, disease transmission and control, sterilization and disinfection, and the effects of disease states relative to the embalming process.

SCI316 - EMBALMING THEORY I (ET I)  Credit Hours=3
An introduction to the clinical laboratory setting and policies, ET I focuses on topographical and cardiovascular anatomy, as well as basic medical terminology. Pre, during, and post embalming considerations are explored along with an introduction to case analysis. Embalming Theory I is a prerequisite for ET II and CMP II, III.

SCI317 - CLINICAL MORTUARY PRACTICE I (CMP I)  Credit Hours=1
CMP brings the student into the lab where clinical practices rely heavily upon ET I theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice is a prerequisite for CMP II, III.
SOC320 - PROFESSIONAL RELATIONSHIPS IN FUNERAL SERVICE
Credit Hours=2
Business and interpersonal relationships in the funeral service profession are explored. Skills are developed which facilitate relating well with employers and colleagues, bereaved families, and the community at large. Students have the opportunity to develop a resume, to make an oral presentation applicable to funeral service, and to practice empathic care giving and funeral arranging skills.

SCI328 - RESTORATIVE ART I (RA I)
Credit Hours=3
Emphasis is placed on the natural form and appearance of the cranium and face. Studies include bones and muscles of the head, shapes, proportions, profiles and features. RA lab is a component allowing the students to gain practical experience in modeling and reconstructing features. Wax mediums, cosmetics and color theory are also explored. Restorative Art I is a prerequisite to Restorative Art II.

SCI328L - RESTORATIVE ART I LAB
Included in RA I
Lab application of SCI328 curriculum focusing on modeling and restoration of the human form using armatures and wax.

MGT324 - FUNERAL SERVICE MANAGEMENT II
Credit Hours=3
Examines current mortuary law theory, state and federal regulations pertaining to funeral homes as a business and directors as licensed professionals. Explores legal rights, duties, liabilities and the various parties involved when arranging for disposition and the order of the death registration process in the United States. Designed to introduce funeral prearrangements and methods of securing market share through permissible, lawful marketing tactics and funding options.

SOC321 - HISTORICAL TO CONTEMPORARY FUNERAL PRACTICES
Credit Hours=3
The Funeral Directing Curriculum focuses on the basic duties, responsibilities, and expectations of those practicing funeral service, with a historical to contemporary perspective. Explores the influences of religion and burial practices in ancient cultures and the evolution of those customs and beliefs into modern day practice. Examining birth cohorts and various religious rites assists funeral service professionals in conducting the arrangement conference, facilitating various types of funerals, from Celebrant services to supplemental services, including fraternal and military honors.

MGT323 - CEMETARY AND CREMATION FUNDAMENTALS
Credit Hours=2
A study of the role cemeteries and crematories play within the death care industry. Historical perspectives, both past and present, are discussed as well as their impact on our practices today. The science and statistics behind interment and cremation are presented to provide a greater understanding as to how the funeral industry may better adapt to a rapidly changing landscape.

SCI326 - EMBALMING THEORY II
Credit Hours=3
ET II focuses on the application of embalming techniques and fluids. The course explores treating the difficult case including delayed embalming, embalming the infant or child, autopsies, organ and tissue donors, trauma due to accident or illness, decomposition, and burns. Vascular difficulties and moisture considerations are also reviewed. Embalming Theory II is a prerequisite for Embalming Theory III.

SCI327 - CLINICAL MORTUARY PRACTICE II (CMP II)
Credit Hours=1
CMP II brings the student into the lab where clinical practices rely heavily upon ET II theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice I is a prerequisite for CMP II.
SOC331 - PSYCHOLOGY OF GRIEF  Credit Hours=3
The grief process and the funeral director’s role in facilitating grief are examined. Theories and characteristics of grief are discussed, including unique features of grief related to special losses. Counseling theories and principles are presented and applied to funeral arrangements. Skills are explored in a counseling lab, which includes role-playing. This course must be taken concurrently with Funeral Service Management III and Mortuary Science Capstone.

MGT334 - FUNERAL SERVICE MANAGEMENT III  Credit Hours=3
The role and function of the funeral director as manager is defined. Management skills, personnel selection, motivation and training, and operations management are discussed. In addition, the merchandising component of the course is designed to develop product knowledge of caskets, vaults, and other merchandise, which may include presentations by manufacturers either on campus or during field trips. Planning funeral home selection areas and displaying merchandise are also explored. This course must be taken concurrently with Psychology of Grief and Mortuary Science Capstone.

SCI338 - RESTORATIVE ART II  Credit Hours=2
Emphasis is placed on the treatment of various minor restorative techniques including suturing, tissue building, and hair replacement. Treatments of major restorations including abrasions, burns, fractures, decomposition, illness, trauma, and feature rebuilding are also explored.

SCI338L - RESTORATIVE ART II LAB  Included in RA II
Lab application of SCI338 curriculum with a focus on the modeling and reconstruction of features & facial form, hair replacement, and cosmetic application.

SCI336 - EMBALMING THEORY III  Credit Hours=3
An in-depth survey into embalming chemicals, their compositions, functions, and how they influence organic tissues. This course is designed to aid the embalmer to better understand the reactions of the chemicals used in this field so they may be utilized to greater effect. Successful completion of both Embalming Theories I and II are requisite for beginning this course.

SCI337 - CLINICAL MORTUARY PRACTICE III (CMP III)  Credit Hours=1
CMP brings the student into the lab where clinical practices rely heavily upon ET III theories and procedures as the basis for embalming fundamentals and safe clinical practices.

MGT335 - MORTUARY SCIENCE CAPSTONE  Credit Hours=3
This capstone course provides students with hands-on experience in serving a mock bereaved family from the first call through final disposition. Included are embalming and cosmetics, dressing and casketing, arranging, funeral directing, and preparing the required forms and paperwork. In addition, there is extensive review of prior course material in preparation for the National Board Examination. This course must be taken concurrently with Funeral Service Management III and Psychology of Grief.
AAS CERTIFICATIONS
All students receive specialized training from national industry experts as part of the curriculum.

Crematory Operations: A.A.S. graduates emerge certified in cremation operations, along with extensive knowledge of the practices and procedures that will help them best serve families and reduce the risk of litigation for a firm. For more information see: https://www.ccms.edu/academics/associate-of-applied-science/aas-certifications/

AAS GRADING SYSTEM
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Latin Honors are reflected on student diplomas, indicating the level of distinction with which the degree was earned:

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Assessment involves measuring student learning and the overall effectiveness of an institution. Specific objectives of assessment include: to ensure that student learning outcomes are being met; to improve curriculum and instruction as needed; and to provide evidence of the institution’s success. To this end, the College has identified and measures the following student learning outcomes and program goals:

1. The student will demonstrate clinical competency.
2. The student will exhibit professionalism.
3. The student will demonstrate critical thinking skills based on professional standards.
4. The student will communicate in an effective, professional manner.
5. The program will effectively prepare the graduate for a career as an entry-level funeral professional.
AAS GRADUATION REQUIREMENTS
The Cincinnati College of Mortuary Science ("CCMS") Associate of Applied Science ("A.A.S.") degree program is a regionally and professionally accredited three semester program consisting of forty-seven credit hours, including a minimum of thirty qualified* non-resident transfer credits, and including five mandatory prescribed general prerequisite courses, in accordance with the college’s admission requirements.

Completion of the Associate of Applied Science academic degree program requires, but may not be limited to:

1. Satisfactory completion of all course and program requirements.
2. Satisfactory completion of Clinical Requirements¹ within the prescribed timeframe.
3. Satisfactory completion of Funeral Director Requirements² within the prescribed timeframe.
4. A cumulative resident GPA of 2.00 or higher and grade of “D” or better in each course.
5. Financial good standing with CCMS.
6. Satisfactory completion of the CCMS Comprehensive Examination ("Comps") as prescribed.
7. Completion of a scheduled final exit interview with the college President or other leadership member.

The Associate of Applied Science degree program requirements must be satisfactorily completed within 24 months of program enrollment or re-admission.

Upon satisfactory completion of three semesters, and upon approval of the CCMS Academic Chair, a student is officially released to sit for the Arts and Sciences sections of the National Board Examination ("NBE") through the International Conference of Funeral Service Examining Board. Successful completion of both sections of the NBE is a requirement for professional licensure in most states.

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Funeral Directing requirements are incorporated into the Capstone and Business Law curriculum. Active participation and hands-on learning in Funeral Directing includes, but may not be limited to, the specific tasks prescribed below as mandated by the American Board of Funeral Service Education. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

Students must utilize the following forms:

- First Call Sheet
- Arrangement Worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
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- Embalming Authorization Form
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First call
Students must demonstrate the process of receiving five (5) first death notification calls. This may be completed in a simulation setting.

**Transfer of remains**

Students must demonstrate the process of performing the transfer of deceased human remains. This may be completed in a simulation setting.

**Arrangement Conference**

Students must participate (observe or assist) in five Arrangement Conferences. If done in a simulation setting, no more than five students may receive credit at one time (during one simulation). As part of the Arrangement Conference requirement, students must prepare the following at least one time:

- Death Certificate
- Burial Transit Permit
- Social Security Form (Statement of Death by Funeral Director)
- Death Notice
- Obituary
- FTC-compliant Statement of Funeral Good and Services
- Applications and forms for Veterans Flag, Burial Benefits, and Headstone/Marker

**Funeral Observation**

Students must observe five funeral related services. CCMS requires that one service be Roman Catholic. Three of the five must include: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial without the deceased present, or other (describe).

To receive credit, the student is required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and identify the participants involved (clergy, celebrant, FD, family, or others). This may not be completed in a simulation setting.

**2 CLINICAL PRACTICE REQUIREMENTS**

Clinical requirements are incorporated into the Clinical Mortuary Practice (“CMP”) curriculum over the course of three semesters. Active participation through hands-on learning in Clinical practice over the course of three semesters includes, but may not be limited to, the specific tasks prescribed below as mandated by college policy. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

- Thirty (30) clinical case experiences
- Twenty (20) embalming operations
- Five (5) transfers of deceased human remains
- Five (5) cosmetic applications
Students who desire additional practical experience have ample opportunity to achieve such. See the Clinical Lab Director for available student lab assistant and nighttime intake opportunities, as well as volunteer weekend and holiday opportunities.

Students are required to actively participate for the entirety of each semester of clinical practice even upon satisfactory completion of the prescribed minimum task requirements.

**BACHELOR OF MORTUARY SCIENCE**

The Cincinnati College of Mortuary Science (CCMS) Bachelor of Mortuary Science (B.M.S.) degree program is a regionally and professionally accredited four semester program consisting of sixty-two credit hours. Students complete the B.M.S. program in approximately sixteen-months, attending seated campus-based courses and clinical labs year-round.

Applicants for the B.M.S. program will have completed a minimum of sixty qualified* non-resident transfer credits, including five mandatory prescribed general prerequisite courses, in accordance with the college’s admission requirements.

CCMS credits are regionally accredited by the Higher Learning Commission and transferrable to any other university or college in the nation. Program credits are also professionally accredited by the American Board of Funeral Service Education to satisfy the twelve month mortuary science education requirements for each of the fifty-state regulatory licensing agencies to prepare graduates for success on the International Conference of Funeral Service Examining Board’s National Board Examination (NBE) Arts and Sciences sections. B.M.S. mortuary science curriculum meets the education standard for dual licensure in all states.

Prerequisite requirements, course list and descriptions, textbook list, tuition schedule, and Transfer Credit Worksheet may be accessed at www.ccms.edu Academics page.

* Qualified transfer credits must be:

1. Regionally accredited by another college or university, or
2. Professionally accredited by the American Board of Funeral Service Education accredited colleges, or
3. Accredited coursework by the American Council on Education (ACE)
4. Reflect a grade of “C” or better in all required transfer courses
5. Reflect a cumulative 2.5 GPA for overall transfer courses
## BMS CURRICULUM

### SEMESTER I

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<td>Social Aspects of Death and Dying</td>
<td>2</td>
</tr>
<tr>
<td>MGT315</td>
<td>Business Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGT314</td>
<td>Funeral Service Management I</td>
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</tr>
<tr>
<td>SCI318</td>
<td>Embalming Microbiology &amp; Pathology</td>
<td>3</td>
</tr>
<tr>
<td>SCI316</td>
<td>Embalming Theory I</td>
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<tr>
<td>SCI317</td>
<td>Clinical Mortuary Practice I</td>
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**Total Semester I Credits**: 15

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<tr>
<td>SOC322</td>
<td>Professional Relationships in Funeral Service</td>
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<td>SCI328</td>
<td>Restorative Art I</td>
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<td>SCI328L</td>
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<tr>
<td>MGT324</td>
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<tr>
<td>SOC321</td>
<td>Historical to Contemporary Funeral Practices</td>
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<tr>
<td>MGT323</td>
<td>Cemetery &amp; Cremation Fundamentals</td>
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<td>SCI326</td>
<td>Embalming Theory II</td>
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<tr>
<td>SCI327</td>
<td>Clinical Mortuary Practice II</td>
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**Total Semester II Credits**: 17

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<tr>
<td>SOC331</td>
<td>Psychology of Grief</td>
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<tr>
<td>MGT334</td>
<td>Funeral Service Management III</td>
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<tr>
<td>SCI338</td>
<td>Restorative Art II</td>
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</tr>
<tr>
<td>SCI338L</td>
<td>Restorative Art II Lab</td>
<td>-</td>
</tr>
<tr>
<td>SCI336</td>
<td>Embalming Theory III</td>
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</tr>
<tr>
<td>SCI337</td>
<td>Clinical Mortuary Practice III</td>
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</tr>
<tr>
<td>MGT335</td>
<td>Mortuary Science Capstone</td>
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**Total Semester III Credits**: 15

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<tr>
<td>SOC442</td>
<td>Funeral Aftercare</td>
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<tr>
<td>SOC441</td>
<td>Death in Media and Literature</td>
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<tr>
<td>MGT443</td>
<td>Disaster Management</td>
<td>2</td>
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<tr>
<td>SCI446</td>
<td>Gross Anatomy</td>
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</tr>
<tr>
<td>MGT444</td>
<td>Funeral Service Co-op</td>
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<tr>
<td>MGT445</td>
<td>Funeral Service Seminar</td>
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</table>

**Total Semester IV credits**: 15

**B.M.S. credits**: 62


Sequential courses are courses that must be taken in a prescribed sequence. The student must pass the first course in the sequence to progress to the second course in the sequence, and so on. Sequential courses are: Clinical Mortuary Practice I, II, and III; Restorative Art I and II; and Embalming Theory I, II, and III.
SOC311 - SOCIAL ASPECTS OF DEATH AND DYING
Credit Hours=2
Death in America is studied as it affects both the individual and society. Sociological phenomena related to American attitudes toward death, children and death, terminal illness and hospice care, and suicide are discussed. Special emphasis is placed on their relevance to funeral service practice.

MGT315 - BUSINESS LAW AND ETHICS
Credit Hours=3
The basic principles of Business Law and ethics are examined in relation to the funeral service profession and how agencies such as the Federal Trade Commission regulate practices, professional contracts, negotiable instruments, sales, and warranties.

MGT314 - FUNERAL SERVICE MANAGEMENT I
Credit Hours=3
Accounting and financial practices for small business owners and operations including the accounting cycle, development and understanding of financial statements, bookkeeping and banking, payroll, and asset depreciation for funeral service and industry professionals.

SCI318 - EMBALMING MICROBIOLOGY & PATHOLOGY
Credit Hours=3
Microbial and pathological conditions are examined and how they relate to death, with a concentration in physical and chemical changes, disease transmission and control, sterilization and disinfection, and the effects of disease states relative to the embalming process.

SCI316 - EMBALMING THEORY I (ET I)
Credit Hours=3
An introduction to the clinical laboratory setting and policies, ET I focuses on topographical and cardiovascular anatomy, as well as basic medical terminology. Pre, during, and post embalming considerations are explored along with an introduction to case analysis. Embalming Theory I is a prerequisite for ET II and CMP II, III.

SCI317 - CLINICAL MORTUARY PRACTICE I (CMP I)
Credit Hours=1
CMP brings the student into the lab where clinical practices rely heavily upon ET I theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice is a prerequisite for CMP II, III.
## B.M.S. COURSE DESCRIPTIONS SEMESTER II

### SOC320 - PROFESSIONAL RELATIONSHIPS IN FUNERAL SERVICE  
Credit Hours=2  
Business and interpersonal relationships in the funeral service profession are explored. Skills are developed which facilitate relating well with employers and colleagues, bereaved families, and the community at large. Students have the opportunity to develop a resume, to make an oral presentation applicable to funeral service, and to practice empathic care giving and funeral arranging skills.

### SCI328 - RESTORATIVE ART I (RA I)  
Credit Hours=3  
Emphasis is placed on the natural form and appearance of the cranium and face. Studies include bones and muscles of the head, shapes, proportions, profiles and features. RA lab is a component allowing the students to gain practical experience in modeling and reconstructing features. Wax mediums, cosmetics and color theory are also explored. Restorative Art I is a prerequisite to Restorative Art II.

### SCI328L - RESTORATIVE ART I LAB  
Included in RA I  
Lab application of SCI328 curriculum focusing on modeling and restoration of the human form using armatures and wax.

### MGT324 - FUNERAL SERVICE MANAGEMENT II  
Credit Hours=3  
Examines current mortuary law theory, state and federal regulations pertaining to funeral homes as a business and directors as licensed professionals. Explores legal rights, duties, liabilities and the various parties involved when arranging for disposition and the order of the death registration process in the United States. Designed to introduce funeral prearrangements and methods of securing market share through permissible, lawful marketing tactics and funding options.

### SOC321 - HISTORICAL TO CONTEMPORARY FUNERAL PRACTICES  
Credit Hours=3  
The Funeral Directing Curriculum focuses on the basic duties, responsibilities, and expectations of those practicing funeral service, with a historical to contemporary perspective. Explores the influences of religion and burial practices in ancient cultures and the evolution of those customs and beliefs into modern day practice. Examining birth cohorts and various religious rites assists funeral service professionals in conducting the arrangement conference, facilitating various types of funerals, from Celebrant services to supplemental services, including fraternal and military honors.

### MGT323 - CEMETERY AND CREMATION FUNDAMENTALS  
Credit Hours=2  
A study of the role cemeteries and crematories play within the death care industry. Historical perspectives, both past and present, are discussed as well as their impact on our practices today. The science and statistics behind interment and cremation are presented to provide a greater understanding as to how the funeral industry may better adapt to a rapidly changing landscape.

### SCI326 - EMBALMING THEORY II  
Credit Hours=3  
ET II focuses on the application of embalming techniques and fluids. The course explores treating the difficult case including delayed embalming, embalming the infant or child, autopsies, organ and tissue donors, trauma due to accident or illness, decomposition, and burns. Vascular difficulties and moisture considerations are also reviewed. Embalming Theory II is a prerequisite for Embalming Theory III.

### SCI327 - CLINICAL MORTUARY PRACTICE II (CMP II)  
Credit Hours=1  
CMP II brings the student into the lab where clinical practices rely heavily upon ET II theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice I is a prerequisite for CMP II.
SOC331 - PSYCHOLOGY OF GRIEF  
Credit Hours=3  
The grief process and the funeral director’s role in facilitating grief are examined. Theories and characteristics of grief are discussed, including unique features of grief related to special losses. Counseling theories and principles are presented and applied to funeral arrangements. Skills are explored in a counseling lab, which includes role-playing. This course must be taken concurrently with Funeral Service Management III and Mortuary Science Capstone.

MGT334 - FUNERAL SERVICE MANAGEMENT III  
Credit Hours=3  
The role and function of the funeral director as manager is defined. Management skills, personnel selection, motivation and training, and operations management are discussed. In addition, the merchandising component of the course is designed to develop product knowledge of caskets, vaults, and other merchandise, which may include presentations by manufacturers either on campus or during field trips. Planning funeral home selection areas and displaying merchandise are also explored. This course must be taken concurrently with Psychology of Grief and Mortuary Science Capstone.

SCI338 - RESTORATIVE ART II  
Credit Hours=2  
Emphasis is placed on the treatment of various minor restorative techniques including suturing, tissue building, and hair replacement. Treatments of major restorations including abrasions, burns, fractures, decomposition, illness, trauma, and feature rebuilding are also explored.

SCI338L - RESTORATIVE ART II LAB  
Included in RA II  
Lab application of SCI338 curriculum with a focus on the modeling and reconstruction of features & facial form, hair replacement, and cosmetic application.

SCI336 - EMBALMING THEORY III  
Credit Hours=3  
An in-depth survey into embalming chemicals, their compositions, functions, and how they influence organic tissues. This course is designed to aid the embalmer to better understand the reactions of the chemicals used in this field so they may be utilized to greater effect. Successful completion of both Embalming Theories I and II are requisite for beginning this course.

SCI337 - CLINICAL MORTUARY PRACTICE III (CMP III)  
Credit Hours=1  
CMP brings the student into the lab where clinical practices rely heavily upon ET III theories and procedures as the basis for embalming fundamentals and safe clinical practices.

MGT335 - MORTUARY SCIENCE CAPSTONE  
Credit Hours=3  
This capstone course provides students with hands-on experience in serving a mock bereaved family from the first call through final disposition. Included are embalming and cosmetics, dressing and casketing, arranging, funeral directing, and preparing the required forms and paperwork. In addition, there is extensive review of prior course material in preparation for the National Board Examination. This course must be taken concurrently with Funeral Service Management III and Psychology of Grief.
SOC442 - FUNERAL AFTERCARE  
Credit Hours=1  
The role of the funeral home in providing support to families during the bereavement period is discussed. Consideration of the various components in a continuous care (aftercare) program includes: bereavement literature, personal contact and referrals, grief support groups and web-based support.

SOC441 - DEATH IN MEDIA AND LITERATURE  
Credit Hours=1  
This course combines the basic elements of literature with reading and writing about literary selections that have death as a central subject. The readings consist of works of fiction, non-fiction, poetry and drama. Film selections are also included.

MGT443 - DISASTER MANAGEMENT  
Credit Hours=2  
This course orients the student to the role of the funeral service practitioner in the management of diseases 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 the remains, and critical incident stress debriefing.

SCI446 - GROSS ANATOMY  
Credit Hours=2  
This course takes a regional approach to gross anatomy with emphasis on those areas of the human body of interest to the embalmer, especially the circulatory system.

MGT444 - FUNERAL SERVICE CO-OP  
Credit Hours=6  
The Funeral Service Co-op provides six weeks of practical experience in an off-campus funeral home setting. Students participate in: removals, preparations, dressing and casketing, arrangements, visitations, funerals, and office procedures. The student, the funeral home, and the college enter into a tri-party relationship in which each must accept responsibility for the co-op experience. The goal of this relationship is to provide the student an opportunity, under academic supervision, to participate in the actual practice of funeral service.

MGT445 - FUNERAL SERVICE SEMINAR  
Credit Hours=3  
This course provides an in-depth exploration of current issues and trends in funeral service. Key topics include: contemporary legal issues, creative funeral home offerings (such as celebrants, post-funeral gatherings and pet services), and effective use of social media and technology in the funeral home.
BMS CERTIFICATIONS
All students receive specialized training from national industry experts as part of the curriculum.

**Crematory Operations:** B.M.S. graduates emerge certified in cremation operations, along with extensive knowledge of the practices and procedures that will help them best serve families and reduce the risk of litigation for a firm.

**Funeral Celebrant:** B.M.S. students earn the distinction as InSight Certified Funeral Celebrants after receiving intense training and certification from our faculty licensed InSight trainers.

**Mass Fatality Response:** B.M.S. students are trained and certified by licensed instructor FEMA trainers in incident management, mass fatalities, response planning operations before and during an incident, establishing a morgue, and family assistance support operation to assist state and local personnel and agencies with mass fatality (G386 Mass Fatality).

For more information see: [https://www.ccms.edu/academics/bachelor-of-mortuary-science/bms-certifications/](https://www.ccms.edu/academics/bachelor-of-mortuary-science/bms-certifications/)

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Assessment involves measuring student learning and the overall effectiveness of an institution. Specific objectives of assessment include: to ensure that student learning outcomes are being met; to improve curriculum and instruction as needed; and to provide evidence of the institution’s success. To this end, the College has identified and measures the following student learning outcomes and program goals:

1. The student will demonstrate clinical competency.
2. The student will exhibit professionalism.
3. The student will demonstrate critical thinking skills based on professional standards.
4. The student will communicate in an effective, professional manner.
5. The B.M.S. student will meet or exceed professional standards for funeral service practice while applying knowledge and skills learned in the funeral home setting.
6. The program will effectively prepare the graduate for a career as an entry-level funeral professional.

BMS GRADUATION REQUIREMENTS

The Cincinnati College of Mortuary Science (“CCMS”) Bachelor of Mortuary Science (“BMS”) academic degree program is a regionally and professionally accredited four semester program consisting of sixty-two resident credit hours, including a minimum of sixty qualified* non-resident transfer credits, and including five mandatory prescribed general prerequisite courses, in accordance with the college’s admission requirements.

Completion of the Bachelor of Mortuary Science academic degree program requires, but may not be limited to:

1. Satisfactory completion of all course and program requirements.
2. Satisfactory completion of Clinical Requirements\(^1\) within the prescribed timeframe.
3. Satisfactory completion of Funeral Director Requirements\(^2\) within the prescribed timeframe.
4. A cumulative resident GPA of 2.00 or higher and grade of “D” or better in each course.
5. Financial good standing with CCMS.
6. Satisfactory completion of the CCMS Comprehensive Examination (“Comps”) as prescribed.
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Arrangement Conference

Students must participate (observe or assist) in five Arrangement Conferences. If done in a simulation setting, no more than five students may receive credit at one time (during one simulation).

As part of the Arrangement Conference requirement, students must prepare the following at least one time:

- Death Certificate
- Burial Transit Permit
- Social Security Form (Statement of Death by Funeral Director)
- Death Notice
- Obituary
- FTC-compliant Statement of Funeral Good and Services
- Applications and forms for Veterans Flag, Burial Benefits, and Headstone/Marker
Funeral Observation

Students must observe five funeral related services. CCMS requires that one service be Roman Catholic. Three of the five must include: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial without the deceased present, or other (describe).

To receive credit, the student is required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and designate the participants involved (clergy, celebrant, FD, family, or others). This may not be completed in a simulation setting.

2 CLINICAL PRACTICE REQUIREMENTS

Clinical requirements are incorporated into the Clinical Mortuary Practice (“CMP”) curriculum over the course of three semesters. Active participation through hands-on learning in Clinical practice over the course of three semesters includes, but may not be limited to, the specific tasks prescribed below as mandated by college policy. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

- Thirty (30) clinical case experiences
- Twenty (20) embalming operations
- Five (5) transfers of deceased human remains
- Five (5) cosmetic applications

Students who desire additional practical experience have ample opportunity to achieve such. See the Clinical Lab Director for available student lab assistant and nighttime intake opportunities, as well as volunteer weekend and holiday opportunities.

Students are required to actively participate for the entirety of each semester of clinical practice even upon satisfactory completion of the prescribed minimum task requirements.

WITHDRAWAL

Withdrawal from a course: To withdraw from a course, the student must notify the Registrar in writing. The Registrar will enter a "W" on the transcript and will assign no credit or grade for the course. Outside of the 9th week of the term, a student may not withdraw from a course in which they are currently earning a "D" or "F"; nor can a student withdraw from a course in the last two weeks of an academic term to avoid a "D" or "F" in that course.

Withdrawal from CCMS: To withdraw from CCMS, a student must submit a letter of withdrawal to the Registrar. The date of receipt of the letter becomes the date of withdrawal. Prior to final exam week, the Registrar will enter a grade of "W" for all courses on the transcript. If the withdrawal is made during finals or after finals, an "F" will be entered for each course not completed in the affected term.
TUITION & FINANCIAL AID

TUITION: ASSOCIATE OF APPLIED SCIENCE

PROGRAM TUITION & FEES (excludes cost of textbooks) $23,000

The Associate of Applied Science academic program consists of 47 semester credit hours. The total cost for tuition and fees is calculated above. For convenience, you will find program cost breakdowns below by credit hour, fee, and semester.

<table>
<thead>
<tr>
<th>Tuition &amp; Fees Detail by Semester and Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>Credit Hours</td>
</tr>
<tr>
<td>Tuition Rate Per Credit Hour</td>
</tr>
<tr>
<td>Tuition Only Total</td>
</tr>
<tr>
<td>General Fee*</td>
</tr>
<tr>
<td>Clinical Fee</td>
</tr>
<tr>
<td>R.A. Lab &amp; Supply Fee</td>
</tr>
<tr>
<td>TOTAL TUITION &amp; FEES</td>
</tr>
</tbody>
</table>

*General fees are structured accordingly to defer expenses including, but not limited to, program supplies, personal protective equipment, student trainings and certifications, comprehensive examination preparation & resources, National Board Examination fees, technology and administrative functions, parking, and commencement.

TEXTBOOKS & ADDITIONAL RECOMMENDED SUPPLIES (estimated) $ 1,500

This academic program requires the use of specific college textbooks. An itemized listing by program, including ISBN, and pricing and purchase options is available on our website www.ccms.edu. Cost will vary based on purchase preferences.

When budgeting, you should consider other expenses that may be incurred at your discretion such as restorative cosmetics and instruments, and non-required study resources.

SPECIAL FEES

Special fees are assessed only where applicable.

- Transcript (per copy Official and Unofficial) $10
- Duplicate Diploma (per copy Official and Unofficial) $10
- Course Audit (fee per credit hour) $75
- Late Tuition Payment Fee (assessed per week after 3 weeks delinquent) $25
FULL-TIME ENROLLMENT DEFINED & FINANCIAL AID

Cincinnati College of Mortuary Science academic programs are structured for full-time attendance. The College and the Department of Education defines full-time enrollment as 12 or more credit hours taken in any one term. Students enrolled full-time are eligible for financial aid assistance (FAFSA).

Part-time enrollment is defined as less than 12 credit hours per term. Part-time enrollment affects financial aid eligibility.

TUITION PAYMENT

Tuition and fees are invoiced at the start of each semester and are payable by week three of that semester. Students receiving financial aid should work directly with the college Financial Aid Office. As awards are granted and applied, an updated account statement will be provided to the student electronically. Updated account statements will reflect applied credits and account balances. The Financial Advisor is available to consult with you in person or by email at finaid@ccms.edu. Students will work directly with the FAFSA Advisor who specializes in student aid.

Delinquent tuition is subject to late fees and a 1.5% per month interest charge on all unpaid balances once a student is officially withdrawn from the College.

TUITION REFUND POLICY

Students who withdrawal from enrollment will be refunded tuition based on the Tuition Refund Policy seen below:

<table>
<thead>
<tr>
<th>Withdrawal time frame</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal within first calendar week</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within second calendar week</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal within third calendar week</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal within or after the fourth calendar week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Tuition and fees are subject to change at the discretion of the college’s Board of Trustees. Increases are applicable to current and new enrollment unless otherwise specified. Official registration in a CCMS academic program includes, as a condition, the payment of tuition and applicable fees.
TUITION: BACHELOR OF MORTUARY SCIENCE

PROGRAM TUITION & FEES (excludes cost of textbooks) $30,045

The Bachelor of Mortuary Science academic program consists of 62 semester credit hours. The total cost for tuition and fees is calculated above. For convenience, you will find program cost breakdowns below by credit hour, fee, and semester.

### Tuition & Fees Detail by Semester and Program Total

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>15</td>
<td>17</td>
<td>15</td>
<td>15</td>
<td>62</td>
</tr>
<tr>
<td>Tuition Rate Per Credit Hour</td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
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<tr>
<td>Tuition Only Total</td>
<td>$6,375</td>
<td>$7,225</td>
<td>$6,375</td>
<td>$6,375</td>
<td>$</td>
</tr>
<tr>
<td>General Fee*</td>
<td>$700</td>
<td>$700</td>
<td>$700</td>
<td>$420</td>
<td>$</td>
</tr>
<tr>
<td>Clinical/Anatomy Lab Fee</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
<td>$</td>
</tr>
<tr>
<td>R.A. Lab &amp; Supply Fee</td>
<td>-</td>
<td>$175</td>
<td>-</td>
<td>-</td>
<td>$175</td>
</tr>
<tr>
<td><strong>TOTAL TUITION &amp; FEES</strong></td>
<td>$7,325</td>
<td>$8,350</td>
<td>$7,325</td>
<td>$7,045</td>
<td>$30,045</td>
</tr>
</tbody>
</table>

*General fees are structured accordingly to defer expenses including, but not limited to, program supplies, personal protective equipment, student trainings and certifications, comprehensive examination preparation & resources, National Board Examination fees, technology and administrative functions, parking, and commencement.

TEXTBOOKS & ADDITIONAL RECOMMENDED SUPPLIES (estimated) $ 1,600

This academic program requires the use of specific college textbooks. An itemized listing by program, including ISBN, and pricing and purchase options is available on our website www.ccms.edu. Cost will vary based on purchase preferences.

When budgeting, you should consider other expenses that may be incurred at your discretion such as restorative cosmetics and instruments, and non-required study resources.

SPECIAL FEES

Special fees are assessed only where applicable.

- Transcript (per copy Official and Unofficial) $10
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<tbody>
<tr>
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<tr>
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<td>50%</td>
</tr>
<tr>
<td>Withdrawal within third calendar week</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal within or after the fourth calendar week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Tuition and fees are subject to change at the discretion of the college’s Board of Trustees. Increases are applicable to current and new enrollment unless otherwise specified. Official registration in a CCMS academic program includes, as a condition, the payment of tuition and applicable fees.
How to Apply for financial aid
While there are many different sources of financial aid, there is one main application that is used to apply for most funding – the Free Application for Federal Student Aid (FAFSA). The process can be completed online at fafsa.ed.gov/. More information can be found at www.ccms.edu/admissions/financial-aid-and-scholarships/how-to-apply/

CCMS School Code: 010906

Scholarships & Grants
Applicants are encouraged to apply for CCMS’ Academic Excellence Scholarship. For more information on this and other funeral service-related scholarships, visit www.ccms.edu/admissions/financial-aid-and-scholarships/available-aid/. For information on grants, including the Federal Pell Grant, see www.ccms.edu/admissions/financial-aid-and-scholarships/available-aid/.

Find more information about financial aid on our website, including loans, cost of attendance, satisfactory academic progress, withdrawals/refunds, and forms. Visit www.ccms.edu/admissions/financial-aid-and-scholarships/overview/ to access the financial aid office.

Financial aid assistance
finaid@ccms.edu
513-618-1929
APPENDICES
# ACADEMIC & ENROLLMENT CALENDAR 2019-2023

**Publication 15.01.PUB1**

## FALL (15 weeks)

<table>
<thead>
<tr>
<th>Event</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday (Labor Day)</td>
<td>Sep 2, 2019 (M)</td>
<td>Sep 7, 2020 (M)</td>
<td>Sep 6, 2021 (M)</td>
<td>Sep 5, 2022 (M)</td>
</tr>
<tr>
<td>Final Evaluations OPEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Resume</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Resumes</td>
<td>Dec 2, 2019 (M)</td>
<td>Nov 30, 2020 (M)</td>
<td>Nov 29, 2021 (M)</td>
<td>Nov 28, 2022 (M)</td>
</tr>
<tr>
<td>Course Evaluations CLOSE</td>
<td>Dec 6, 2019 (F)</td>
<td>Dec 4, 2020 (F)</td>
<td>Dec 3, 2021 (F)</td>
<td>Dec 2, 2022 (F)</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>Dec 6, 2019 (F)</td>
<td>Dec 4, 2020 (F)</td>
<td>Dec 3, 2021 (F)</td>
<td>Dec 2, 2022 (F)</td>
</tr>
<tr>
<td>Finals</td>
<td>Dec 9-13, 2019 (M-F)</td>
<td>Dec 7-11, 2020 (M-F)</td>
<td>Dec 6-10, 2021 (M-F)</td>
<td>Dec 5-9, 2022 (M-F)</td>
</tr>
<tr>
<td>Term End/Final Tuition Due</td>
<td>Dec 13, 2019 (F)</td>
<td>Dec 11, 2020 (F)</td>
<td>Dec 10, 2021 (F)</td>
<td>Dec 9, 2022 (F)</td>
</tr>
<tr>
<td>Grades Lock</td>
<td>Dec 20, 2019 (F)*</td>
<td>Dec 18, 2020 (F)*</td>
<td>Dec 17, 2021 (F)*</td>
<td>Dec 16, 2022 (F)*</td>
</tr>
<tr>
<td>Commencement</td>
<td>Dec 14, 2019 (S)</td>
<td>Dec 12, 2020 (S)</td>
<td>Dec 11, 2021 (S)</td>
<td>Dec 10, 2022 (S)</td>
</tr>
</tbody>
</table>

## SPRING (15 weeks)

<table>
<thead>
<tr>
<th>Event</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Jan 6, 2020 (M)</td>
<td>Jan 4, 2021 (M)</td>
<td>Jan 3, 2022 (M)</td>
<td>Jan 3, 2023 (T)</td>
</tr>
<tr>
<td>Term Start</td>
<td>Jan 6, 2020 (M)</td>
<td>Jan 4, 2021 (M)</td>
<td>Jan 3, 2022 (M)</td>
<td>Jan 3, 2023 (T)</td>
</tr>
<tr>
<td>Holiday (Martin Luther King)</td>
<td>Jan 20, 2020 (M)</td>
<td>Jan 18, 2021 (M)</td>
<td>Jan 17, 2022 (M)</td>
<td>Jan 16, 2023 (M)</td>
</tr>
<tr>
<td>Course Evaluations CLOSE</td>
<td>Apr 10, 2020 (F)</td>
<td>April 9, 2021 (F)</td>
<td>Apr 8, 2022 (F)</td>
<td>Apr 7, 2023 (F)</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>Apr 10, 2020 (F)</td>
<td>Apr 9, 2021 (F)</td>
<td>Apr 8, 2022 (F)</td>
<td>Apr 7, 2023 (F)</td>
</tr>
<tr>
<td>Finals</td>
<td>Apr 13-17, 2020 (M-F)</td>
<td>Apr 12-16,2021 (M-F)</td>
<td>Apr 11-15, 2022 (M-F)</td>
<td>Apr 10-14, 2023 (M-F)</td>
</tr>
<tr>
<td>Term End/Final Tuition Due</td>
<td>Apr 17, 2020 (F)</td>
<td>Apr 16, 2021 (F)</td>
<td>Apr 15, 2022 (F)</td>
<td>Apr 14, 2023 (F)</td>
</tr>
<tr>
<td>Grades Lock</td>
<td>Apr 24, 2020 (F)*</td>
<td>Apr 23, 2021 (F)*</td>
<td>Apr 22, 2022 (F)*</td>
<td>Apr 21, 2023 (F)*</td>
</tr>
<tr>
<td>Commencement</td>
<td>Apr 18, 2020 (S)</td>
<td>Apr 17, 2021 (S)</td>
<td>Apr 16, 2022 (S)</td>
<td>Apr 15, 2023 (S)</td>
</tr>
</tbody>
</table>

## SUMMER (14 weeks)

<table>
<thead>
<tr>
<th>Event</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Start</td>
<td>May 4, 2020 (M)</td>
<td>May 3, 2021 (M)</td>
<td>May 2, 2022 (M)</td>
<td>May 1, 2023 (M)</td>
</tr>
<tr>
<td>Holiday (Independence Day)</td>
<td>July 3, 2020 (F)</td>
<td>July 2, 2021 (F)</td>
<td>July 4, 2022 (M)</td>
<td>July 4, 2023 (T)</td>
</tr>
<tr>
<td>Course Evaluations OPEN</td>
<td>July 20, 2020 (M)</td>
<td>July 19, 2021 (M)</td>
<td>July 18, 2022 (M)</td>
<td>July 17, 2023 (M)</td>
</tr>
<tr>
<td>Course Evaluations CLOSE</td>
<td>July 31, 2020 (F)</td>
<td>July 30, 2021 (F)</td>
<td>July 29, 2022 (F)</td>
<td>July 28, 2023 (F)</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>July 31, 2020 (F)</td>
<td>July 30, 2021 (F)</td>
<td>July 29, 2022 (F)</td>
<td>July 28, 2023 (F)</td>
</tr>
<tr>
<td>Term End/Final Tuition Due</td>
<td>Aug 7, 2020 (F)</td>
<td>Aug 6, 2021 (F)</td>
<td>Aug 5, 2022 (F)</td>
<td>Aug 4, 2023 (F)</td>
</tr>
<tr>
<td>Commencement</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Grades Lock</td>
<td>Aug 14, 2020 (F)*</td>
<td>Aug 13, 2021 (F)*</td>
<td>Aug 12, 2022 (F)*</td>
<td>Aug 11, 2023 (F)*</td>
</tr>
</tbody>
</table>

*Grades Lock – Conferring of degree and official transcripts finalized by the Registrar two weeks following grade lock date.

Revised Dec 2020 – Dates are subject to change. Please refer to electronic calendar for updates available at cccms.edu.

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Applicants may use this worksheet as a guide to gauge progress in completing required and strong recommended course prerequisites prior to admission to CCMS. This worksheet is appropriate for all applicants, including those already having completed a college degree. Please see reverse side for recommended course options, resources, and contact information.

**ASSOCIATE OF APPLIED SCIENCE**

<table>
<thead>
<tr>
<th>Required transfer course</th>
<th>Transfer Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Chemistry</td>
<td>3cr</td>
</tr>
<tr>
<td>* Anatomy &amp; Physiology</td>
<td>3cr</td>
</tr>
<tr>
<td>(Chemistry and A&amp;P labs are not required)</td>
<td>3cr</td>
</tr>
<tr>
<td>* Psychology (Intro or Gen)</td>
<td>3cr</td>
</tr>
<tr>
<td>Sociology (Intro or Gen)</td>
<td>3cr</td>
</tr>
<tr>
<td>* Communications (Interpersonal/Basic)</td>
<td>3cr</td>
</tr>
<tr>
<td>* Accounting</td>
<td>3cr</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Humanities &amp; Arts</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

**BACHELOR OF MORTUARY SCIENCE**

<table>
<thead>
<tr>
<th>Required transfer course</th>
<th>Transfer Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Chemistry</td>
<td>3cr</td>
</tr>
<tr>
<td>* Anatomy &amp; Physiology</td>
<td>3cr</td>
</tr>
<tr>
<td>(Chemistry and A&amp;P labs are not required)</td>
<td>3cr</td>
</tr>
<tr>
<td>* Psychology (Intro or Gen)</td>
<td>3cr</td>
</tr>
<tr>
<td>* Communications (Interpersonal/Basic)</td>
<td>3cr</td>
</tr>
<tr>
<td>* Accounting</td>
<td>3cr</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Humanities &amp; Arts</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

**Key for Required & Recommended Courses:**

- * Required transfer course
- ^ See recommended course options on reverse page

**Qualified Transfer Credit Requirements:**

- REGIONALLY ACCREDITED OR ACCREDITED BY AMERICAN BOARD OF FUNERAL SERVICE EDUCATION (ABFSE) OR ACCREDITED BY AMERICAN COUNCIL ON EDUCATION (ACE)
- GRADE OF “C” OR BETTER IN EACH REQUIRED COURSE*
- CUMULATIVE 2.5 GPA FOR QUALIFIED TRANSFER COURSES

**WEB:** [https://www.ccms.edu/admissions/prerequisites/](https://www.ccms.edu/admissions/prerequisites/)  **EMAIL:** admissions@ccms.edu  **PHONE:** (513) 618-1926
RECOMMENDED COURSES

In addition to completing required prerequisite courses identified on the front of this worksheet, CCMS strongly encourages you complete the below recommended courses to establish a solid general education foundation for success as a CCMS student.

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>NATIVE LANGUAGE</th>
<th></th>
<th>HUMANITIES &amp; ARTS</th>
<th></th>
<th>SCIENCES</th>
<th></th>
<th>SOCIAL SCIENCES</th>
<th></th>
<th>BUSINESS</th>
<th></th>
<th>ELECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I (strongly recommended)</td>
<td>Writing</td>
<td></td>
<td>Composition II (strongly recommended)</td>
<td>Grammar</td>
<td></td>
<td>A&amp;P II (strongly recommended)</td>
<td>Microbiology (strongly recommended)</td>
<td></td>
<td>Sociology I (strongly recommended)</td>
<td></td>
<td>Business Law (strongly recommended)</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pathology (strongly recommended)</td>
<td></td>
<td>Death &amp; Dying (strongly recommended)</td>
<td></td>
<td>Business Mgt. (strongly recommended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biology</td>
<td></td>
<td>Racial / Ethnic Social Work</td>
<td></td>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>Marriage &amp; Family</td>
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<td>Philosophy</td>
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<td>Art / Sculpting / Art History</td>
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HUMANITIES & ARTS

|  |  |  | SOCIAL SCIENCES |  | BUSINESS |  | ELECTIVES |
|------------------|---|-----------------|---|---------------|---|--------------|
| Religion (strongly recommended) |  |  | Sociology I (strongly recommended) |  | Business Law (strongly recommended) |  | Elective courses are discretionary |  |  |
| Critical Thinking (strongly recommended) |  |  | Death & Dying (strongly recommended) |  | Business Mgt. (strongly recommended) |  | and are recommended to come from |  |  |
| Ethics (strongly recommended) |  |  | Racial / Ethnic Social Work |  | Speech |  | areas of study in Sciences, Social Sciences, and Business. |  |  |
|  |  |  | Marriage & Family |  | Philosophy |  |  |  | Logic |  |
|  |  |  |  |  | Art / Sculpting / Art History |  |  |  | Art |  |

PREREQUISITE RESOURCES:

<table>
<thead>
<tr>
<th>ADMISSION &amp; TRANSFER CREDIT POLICY</th>
<th>COLLEGE TRANSFER AGREEMENTS</th>
<th>ONLINE DEGREE PATHWAY</th>
<th>REGIONAL ACCREDITATION CHECK</th>
<th>ABFSE ACCREDITATION CHECK</th>
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HOW TO APPLY TO CCMS:

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<tr>
<th>APPLY ONLINE TODAY FOR FREE AT:</th>
<th>SEND OFFICIAL TRANSCRIPTS ELECTRONICALLY OR BY MAIL:</th>
<th>NEED ASSISTANCE?</th>
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<tbody>
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<td><a href="http://www.ccms.edu">www.ccms.edu</a></td>
<td>Electronic: <a href="mailto:admissions@ccms.edu">admissions@ccms.edu</a></td>
<td>Call (513) 618-1926</td>
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<td></td>
<td>Mail: CCMS Admissions 645 W. North Bend Rd. Cincinnati, Ohio 45224</td>
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