2018-2019
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College Catalog
Cincinnati College of Mortuary Science

https://www.ccms.edu/info-catalog/
E:/College Catalog/2018-2019
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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/title-ix-compliance/. 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
Students with disabilities (including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit/hyperactivity disorders, psychiatric impairments or chronic health disabilities) who apply to CCMS can choose whether or not to disclose their disability to us. We do not use information about a disability to deny admission to a student. There is no separate admissions process at CCMS for students with disabilities. All students who apply to CCMS, including those who have a diagnosed impairment/disability, are evaluated using the same criteria. In compliance with Section 504 of the Rehabilitation Act of 1973, CCMS provides, at no charge, reasonable accommodations to meet the individual needs of eligible students. Eligibility depends on the nature of the impairment and its impact on the particular individual, and is based on documentation from a qualified professional. It is the student’s responsibility to identify that he/she has a diagnosed impairment/disability and to follow the appropriate procedures to request consideration for reasonable accommodations. Please be aware that CCMS is not required to approve any accommodation that would change the fundamental nature of a course or a curriculum. Course substitutions and/or waivers will not be granted.
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/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
✓ 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
- Educational Cremation Center coming in 2020

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.

- **Embalming 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/clery-act/](https://www.ccms.edu/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 ratio of 45% male to 55% female. The average age of students is 23, but ranges 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/search-job-openings/). 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.

Read more at [https://www.ccms.edu/student-body/](https://www.ccms.edu/student-body/).

*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

National Board Exam Scores

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Takers</th>
<th>Percentage Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Arts</td>
<td>75</td>
<td>81%</td>
</tr>
<tr>
<td>2018 Sciences</td>
<td>67</td>
<td>66%</td>
</tr>
<tr>
<td>2017 Arts</td>
<td>40</td>
<td>95%</td>
</tr>
<tr>
<td>2017 Sciences</td>
<td>39</td>
<td>78%</td>
</tr>
<tr>
<td>2016 Arts</td>
<td>61</td>
<td>80%</td>
</tr>
<tr>
<td>2016 Sciences</td>
<td>64</td>
<td>78%</td>
</tr>
<tr>
<td>2015 Arts</td>
<td>47</td>
<td>85%</td>
</tr>
<tr>
<td>2015 Sciences</td>
<td>45</td>
<td>78%</td>
</tr>
</tbody>
</table>

Graduation & Employment Rate

<table>
<thead>
<tr>
<th>Cohort year</th>
<th>Graduation rate</th>
<th>Employment rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>96%</td>
<td>92%</td>
</tr>
<tr>
<td>2017</td>
<td>96%</td>
<td>94%</td>
</tr>
<tr>
<td>2016</td>
<td>96%</td>
<td>94%</td>
</tr>
<tr>
<td>2015</td>
<td>89%</td>
<td>93%</td>
</tr>
</tbody>
</table>

National Board Examination scores, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://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/](https://theconferenceonline.org/).

Contact us

Main

Academics: academics@ccms.edu (513) 618-1928
Admissions: admissions@ccms.edu (513) 618-1926
Clinical Lab: clinical@ccms.edu (513) 618-1932
Financial Aid: finaaid@ccms.edu (513) 618-1927
Library: library@ccms.edu (513) 618-1933
President: president@ccms.edu (513) 761-2020
Registrar: registrar@ccms.edu (513) 618-1927
Tuition/Billing: registrar@ccms.edu (513) 618-1927

Get Connected

Facebook [https://www.facebook.com/CincinnatiCollegeofMortuaryScience/](https://www.facebook.com/CincinnatiCollegeofMortuaryScience/)

Facebook Cohort Connection [https://www.facebook.com/CCMSstudentsconnect](https://www.facebook.com/CCMSstudentsconnect)

Blog [https://www.ccms.edu/ccms-blog/](https://www.ccms.edu/ccms-blog/)

Instagram [https://www.instagram.com/ccms_1882/](https://www.instagram.com/ccms_1882/)

Twitter [https://twitter.com/CCMS_College](https://twitter.com/CCMS_College)
Admissions

Admission Prerequisites

Overview
The Cincinnati College of Mortuary Science is regionally accredited by the Higher Learning Commission, one of six national accrediting associations for institutes of higher learning. CCMS offers fully accredited academic programs specific to the mortuary science curriculum. Accredited programs are held to higher standards of excellence through periodic review, visits, and self-study. Applicants who seek to qualify for admission to CCMS must have previously completed general education requirements, ranging from 30-60 semester credit hours. Qualified credits must be earned at a regionally accredited college. For assistance in determining which credits qualify for transfer to CCMS, please refer to the Transfer Credit Worksheet located in the Appendix section of this Catalog or contact our Admissions Director. The worksheet is an excellent tool for applicants and those completing general education requirements.

Prerequisites by Program
Below are the prerequisite transfer credits necessary to meet CCMS entrance requirements for each of our two academic programs.

A.A.S.: To qualify for the CCMS Associate program, applicants need to earn at least 30 qualified semester credit hours. Qualified credits are credit hours earned at a regionally accredited college or university which have a grade of “C” or better and a cumulative GPA of 2.5. See chart below.

B.M.S.: To qualify for the CCMS Bachelor program, applicants need to earn at least 60 qualified semester credit hours. Qualified credits are credit hours earned at a regionally accredited college or university which have a grade of “C” or better and a cumulative GPA of 2.5. See chart below.

<table>
<thead>
<tr>
<th>Required Transfer Credits</th>
<th>CCMS Credits Earned</th>
<th>Diploma Awarded Upon Completion Of CCMS Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Semester Credits</td>
<td>47 Semester Credits</td>
<td>Associate of Applied Science (A.A.S.)</td>
</tr>
<tr>
<td>60 Semester Credits</td>
<td>62 Semester Credits</td>
<td>Bachelor of Mortuary Science (B.M.S.)</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>

For more information, visit [https://www.ccms.edu/mortuary-science-prerequisites/](https://www.ccms.edu/mortuary-science-prerequisites/)
Determining if your College is Accredited

To determine if your college is regionally accredited, you will need to refer to the appropriate accrediting association. Visit https://www.ccms.edu/accreditation-check/ for more information. Below are the six accrediting agencies for the United States. International applicants – we suggest contacting World Education Services for information on transfer credits (http://www.wes.org/).

1. **Middle States Commission on Higher Education**
   *Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, US Virgin Islands*

2. **New England Association of Schools & Colleges**
   *Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont*

3. **Higher Learning Commission**
   *Arkansas, Arizona, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming*

4. **Northwest Commission on Colleges & Universities**
   *Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington*

5. **Western Association of Schools & Colleges**
   *California, Hawaii*

6. **Southern Association of Colleges & Schools**
   *Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia*

College Transfer Programs & Degree Pathways Tailored Just for You

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 at https://www.ccms.edu/college-transfer-agreements/. For full program information, please contact the specific college of interest. You may also direct questions to the CCMS Admissions Director.

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 https://www.ccms.edu/pre-mortuary-science-degree-online/

Admissions Director
admissions@ccms.edu
(513) 618-1926
Admission Application Process
For more detailed information, see https://www.ccms.edu/application-process/.

1. **Use the Applicant Checklist provided in the Appendix section of this Catalog as your guide when beginning the application process.**

2. **Before you apply**
   Understand our prerequisites and know your state licensing requirements. More information at https://www.ccms.edu/before-applying/.

3. **Complete the online application process**
   An ideal time to apply is when your prerequisites are approximately 2/3 complete, but you may apply anytime. Apply at https://www.ccms.edu/apply-to-ccms-online-application/. There is no fee to apply. Be sure to provide a current, valid email address.

4. **Submit your official transcripts to CCMS**
   Contact the Registrar from each college/university you have attended to request that your official transcripts be sent directly to CCMS. Your application will not be considered complete until we have received your transcript.

5. **Sit back and wait to be contacted**
   You will be contacted by email regarding your application status. If you qualify for admission, the Admissions Director will assist you with the entrance process. If you do not yet qualify for admission, the Admissions Director will offer guidance on how you might best work toward completion of entrance requirements.

6. **Confirmation fee**
   Accepted students will be directed to submit the Confirmation Fee. This non-refundable fee reserves your seat at CCMS and will be credited to your first semester tuition.

For more admissions information:

Admissions Director

(513) 618-1926

admissions@ccms.edu
**Visit CCMS**

CCMS hosts a number of Open Houses each year. Attendees will receive information on admission, the licensing process, our Clinical Lab, financial aid, and more. Visit [https://www.ccms.edu/open-house/](https://www.ccms.edu/open-house/) for upcoming dates. You may also schedule a one-on-one visit at [https://www.ccms.edu/visit-ccms/](https://www.ccms.edu/visit-ccms/).

**Hotels & Lodging**

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

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

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

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

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

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

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

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

**Holiday Inn Express & Suites**
11160 Dowlin Dr.
Sharonville, Ohio 45241
513-771-9080
[Map it!](https://www.ihg.com/holidayinnexpress) (8.3 miles, 14 minutes)
[https://www.ihg.com/holidayinnexpress](https://www.ihg.com/holidayinnexpress)
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 https://www.ccms.edu/degree-programs-bachelor-of-mortuary-science-associate-applied-science/. View state requirements at: http://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><strong>Associate of Applied Science (A.A.S.)</strong></td>
<td>3 semesters 12 months (approx.)</td>
<td>30 semester credits (*including required prerequisite courses)</td>
</tr>
<tr>
<td><strong>Bachelor of Mortuary Science (B.M.S.)</strong></td>
<td>4 semesters 16 months (approx.)</td>
<td>60 semester credits (*including required prerequisite courses)</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: https://www.ccms.edu/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 [https://www.ccms.edu/class-schedule/](https://www.ccms.edu/class-schedule/).

As a general guideline, student schedules are as seen below:

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

Unique Learning Opportunities
Our rigorous curriculum exceeds accreditation standards and prepares students to be among the top funeral directors in the country. Our on-site lab facilities provide unparalleled experience in embalming, restorative art, cosmetic application, and dissection. We offer unique learning opportunities for our students, including Crematory Operations and Funeral Celebrant certification. More information at: [https://www.ccms.edu/certifications/](https://www.ccms.edu/certifications/).

Our faculty, adjunct instructors, and staff bring real-world experience to the classroom, including the following:

- Licensed Funeral Directors and Embalmers
- Certified Funeral Service Practitioners
- Fellow in Thanatology
- Certificate in Thanatology
- Certified Funeral Celebrants
- Certified Crematory Operators
- Certified Preplanning Consultants
- Medicolegal Death Investigator
- Elected County Coroner
- Disaster Management Response Team
- Business owners
## Curriculum

### 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>
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<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>
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<td></td>
<td><strong>Total Semester II Credits</strong></td>
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### SEMESTER III

<table>
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<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>
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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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<td></td>
<td><strong>Total Semester III Credits</strong></td>
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</tr>
<tr>
<td></td>
<td>A.A.S. credits (semesters I-III)</td>
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### SEMESTER IV

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC442</td>
<td>Funeral Aftercare</td>
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</tr>
<tr>
<td>SOC441</td>
<td>Death in Media and Literature</td>
<td>1</td>
</tr>
<tr>
<td>MGT443</td>
<td>Disaster Management</td>
<td>2</td>
</tr>
<tr>
<td>SCI446</td>
<td>Gross Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>MGT444</td>
<td>Funeral Service Co-op</td>
<td>6</td>
</tr>
<tr>
<td>MGT445</td>
<td>Funeral Service Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester IV credits</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td></td>
<td>B.M.S. credits (semesters I-IV)</td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

Curriculum: [https://www.ccms.edu/curriculum/](https://www.ccms.edu/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.
Course Descriptions

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

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.

Credit Hours = 2

SCI328 - RESTORATIVE ART I (RA I)

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.

Credit Hours = 3

SCI328L - RESTORATIVE ART I LAB

Lab application of SCI328 curriculum focusing on modeling and restoration of the human form using armatures and wax.

Included in RA I

MGT324 - FUNERAL SERVICE MANAGEMENT II

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.

Credit Hours = 3

SOC321 - HISTORICAL TO CONTEMPORARY FUNERAL PRACTICES

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.

Credit Hours = 3

MGT323 - CEMETARY AND CREMATION FUNDAMENTALS

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.

Credit Hours = 2

SCI326 - EMBALMING THEORY II

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.

Credit Hours = 3

SCI327 - CLINICAL MORTUARY PRACTICE II (CMP II)

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.

Credit Hours = 1
COURSE DESCRIPTIONS SEMESTER III

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.

See course descriptions at https://www.ccms.edu/course-descriptions/
Grading System
Only grades of A, B, C, D, and F are used in computing the Grade Point Average (GPA) on a 4.0 scale. Each grade is assigned the grade point equivalent shown in quality points for each term credit hour scheduled.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Quality points</th>
<th>Grade description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-93</td>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>92-85</td>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>84-76</td>
<td>C</td>
<td>2</td>
<td>Fair/Average</td>
</tr>
<tr>
<td>75-70</td>
<td>D</td>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>&lt;69</td>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>G.P.A.</th>
<th>Latin Honor</th>
<th>Honor cord worn at Commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA 3.85-4.0</td>
<td>Summa Cum Laude “with the highest distinction”</td>
<td>Gold</td>
</tr>
<tr>
<td>GPA 3.70-3.84</td>
<td>Magna Cum Laude “with great distinction”</td>
<td>Silver</td>
</tr>
<tr>
<td>GPA 3.50-3.69</td>
<td>Cum Laude “with distinction”</td>
<td>Bronze</td>
</tr>
</tbody>
</table>

Learning Outcomes
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.
Graduation Requirements

1. Cumulative CCMS GPA of 2.00 or higher.
2. Completion of the clinical case requirements. (Must be completed before final exam week of third semester).
3. Completion of the funeral directing requirements. (Completed according to deadlines communicated by faculty throughout the program. All must be met before final exam week of third semester.)
4. Be in good financial standing with CCMS.
5. Successful completion of CCMS curriculum for the particular degree earned (grade for each course must be a “D or better”).
6. Each student must take the CCMS Comprehensive Exams (Comps) to earn an Associate degree. If a student fails the CCMS Comprehensive Exams, he/she is allowed to retake the exams once.
7. After the student has completed the items outlined in points 1-6 above, the student will be eligible to receive the Associate Degree, and can then be released to take the National Board Exam.
8. Each student intending to continue on to the BMS program must complete/earn the AAS degree.
9. Students must complete an exit interview with the President to earn the AAS and/or BMS degree.
10. Students must complete their degree within 24 months of enrolling or reapply for admission.

Funeral Director Requirements

Each student is required to actively participate in the prescribed ABFSE funeral directing requirements, including but not limited to:
- Five (5) first calls
- One (1) transfer of remains
- Five (5) arrangement conferences
- Five (5) funerals

Clinical Requirements

Each student is required to actively participate in the prescribed ABFSE clinical requirements, including but not limited to:
- Three (3) semesters of clinical lab
- Thirty (30) clinical case experiences
- Compliance to confidentiality requirements
- Certification in embalming proficiency
Withdrawal

Withdrawal from a course: To withdraw from a course, the student must notify the President or his/her designee 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 President or his/her designee. 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.

Financial Information

Tuition & Fees

(EFFECTIVE FALL 2019)
TUITION PER CREDIT HOUR Tuition is assessed per semester credit hour. $ 425

TUITION & FEES BY ACADEMIC PROGRAM
Total tuition estimate by program, as seen below, is calculated using the per credit hour tuition rate plus all associated fees for the program of choice.

Associate of Applied Science (A.A.S.) $23,000
3 Semesters (I-III), 47 semester credit hours plus fees

Bachelor of Mortuary Science (B.M.S) $30,045
4 Semesters (I-IV), 62 semester credit hours plus fees

Fees & Supplies
The below itemized fees are calculated into the above provided program totals. The General Fee* and Lab Fees are assessed each semester as seen below, as well as the one-time Restorative Art Kit supply fee. When budgeting, students should consider other expenses that may be incurred such as cosmetics and instruments for use during restorative art lab.

General Fee* per term AAS (Sem. I-III) $700
General Fee* BMS term* (Sem. IV) $420
Clinical Lab Fee (Sem. I-III) $250
Anatomy Lab Fee (Sem. IV) $250
Restorative Art Kit (Sem. II – one time) $175

*General fees are structured accordingly to defer expenses including, but not limited to clinical supplies and personal protective equipment, student training and certifications, comprehensive examination preparation, National Board Examination fees, technology and administrative functions, parking, and commencement. Students should also consider the estimated textbook expense by program as seen in section II of this Schedule.
# TUITION & FEES BY SEMESTER

<table>
<thead>
<tr>
<th></th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rate / Credit hour</strong></td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
</tr>
<tr>
<td><strong>Credit hours / semester</strong></td>
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<td>17</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
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<td>$7,225</td>
<td>$6,375</td>
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<tr>
<td><strong>General fee</strong></td>
<td>$700</td>
<td>$700</td>
<td>$700</td>
<td>$420</td>
</tr>
<tr>
<td><strong>Clinical lab fee</strong></td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
<td>-</td>
</tr>
<tr>
<td><strong>Anatomy lab fee</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$250</td>
</tr>
<tr>
<td><strong>R.A. lab armature kit</strong></td>
<td>-</td>
<td>$175</td>
<td>-</td>
<td>-</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>
</tr>
</tbody>
</table>

## 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

## Textbooks
Both the A.A.S. & B.M.S. academic programs require the use of specific college textbooks. An itemized listing by term, including price ranges and purchase options, is available on our website [www.ccms.edu](http://www.ccms.edu) or by contacting the College. Cost will vary based on purchase preferences. Below is an estimation of textbook expense based on academic program curriculum requirements:

- Associate of Applied Science Program (Sem. I-III) Textbook estimate: $1,500
- Bachelor of Mortuary Science Program (Sem. I-IV) Textbook estimate: $1,600

## 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 & Refund Policy
### TUITION PAYMENT
Tuition and fees are invoiced each term through the student’s account and are payable by the third week of each semester. Students receiving financial aid should work directly with the college Bursar. 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 CCMS Bursar is available to consult with you in person, by email, or by phone at (513) 618-1925. Students will also work directly with a FAFSA Advisor who specializes in student aid. CCMS reserves the right to charge 1.5% per month interest 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 as seen in the below table:

<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>

Financial Aid
Visit [https://www.ccms.edu/financial-aid/](https://www.ccms.edu/financial-aid/)

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 [https://fafsa.ed.gov/](https://fafsa.ed.gov/). More information can be found at [https://www.ccms.edu/how-to-apply/](https://www.ccms.edu/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 [https://www.ccms.edu/scholarships/](https://www.ccms.edu/scholarships/). For information on grants, including the Federal Pell Grant, see [https://www.ccms.edu/grants/](https://www.ccms.edu/grants/).

More at [www.ccms.edu](http://www.ccms.edu)
Find more information about financial aid on our website, including loans, cost of attendance, satisfactory academic progress, withdrawals/refunds, and forms. Visit [https://www.ccms.edu/financial-aid/](https://www.ccms.edu/financial-aid/) to access the financial aid office.

Financial aid assistance
finaid@ccms.edu
513-618-1927
APPENDICES
# ACADEMIC & ENROLLMENT CALENDAR 2016-2020

## FALL (15 weeks)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday (Labor Day)</td>
<td>Sep 5, 2016 (M)</td>
<td>Sep 4, 2017 (M)</td>
<td>Sep 3, 2018 (M)</td>
<td>Sep 2, 2019 (M)</td>
</tr>
<tr>
<td>Class Resumes</td>
<td>Nov 28, 2016 (M)</td>
<td>Nov 27, 2017 (M)</td>
<td>Nov 26, 2018 (M)</td>
<td>Dec 2, 2019 (M)</td>
</tr>
<tr>
<td>Course Evaluations OPEN</td>
<td>Nov 28, 2016 (M)</td>
<td>Nov 27, 2017 (M)</td>
<td>Nov 26, 2018 (M)</td>
<td>Nov 25, 2019 (M)</td>
</tr>
<tr>
<td>Course Evaluations CLOSE</td>
<td>Dec 9, 2016 (F)</td>
<td>Dec 8, 2017 (F)</td>
<td>Dec 7, 2018 (F)</td>
<td>Dec 6, 2019 (F)</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>Dec 9, 2016 (F)</td>
<td>Dec 8, 2017 (F)</td>
<td>Dec 7, 2018 (F)</td>
<td>Dec 6, 2019 (F)</td>
</tr>
<tr>
<td>Term End</td>
<td>Dec 16, 2016 (F)</td>
<td>Dec 15, 2017 (F)</td>
<td>Dec 14, 2018 (F)</td>
<td>Dec 13, 2019 (F)</td>
</tr>
<tr>
<td>Grades lock Commencement</td>
<td>Dec 23, 2016 (F)*</td>
<td>Dec 22, 2017 (F)*</td>
<td>Dec 21, 2018 (F)*</td>
<td>Dec 20, 2019 (F)*</td>
</tr>
<tr>
<td></td>
<td>Dec 17, 2016 (S)</td>
<td>Dec 16, 2017 (S)</td>
<td>Dec 15, 2018 (S)</td>
<td>Dec 14, 2019 (S)</td>
</tr>
</tbody>
</table>

## SPRING (15 weeks)

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Start</td>
<td>Jan 9, 2017 (M)</td>
<td>Jan 8, 2018 (M)</td>
<td>Jan 7, 2019 (M)</td>
<td>Jan 6, 2020 (M)</td>
</tr>
<tr>
<td>Holiday (Martin Luther King)</td>
<td>Jan 16, 2017 (M)</td>
<td>Jan 15, 2018 (M)</td>
<td>Jan 21, 2019 (M)</td>
<td>Jan 20, 2020 (M)</td>
</tr>
<tr>
<td>Course Evaluations OPEN</td>
<td>April 3, 2017 (M)</td>
<td>April 2, 2018 (M)</td>
<td>Apr 1, 2019 (M)</td>
<td>Mar 30, 2020 (M)</td>
</tr>
<tr>
<td>Course Evaluations CLOSE</td>
<td>April 14, 2017 (F)</td>
<td>April 13, 2018 (F)</td>
<td>Apr 12, 2019 (F)</td>
<td>Apr 10, 2020 (F)</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>Apr 14, 2017 (F)</td>
<td>Apr 13, 2018 (F)</td>
<td>Apr 12, 2019 (F)</td>
<td>Apr 10, 2020 (F)</td>
</tr>
<tr>
<td>Finals</td>
<td>Apr 17-21, 2017 (M-F)</td>
<td>Apr 16-20,2018 (M-F)</td>
<td>Apr 15-19, 2019 (M-F)</td>
<td>Apr 13-17, 2020 (M-F)</td>
</tr>
<tr>
<td>Term End</td>
<td>Apr 21, 2017 (F)</td>
<td>Apr 20, 2018 (F)</td>
<td>Apr 19, 2019 (F)</td>
<td>Apr 17, 2020 (F)</td>
</tr>
<tr>
<td>Grades lock</td>
<td>Apr 28, 2017 (F)*</td>
<td>Apr 27, 2018 (F)*</td>
<td>Apr 26, 2019 (F)*</td>
<td>Apr 24, 2020 (F)*</td>
</tr>
<tr>
<td>Commencement</td>
<td>N/A</td>
<td>Apr 21, 2018</td>
<td>Apr 20, 2019</td>
<td>Apr 18, 2020</td>
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## SUMMER (14 weeks)

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Start</td>
<td>May 8, 2017 (M)</td>
<td>May 7, 2018 (M)</td>
<td>May 6, 2019 (M)</td>
<td>May 4, 2020 (M)</td>
</tr>
<tr>
<td>Course Evaluations OPEN</td>
<td>July 24, 2017 (M)</td>
<td>July 23, 2018 (M)</td>
<td>July 22, 2019 (M)</td>
<td>July 20, 2020 (M)</td>
</tr>
<tr>
<td>Course Evaluations CLOSE</td>
<td>Aug 4, 2017 (F)</td>
<td>Aug 3, 2018 (F)</td>
<td>Aug 2, 2019 (F)</td>
<td>July 31, 2020 (F)</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>Aug 4, 2017 (F)</td>
<td>Aug 3, 2018 (F)</td>
<td>Aug 2, 2019 (F)</td>
<td>July 31, 2020 (F)</td>
</tr>
<tr>
<td>Term End</td>
<td>Aug 11, 2017 (F)</td>
<td>Aug 10, 2018 (F)</td>
<td>Aug 9, 2019 (F)</td>
<td>Aug 7, 2020 (F)</td>
</tr>
<tr>
<td>Grades lock</td>
<td>Aug 18, 2017 (F)*</td>
<td>Aug 17, 2018 (F)*</td>
<td>Aug 16, 2019 (F)*</td>
<td>Aug 14, 2020 (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 2016 – Dates are subject to change. Please refer to electronic calendar for updates available at ccms.edu.
This document will assist you through the application process. Apply today at https://www.ccms.edu/apply-to-ccms-online-application/

Before you apply

☐ Review your progress in completing prerequisite requirements
  Complete regionally accredited general education transfer credits.
  See transfer requirements at https://www.ccms.edu/mortuary-science-prerequisites/

☐ Know your state licensing requirements
  Review the educational and licensing requirements of the state board in which you intend to obtain licensure. Visit http://nfda.org/licensing-boards-and-requirements.html.

☐ Register with your state board if applicable
  Contact the state board in which you intend to obtain licensure for requirements in registering prior to beginning your studies at CCMS. States requiring registration are identified in the following resource: http://nfda.org/licensing-boards-and-requirements.html.

☐ English Language Requirement:
  Applicants whose first language is not English must submit the TOEFL (http://www.ets.org/toefl/).
  Applicants who have attended a school where the primary language of instruction is English may have this requirement waived.

☐ Have your official transcript(s) sent to CCMS
  Applicants should request official transcripts from the Registrar of all colleges previously attended. There is a section in the Application to document from which institutions you have earned credits and requested transcripts. Your application will not be considered complete until CCMS has received your official transcript(s). Official transcripts are to be issued by the college(s) Registrar directly to the CCMS Admissions Director in a sealed envelope or by electronic transmission to admissions@ccms.edu.

☐ Gather items you’ll need to complete the application
  When filling out the online application, you will need to have several items at hand:
  ☐ Driver’s license OR government-issued photo ID
  ☐ Credit hours or degree earned for previous colleges/universities

  You also have the option to upload electronic copies of the documents below. Alternatively, you may provide a physical copy before Orientation:
  ☐ Driver’s license/government-issued photo ID or recent photo
  ☐ Name change documentation (if applicable)
  ☐ Disability accommodation documentation (if applicable)
  ☐ Veterans – DD214 form (if applicable)

Apply now

☐ Online application
  Apply at https://www.ccms.edu/apply-to-ccms-online-application/. There is no charge to apply.
Applicant Checklist (continued)

After you apply

You will receive correspondence by email regarding your application status: Acceptance, Provisional Acceptance, or Ineligibility for Admission to CCMS.

A. Acceptance
Applicants who have completed all entrance requirements are granted acceptance.
- You will receive your Acceptance Letter via email, which will provide instructions on the next steps in the enrollment process.
- The first step is for accepted applicants to submit the confirmation fee, in order to reserve their seat at CCMS.
- Upon submitting the confirmation fee, you will receive the Student Enrollment Guide, which contains the following:
  - Funeral home employment and housing information
  - Policies you will keep for your records
  - Forms you will complete and submit before Orientation
  - Lab Assistant application (optional)

B. Provisional Acceptance
Applicants who have completed most but not all entrance requirements are granted provisional acceptance.
- You will receive your Provisional Acceptance Letter via email, along with a list of requirements you still need to complete.
- The Provisional Acceptance Letter will also provide instructions on the next steps in the enrollment process.
- The first step is for provisionally accepted applicants to submit the confirmation fee, in order to reserve their seat at CCMS.
- Upon submitting the confirmation fee, you will receive the Student Enrollment Guide, which contains the following:
  - Funeral home employment and housing information
  - Policies you will keep for your records
  - Forms you will complete and submit before Orientation
  - Lab Assistant application (optional)
- It is the applicant’s responsibility to stay in contact with us. Once you have completed all requirements, you will need to submit evidence of this to the Admissions Director.

C. Ineligibility for Admission to CCMS
Ineligible applicants have not successfully met entrance requirements. You are encouraged to contact the CCMS Admissions Director to determine whether successful completion of entrance requirements is a future possibility. If you have questions regarding this decision, please contact us at (513) 618-1926.

All information is accurate at time of printing. For the most up-to-date information, see www.ccms.edu.
TRANSFER CREDIT WORKSHEET

Applicants may use this Worksheet as a guide to gauge their progress in completing prerequisites. This Worksheet is appropriate for applicants who have not earned a degree, as well as for applicants who have already earned a degree. See reverse side for recommended courses, policies, and how to apply.

<table>
<thead>
<tr>
<th>Transfer credits are required to be:</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Regionally accredited</td>
<td>* Denotes courses that are required even for applicants who already have a degree</td>
</tr>
<tr>
<td>✓ Grade of “C” or better</td>
<td>^ See recommended courses on reverse side</td>
</tr>
<tr>
<td>✓ 2.5 cumulative GPA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate of Applied Science (A.A.S.)</th>
<th>Course Areas</th>
<th>Bachelor of Mortuary Science (B.M.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required courses &amp; credits</td>
<td>Credits required</td>
<td>Course Areas</td>
</tr>
<tr>
<td>Composition I _________________ 3cr</td>
<td>6</td>
<td>English</td>
</tr>
<tr>
<td>Composition II _______________ 3cr</td>
<td>6</td>
<td>Sciences</td>
</tr>
<tr>
<td>*Chemistry _________________ 3cr</td>
<td>9</td>
<td>Sciences</td>
</tr>
<tr>
<td>*Anatomy &amp; Physiology________ 3cr</td>
<td>9</td>
<td>Sciences</td>
</tr>
<tr>
<td>^Life Science _______________ 3cr</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>*Intro/Gen Psychology ________ 3cr</td>
<td>9</td>
<td>Social Science</td>
</tr>
<tr>
<td>Intro/Gen Sociology __________ 3cr</td>
<td>9</td>
<td>Social Science</td>
</tr>
<tr>
<td>*Interpersonal/Basic Comm _______ 3cr</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>*Accounting____________________ 3cr</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Total credits required for admission to AAS program 30

Total credits required for admission to BMS program 60

NEED ASSISTANCE?
Admissions Office: admissions@ccms.edu / transfer@ccms.edu / 513.618.1926
Admissions information: https://www.ccms.edu/admissions-to-ccms-mortuary-school/
RECOMMENDED COURSES

Refer to the list of recommended courses below as you complete your prerequisite requirements.

BUSINESS
- Business Law *(highly recommended)*
- Business Management *(highly recommended)*
- Computer Science
- Data Processing
- Economics
- Finance
- Marketing
- Money & Banking
- Personnel
- Sales

ENGLISH
- English Literature
- Writing
- Poetry
- Grammar

HUMANITIES/ARTS
- Religion *(highly recommended)*
- Speech *(highly recommended)*
- Music
- Sculpting
- Art
- Art History
- Communication
- Drama
- Film
- Foreign languages
- Photography
- Theology

SCIENCE
- Anatomy & Physiology II *(highly recommended)*
- Microbiology
- Pathology
- Biology

SOCIAL SCIENCES
- Anthropology
- Criminal Justice
- Geography
- History
- Marriage & Family
- Political Science
- Racial / Ethnic
- Social Work

ELECTIVES
- Elective courses are discretionary and may be in any academic area of study.

READY TO APPLY?

Apply online
Apply today at www.ccms.edu

Send official transcript(s) electronically:
Send official transcript(s) by mail:
Send admissions@ccms.edu
CCMS Admissions
645 W North Bend Rd.
Cincinnati, OH 45224

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/safety/title-ix-compliance/. You may also contact the Title IX Coordinator at 513-618-1933; titleix@ccms.edu; 645 W North Bend Rd. Cincinnati, OH 45224.

DISABILITY & ACCOMMODATIONS POLICY
Students with disabilities (including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit/hyperactivity disorders, psychiatric impairments or chronic health disabilities) who apply to CCMS can choose whether or not to disclose their disability to us. We do not use information about a disability to deny admission to a student. There is no separate admissions process at CCMS for students with disabilities. All students who apply to CCMS, including those who have a diagnosed impairment/disability, are evaluated using the same criteria. In compliance with Section 504 of the Rehabilitation Act of 1973, CCMS provides, at no charge, reasonable accommodations to meet the individual needs of eligible students. Eligibility depends on the nature of the impairment and its impact on the particular individual, and is based on documentation from a qualified professional. It is the student’s responsibility to identify that he/she has a diagnosed impairment/disability and to follow the appropriate procedures to request consideration for reasonable accommodations. Please be aware that CCMS is not required to approve any accommodation that would change the fundamental nature of a course or a curriculum. Course substitutions and/or waivers will not be granted.

Revised May 2018