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PREFACE

The Student Handbook is designed to familiarize students with CCMS standards of conduct, academic requirements, practices, policies, and procedures. Students are expected to adhere to the standards set forth in this Handbook. Failure to adhere to these standards may result in disciplinary action up to expulsion.

The content of the Student Handbook is subject to continuous review by CCMS, its authorized agents, and the Cincinnati Foundation for Mortuary Education. These policies and regulations may be changed without notice by the Board of Trustees of the Cincinnati Foundation for Mortuary Education. Comments and criticism may be directed to the President of CCMS or to the Chairman of the Board of Trustees.

This Handbook became effective in June 1982 and has undergone annual revisions. The handbook does not constitute a contract between CCMS and the student, but rather, a guideline.

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/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.
MISSION STATEMENT, PHILOSOPHY, AIMS, OBJECTIVES

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.

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; and
5. professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

Objectives

To fulfill its mission and implement its philosophy, the College 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; and,
7. to ensure academic excellence through ongoing assessment.
CCMS ASSESSMENT PROGRAM (CAP)

What is assessment?

Assessment involves measuring student learning and the overall effectiveness of an institution. Specifically, objectives of the CAP 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. 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.

How is assessment conducted?

Individual course assessment is conducted by instructors each term. This includes (but is not limited to) exams, quizzes, assignments, papers and projects. Course evaluations administered at the conclusion of each term allow students to rate how well the learning objectives (stated on the course syllabus) were met and to provide more general feedback about classroom instruction.

Assessment in the clinical program is conducted by the clinical Faculty each term. This includes case report forms, reflection papers and evaluation rubrics. Embalming certification, in part to meet minimum requirements of the American Board of Funeral Service Education, allows for year-end assessment of clinical skill development.

A Comprehensive Review Exam is administered by the College at the end of the final AAS term. This exam assesses student learning for the entire mortuary program and helps to ensure readiness for taking the NBE.

The National Board Examination (NBE) pass rates provide useful data about student learning and program success, and frequently inform decisions about curriculum and instructional strategies.

CCMS Capstone Experiences allow for qualitative assessment of student learning. Mortuary Science Capstone, offered in the final AAS term, enables instructors to assess skills in the areas of embalming, funeral directing, counseling and management which cannot be measured effectively through traditional course exams. For BMS students, Funeral Service Co-op is an opportunity to begin putting knowledge and skills together by participating in all areas of work in a funeral home environment. Preceptors assess how well students meet the learning outcomes in an actual funeral home setting.

For questions or comments about CCMS assessment activities, please contact CCMS and request to speak to the CAP Chairperson.
CCMS AND ITS GOVERNANCE

The Cincinnati College of Mortuary Science is a private, non-profit College, operated by the Cincinnati Foundation for Mortuary Education. The placement of CCMS under the direction of the Cincinnati Foundation for Mortuary Education created a structure which is unique in funeral service education.

A. HISTORY OF CCMS

Founded in 1882 by Joseph H. Clarke, CCMS was originally called the Cincinnati School of Embalming. Schooling lasted only a few days and was designed to provide rudimentary instruction in the use of chemicals and methods of preservation. After purchase of the school in 1909 by Charles O. Dhonau, instruction was expanded to include aspects of public health and more sophisticated knowledge of human anatomy, embalming disinfection, and restoration. The school was allotted space in General Hospital in 1915, and became the official department for embalming treatment of hospital cases. As the curriculum and physical facilities grew over the following years, the school realized the need for its own building and Faculty independent of other agencies. In 1933, CCMS moved into a newly-remodeled building at 3200 Reading Road and remained there for the next 46 years.

In 1966, the Cincinnati School of Embalming became the Cincinnati College of Mortuary Science. The new name was adopted to reflect the expanding nature of its curriculum and the higher level of academic instruction available to its students, most of whom were required to have 2 years of general college prior to entering CCMS. From 1966 until 1977, CCMS maintained a cooperative academic program with the University of Cincinnati.

In 1970, Charles Dhonau transferred the assets of CCMS to the Cincinnati Foundation for Mortuary Education. Under the direction of the Foundation, CCMS became a private, non-profit, tax-exempt entity.

In 1977, in response to an increasing interest in higher education and the evolution of the Funeral Service profession, CCMS established 2-year and 4-year programs with Edgecliff College. CCMS and Edgecliff agreed to accept transfer credits from one another, and CCMS moved onto the Edgecliff campus in 1979. In 1980 Edgecliff was purchased by Xavier University and in 1987 CCMS moved onto the main campus. Because of continued growth, CCMS built its own permanent home in 1995 at 645 W. North Bend Road.

In 1980, CCMS received authorization from the Ohio Regents to award the Associate of Applied Science degree, and in 1982 it received accreditation of that degree by the North Central Association of Colleges and Schools. In 1986, CCMS became the first private college of mortuary science in the nation to be authorized to award the Bachelor of Mortuary Science degree. In 1987, the North Central Association of Colleges and the American Board of Funeral Service Education awarded accreditation of a program at the Bachelor's degree level. Currently, CCMS programs are regionally accredited by the American Board of Funeral Service Education (ABFSE) and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
B. CINCINNATI FOUNDATION FOR MORTUARY EDUCATION
Cincinnati Foundation for Mortuary Education (CFME) was chartered in 1963. It assumed the full control and overall governance of CCMS in 1973. The Foundation is organized as a non-profit whereby supporting members donate an annual fee, receive the annual report, have a voice and vote in CCMS’s structure and governance, under Carver’s Governance Policy for Non-Profits.

C. BOARD OF TRUSTEES
The Board of Trustees consists of up to 15 members who are appointed for 3-year terms; each is a member of the Foundation in good standing. Candidates must be in good standing and serve without monetary compensation. For further information on the Board of Trustees, see Appendix: Board of Trustee Members.

D. FACULTY COUNCIL
The Faculty Council of the Cincinnati College of Mortuary Science consists of the full-time Faculty and two elected student representatives from the entire student body. The Faculty Council is a hearing body which concerns itself with academic and disciplinary appeals. CCMS prefers to function informally and to resolve grievances through discussion and reconciliation; however, the Council may be called into session by the President or his/her designee at his or her discretion to conduct formal hearings. Student members may be excluded from deliberations, depending upon matters of confidentiality, conflict of interest, or academic appropriateness. The Faculty Council is an ad hoc committee serving only at the point of need.

E. LEADERSHIP, FACULTY AND STAFF

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<td>Director of Library &amp; IT / Title IX Coordinator</td>
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(See Appendix: Faculty and Staff for administrator names and contact information.)
ADMISSIONS

A. ENROLLMENT DEADLINE
Prospective students should consult the Admissions Director for a schedule of current deadlines. Students may enroll late during the first week of the term only under circumstances the President, in consultation with Faculty, deems "extraordinary."

B. TRANSFER CREDITS
The Cincinnati College of Mortuary Science only accepts quarter and/or semester prerequisite credits from regionally accredited colleges and universities. The Cincinnati College of Mortuary Science is regionally accredited by the Higher Learning Commission. Regionally accredited institutions are recognized by the U. S. Department of Education (DOE). The various regional accrediting bodies located throughout the U.S. include the Middle States Commission on Higher Education, the New England Association of Colleges and Schools, the Higher Learning Commission, the Northwest Commission on Colleges and Universities, the Southern Association of Colleges and Schools and the Western Association of Schools and Colleges. A list of regional accrediting institutions can be found at the Council for Higher Education Accreditation CHEA www.chea.org

Students accepted into the Associate of Applied Science or Bachelor of Mortuary Science programs must complete all prerequisite requirements with a minimum “C” or better, unless credits were part of a conferred degree program.

CCMS may require a college catalog or course descriptions from the other institution before awarding the transfer credit.

For admission to CCMS, students must have attained a minimum cumulative 2.5 GPA, or better.

Note: GPA's from other institutions are not calculated into a student’s cumulative GPA earned while at CCMS. CCMS GPA’s are calculated only from coursework completed at CCMS.

Additional rules:

1. For the Associate of Applied Science of Mortuary Science general college prerequisites, a student needs 30 semester or 45 quarter credit hours and for the Bachelor of Mortuary Science 60 semester or 90 quarter credit hours from another regionally-accredited institution.
2. CCMS will consider transfer of credits from other regionally-accredited colleges of mortuary science. CCMS requires a minimum of 30 term credit hours in residence at CCMS.
3. Co-op Waiver Policy: CCMS will permit waiver of the last term co-op and grant transfer credit (“T”), on a case by case- basis, if the student can present evidence of three (3) years of full-time experience as a dual licensed funeral service practitioner (funeral director and embalmer).
4. Persons already holding a doctoral-level medical degree prior to CCMS admission may receive special consideration from transfer of courses and for attendance in classes according to demonstrated mastery of the subject matter in consultation with, and at the sole discretion of CCMS Faculty.

CCMS is not certified to accept international students at this time.
C. READMISSION AFTER ACADEMIC SUSPENSION

A student who is suspended will not be readmitted to CCMS for a minimum of one (1) academic term. During this time the student should take some related coursework at a regionally-accredited institution and earn a C or higher in each course taken. The student will then be required to notify CCMS in writing of his or her reason for seeking readmission and conduct a personal interview with the President and at least one member of the Faculty, either in person or by phone. A new application must be filled out and returned to the Admissions Director.

Readmission is NOT guaranteed but will be at the sole discretion of CCMS based upon demonstrated academic productivity during the suspension. Students returning from suspension must re-take all CCMS courses in which they earned a “D” or “F” grade and audit other classes previously taken at CCMS.

Any student earning a GPA (in any term) below a 1.90 will be dismissed from CCMS up to one year and will only be readmitted after the student has shown progress in their academic career. Proof must be in the form of an official transcript from a regionally accredited institution.

Credits earned prior to withdrawal or suspension will be recognized for a period of up to 3 years from the student's departure date. The student must submit any transcripts of academic work taken in the interim period. If the student is suspended again from CCMS, he or she may not be readmitted for a period of at least three years.

STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

CCMS students generally enjoy the rights and privileges afforded to students attending institutions of higher learning. More specifically, students have a right to:

- Have their classroom performance evaluated solely on an academic basis.
- Have their privacy respected.
- Confidentiality regarding their academic, disciplinary or counseling files except as required by law or as used for College purposes (see Student Rights and Responsibilities, Disclosure and Student Information).
- Express their views through the normal channels of communication within CCMS. This is not to say that this freedom is absolute. In narrowly-defined circumstances, CCMS may properly restrict expression, for example, that violates the law, is threatening, harassing, or defamatory, or invades substantial privacy or confidentiality interests. Moreover, CCMS may reasonably regulate the time, place and manner of expression to ensure that it does not disrupt the ordinary activities of the College. Fundamentally, however, CCMS is committed to the principle that it may not restrict debate or deliberation because the ideas put forth are thought to be offensive, unwise, immoral, or wrong-headed. It is for the members of the College community to make those judgments for themselves. As a corollary to this commitment, members of the CCMS community must also act in conformity with
this principle. Although faculty, students and staff are free to criticize, contest and condemn the views expressed on campus, they may not obstruct, disrupt, or otherwise interfere with the freedom of others to express views they reject or even loathe. For members of the CCMS community, as for the College itself, the proper response to ideas they find offensive, unwarranted and dangerous is not interference, obstruction, or suppression. It is, instead, to engage in robust counter-speech that challenges the merits of those ideas and exposes them for what they are. To this end, the College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

- Appeal decisions or actions the student feels have adversely affected them (see Student Rights and Responsibilities, Dispute Resolution Process).

**Student Right to Know Act:** Under Title I of the Student Right-to-Know Act signed into law on November 8, 1990, CCMS makes available graduation rates of full-time, degree-seeking students at any time.

**B. STUDENT RESPONSIBILITIES**

1. Students are responsible for following the policies and procedures outlined in this Handbook.
2. Students are responsible for remaining in financial good standing with CCMS.
3. Students are responsible for meeting the requirements of the state(s) in which he or she intends to secure professional licensure.
4. Students are responsible for respecting the privacy of others and upholding the ethical oath of confidentiality regarding certain information obtained in the classroom for instructional purposes.

**C. DISPUTE RESOLUTION PROCESS FOR ACADEMIC ISSUES**

Any student who believes he or she has been adversely affected by any academic decision or action by a faculty member related to admission, progression, or graduation, may seek a resolution under this policy. Note that it is CCMS's desire that such occurrences be addressed at the lowest appropriate organizational level, and informally, if possible. Also, any instructor’s evaluation of the quality of a student’s work is final and this procedure will not apply to it unless there is an allegation that the determination of the grade resulted from a failure to follow published policies or procedures. This procedure also does not apply to allegations of harassment or discrimination. This procedure will not apply to matters related to academic freedom of CCMS' faculty, including their decisions associated with syllabi and course content. It is also not to be used to issue a complaint about the quality of the course or instruction, as that is handled through the evaluation process.

Examples of when this policy would apply include, but are not limited to: changes in grading scale from that set forth in the syllabus; when weights or percentages in allocations of grades are changed without explanation; and, when due dates or examination dates are moved to an earlier time without sufficient notice and agreement.

To initiate the informal resolution process, the student should address the issue directly with the faculty member against whom the complaint is being made. Such a request should be made within three days of the issue. It is expected that a student will be specific as to the complaint and the resolution sought. If the student and faculty member cannot reach an agreement, the student may request consideration in the matter by the Academic Chair or his/her designee. Or, the student may follow the formal resolution process below.
**Formal Resolution Process**

The complaint must be made in writing within three days to the Academic Chair, or his/her designee (or the President or his designee if the complaint relates to the Academic Chair in his/her role as a faculty member, with President or designee referred to in this policy as “responsible party”). The written request must include:

- A clear and concise statement (signed and dated) of the reason for the complaint, including specific information as to its grounds
- Identification of the parties involved
- Resolution sought
- Supporting documentation

Within seven days of receiving the complaint, the Academic Chair, his/her designee, or the responsible party will review the complaint and schedule a meeting to hear and discuss it with the student and other party. After that meeting, the Academic Chair, designee, or responsible party will issue a written decision as to the resolution of the issue, including time frames for any actions that need to be taken related to it. The timelines set forth above may be extended by mutual agreement, including after the semester in which the complaint arose if it relates to a course in which the student is currently enrolled.

CCMS will not tolerate any retaliation against any student who brings a complaint under this policy. If you file a complaint and believe you have been retaliated against as a result of it, please immediately report that to the President.

**D. DISPUTE RESOLUTION PROCESS FOR GENERAL STUDENT COMPLAINTS**

Any student who believes he or she has been adversely affected by a decision or action by CCMS, including faculty and staff, related to perceived unfair application of policies, procedures, or other matters, but not including those covered under any other dispute resolution, grievance, or other similar policy of CCMS, may file a grievance under this policy. This policy also does not cover judgments of professional practice, such as clinical decisions.

Note that it is CCMS’s desire that occurrences be addressed at the lowest appropriate organizational level, and informally, if possible. This informal process is not required.

If a matter cannot be informally resolved, or the student elects to bypass that step, the student may submit his/her complaint in writing to the Academic Chair, if it relates to the academic side of the college, or to the Vice President if it relates to a non-academic issue. If the complaint relates to one of these designated recipients, then it should be directed to the other. If it relates to both, it should go directly to the president or his/her designee.

Where possible, all complaints must be made in writing within three days of the occurrence. The written request must include:

- A clear and concise statement (signed and dated) of the reason for the complaint, including specific information as to its grounds
• Identification of the parties involved
• Resolution sought
• Supporting documentation

Within seven days of receiving the complaint, the receiving party or his/her designee will review the complaint and schedule a meeting to hear and discuss it with the student and other party. Within fifteen days of the meeting, unless extended due to the investigation, the receiving party or his/her designee will issue a written decision. Note, there may be times that the receiving party appoints a committee to investigate and determine the response to a complaint. This is within the discretion of the receiving party.

If the student is dissatisfied with the response to the complaint, he/she may appeal the decision to the President, or his/her designee, as so directed. If the President received the first complaint due to a conflict, he/she will identify the proper party to receive the appeal as part of the process. The President or his/her designee will issue a response to the appeal within 30 days of its submission. This decision is final.

CCMS will not tolerate any retaliation against any student who brings a complaint under this policy. If you file a complaint and believe you have been retaliated against as a result of it, please immediately report that to the President.

E. DISCLOSURE AND STUDENT INFORMATION
CCMS considers the student's name, address, telephone, dates of attendance, and degree to be directory information and, therefore, available to anyone upon request. If a student wishes to prohibit disclosure of that information, he or she may fill out a non-disclosure form in the Office of the Registrar.

Otherwise, no one outside of the Faculty or administrative Staff of CCMS may have access to any portion of a student's record without expressed permission by the student, except as noted below.

Disclosure to the student
A student is entitled to an official or unofficial transcript of his or her academic record upon request. A student has the right to inspect his or her record and is entitled to an explanation of it. Documents submitted by the student in support of admission and transfer of credits become part of the permanent file and will not be returned to the student or sent elsewhere. If the student has outstanding financial obligations to CCMS or is in violation of non-academic regulations, CCMS may withhold transcripts, diplomas, grade reports, and other information until obligation or noncompliance is resolved.

Disclosure to Faculty and administrative officers of CCMS
Faculty and administrative officers of CCMS may be permitted to examine a student's academic record in the Registrar's office. Administrative officers may be permitted to have pertinent information, including Social Security number and date of birth for necessary purposes.

Disclosure to parents, educational institutions, and agencies
CCMS does not release academic records to parents, spouses, partners, or cohabitants without the expressed permission of the student. However, CCMS cannot control nor be responsible for situations in which grades or confidential documents are mailed to a student at his or her residence where the cohabitant deliberately or accidentally opens such correspondence.

Academic records are not mailed to other colleges or universities without the student's permission. Requests from research organizations making statistical studies may be honored without the student's approval providing anonymity is maintained.

Disclosure to government agencies

Properly identified representatives from federal, state, or local government may be given the following information without the student's approval if expressly requested:

1. Verification of date and place of birth, sex, race and citizenship status;
2. Dates of enrollment and degrees earned, if any;
3. Home address and telephone numbers;
4. Verification of signature and names of parents or guardians;

Disclosure to Accrediting Agencies

Accrediting agencies may inspect student records without the student's approval.

As Required by Law

Records will be released where it is required by law to do so.

Information Retained In Student Files

- legal name
- social security and selective service numbers
- date and place of birth
- marital status
- sex
- race
- citizenship and residency, immigration paperwork
- home address and phone number
- local address and phone number
- parents' or guardians' names, addresses, and phone numbers
- high school and college transcripts
- letters of recommendation
- medical records
- application for admission and any academic petitions
- ACT/SAT scores
- disciplinary actions taken
• transcript evaluations and degree(s) conferred
• correspondence relating to the academic record and disciplinary record
• financial records
• financial aid documents

Student files are maintained for a period of ten (10) years, with the exception of academic transcripts and degree conferred, which are maintained indefinitely. The file, and all other student information, is destroyed after ten (10) years.

The Family Educational Rights and Privacy ACT (FERPA)

CCMS protects the rights of students with relation to the accuracy and privacy of their education records. Under FERPA, CCMS has established basic policies to prevent the release of any personally identifiable information regarding any of its students without having first received consent of the student or except as otherwise required by law. Students have the right to request to examine their education records and may challenge a portion of the record.

F. WHISTLEBLOWER POLICY

CCMS is committed to operating in a highly principled, ethical and legal manner. To ensure such governance, the Board of Trustees has adopted the following Whistleblower Policy.

A “whistleblower” as defined by this Policy is an employee, student, or Board of Trustee (BOT) member of CCMS who reports an activity that he/she considers to be illegal, a threat to public health or safety, or dishonest or unethical to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

The Whistleblower Policy is intended to provide protections for raising the following concerns (referred to as “Suspected Violations”) regarding CCMS. Examples of illegal or dishonest activities are: violations of federal, state or local laws; billing for services not performed or for goods not delivered; other fraudulent financial reporting, accounting or audit procedures; unlawful activity or illegal policies; activities of management or volunteer leadership, which otherwise amount to serious improper conduct.

Whistleblower protections are provided in two important areas – no retaliation and confidentiality. No student, BOT member or employee who in good faith, as described below, reports a Suspected Violation shall suffer harassment, retaliation, or adverse educational or employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Policy is intended to encourage and enable employees and others to raise serious concerns within CCMS prior to seeking resolution outside CCMS.

Any whistleblower who believes he/she is being retaliated against must contact the President, the Chair of the BOT, or any member of CCMS’ Executive Committee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
Suspected Violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with the law and/or to provide accused individuals their legal rights of defense.

The Whistleblower Policy encourages students to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the CCMS President is in the best position to address an area of concern. However, if you are not comfortable speaking with the President or you are not satisfied with the President’s response, you are encouraged to speak with BOT Chair or any Executive Committee member whom you are comfortable approaching. (See Appendices, Board of Trustees Members and Executive Committee Members for a list of members).

Anyone filing a complaint concerning a Suspected Violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

The individual receiving the report of a Suspected Violation will notify the sender and acknowledge receipt of the reported Suspected Violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Final reports will be briefed to the Executive Committee.

Policy Reviewed and Adopted: May 2009

STUDENT CONDUCT

CCMS expects students to conduct themselves in a dignified manner which is appropriate to the funeral service profession. There must be concern for the safety, health, and well-being of everyone involved. Any violations of prohibited conduct will result in disciplinary action in accordance with CCMS policies expressed elsewhere in this Handbook with regard to both academic and personal conduct.

A. ACADEMIC CONDUCT

The student is responsible for the following minimum standards of academic conduct:

1. Adherence to all policies and procedures as set forth in course syllabi
2. Attentiveness during class and participation in discussion as appropriate
3. Completion of assignments, projects, and exams to the best of his or her ability and according to deadlines set forth in course syllabi
4. Academic integrity and honesty (see Academic Policies & Procedures, Academic Dishonesty for more details)

B. PERSONAL CONDUCT – CAMPUS, EVENTS, FIELDCONDUCT

Student conduct on campus and during events/fieldtrips will be ethical, professional, and legal at all times. Professional conduct includes respect for the deceased, confidentiality, and adherence to college protocol and
procedures. Electronic recording, images, etc. are strictly prohibited by college policy and state law. Students are legally held to this standard by signing the Student Confidentiality Agreement during Clinical Lab Orientation (see Appendix, Student Confidentiality Agreement). Violations are subject to penalty of law and expulsion from CCMS.

C. PROHIBITED CONDUCT
Prohibited conduct inside or outside the classroom and laboratory includes, but is not limited to, the following:

1. Plagiarism or cheating on assignments, quizzes, exams, projects, or homework. Penalties for academic dishonesty are listed in Academic Policies & Procedures, Academic Dishonesty.
2. Vandalism of CCMS property.
3. Theft or destruction of CCMS property or the property of Faculty, Staff, or other students.
4. Unauthorized entry to CCMS or other buildings.
5. Endangering public safety, specifically through threats of physical violence, false fire alarms, bomb threats, guns or other weapons.
6. Unauthorized duplication or distribution of any CCMS keys.
7. Illegal possession of firearms, weapons, explosive devices, or substances which endanger personal and public safety. No weapons or firearms are permitted in or on CCMS property.
8. Possession, distribution, use, or being under the influence of alcohol, drugs, and/or chemical substances, which are not prescribed by a doctor and/or deemed illegal by state/federal laws.
9. Unauthorized or improper use of college automobiles.
10. Failure to identify oneself properly to CCMS or police authorities upon request.
11. Fraudulent use of student ID cards.
12. Smoking, eating, or drinking in unauthorized areas.
13. Acts of hazing, which is defined as any planned action, situation, requirement, request or obligation placed upon a person occurring on or off campus that is demeaning or produces mental or physical distress, discomfort, pain, embarrassment, or ridicule, or which threatens the individual's safety or health.
14. Electronic recording is prohibited by CCMS regulation and by law. This includes, but is not limited to, photos, videos, and/or any form of transmission or recording of privileged subjects or areas within CCMS.
15. Falsification of records, application forms, examination materials or medical information.
16. Selling merchandise which has CCMS's name or logo unless specifically approved by the CCMS Staff.
17. Any other on-campus or off-campus activity deemed by CCMS as improper, including actions deemed inappropriate by any reasonable individual.
18. False accusations of discrimination.

Engaging in prohibited conduct will result in disciplinary action (see Student Conduct, Disciplinary Policy)

D. ADDRESSING FACULTY AND STAFF
When speaking to members of the Faculty or Staff, students should address the person as “Mr. ____” or “Ms. ____,” unless permitted otherwise.
E. DRESS CODE
CCMS does not have a defined dress code, except in the laboratory, where specific protective clothing is necessary and required to protect the individual (see Clinical Lab, Clinical Lab Dress Code). It is expected that at all times students will dress appropriately for the college environment. CCMS reserves the right to intervene in cases where clothing is offensive or inappropriate, distracting, or revealing. Students are required to dress professionally for field trips, guest lectures, graduation, and other College-sponsored events. Each student, staff, and faculty member is issued an ID badge that is programmed to function with the campus security system. Students and employees are required to wear their ID badges around their neck, on a lanyard, at all times during school hours and events, with exception during Clinical Lab/Gross Lab. (For more information, see Health & Safety Policies/Procedures, Security System.)

F. VISITORS AND CHILDREN
In order to be courteous to other students and to maintain the maximum level of security and confidentiality, students must keep personal visitors to a minimum.

All visitors should be registered in the reception area and must be escorted by the student they are visiting/accompanying at all times while on the College premises. No visitor under 18 years of age may access restricted areas, including classrooms while class is in session and the lab. Visitors over 18 may enter restricted areas only with express permission of a duly authorized College representative.

The College does not have child care facilities, nor is it affiliated with a child care facility. For safety, insurance, and privacy reasons, no child may be left unattended and all children on campus must be accompanied at all times by their student-parent or legal guardian.

G. CONTACT INFORMATION
Students should inform CCMS of any changes in address, phone number, or other contact information, whether the changes are permanent or temporary.

H. CELL PHONE & IMAGE CAPTURING DEVICE POLICY
CCMS prohibits the use of cell phones and image capturing devices for the purpose of taking pictures or videos in the clinical lab, showers, or restrooms. Students should consult their syllabi for details on cell phone use in the classroom. Faculty have the right to set a no-cell phone policy for their classes. Exceptions may be granted if the Faculty member and the student agree to the exception and duration of the exception.

I. DISCIPLINARY POLICY
CCMS disciplinary action is determined by the seriousness of the offense and the student's disciplinary record at CCMS. The CCMS President or designee determines the degree of seriousness attributed to any offense. Disciplinary actions may include the following where deemed necessary:

i. Warning
A verbal and/or written warning is given the first time a student engages in prohibited conduct.

ii. Fines
Reasonable monetary fines may be assessed by CCMS, either alone or in conjunction with other discipline, for destruction of property, vandalism, theft, loss of books or property, and other actions which result in a pecuniary loss to CCMS.

iii. Probation

Conduct deemed sufficiently serious by the President or his/her designee may result in probation. Two or more minor infractions not considered sufficiently serious for probation on their own may be deemed collectively sufficient in seriousness. The length of probation is determined by the President and is reflective of the seriousness of the conduct in question.

iv. Suspension

Conduct deemed sufficiently serious by the President may result in suspension. In some extremely serious cases, CCMS will not consider readmission.

v. Peremptory Suspension.

CCMS reserves the right, in a very serious or emergency situation, for the President to suspend a student peremptorily. Under the terms of peremptory suspension, the student will be required to leave the campus immediately and to surrender any I.D. or college property. Peremptory suspension is typically reserved for, but not limited to, cases in which public or individual safety and/or health are endangered. The student retains the right to appeal.

vi. Expulsion

A student engaging in behavior deemed egregious by CCMS may be expelled from CCMS and will not be considered for readmission.

Any of the penalties outlined above may be suspended in whole or in part at the discretion of the President of CCMS or the Board of Trustees. The suspension of a penalty is contingent upon the good conduct of the student. If the student repeats the offense, the original sentence will be reinstituted without delay or appeal. Note: Disciplinary action by CCMS does not preclude the possibility that separate criminal or civil prosecution may also follow. Questionable conduct off the CCMS campus may be grounds for CCMS to take disciplinary action as well.

J. SOCIAL MEDIA POLICY

Students are responsible for any and all consequences that may arise as a result of information posted on social media, and students are encouraged to act accordingly. Students’ use of social media and online communities must also conform with all relevant policies governing Student Conduct, including, but not limited to, the Title IX Policy. Students understand that information posted on social media sites may become available to advertisers, law enforcement, employers, alumni, campus organizations, CCMS administration, and other users. All information posted on these sites may be utilized for CCMS’s legitimate business purposes, including but not limited to assessing student conduct, confidentiality, or health and safety matters. Unless a student obtains prior written consent from CCMS, students may not create any account, page, or profile on any social
media outlet that (1) appears to be sponsored by or associated with CCMS or any CCMS group or organization, or (2) may lead others to believe that the account, page, or profile is sponsored by or associated with CCMS or any CCMS group or organization. Violations of this policy may result in sanctions, which may be grieved through the Grievance Procedure.

**STUDENT GOVERNMENT AND ACTIVITIES**

The Student Government maintains a bridge between the student body and CCMS, creates a sense of community among the student body, and enriches the student experience at CCMS through extra-curricular activities.

**A. CLASS OFFICERS**

In a formal election, each new class will cast votes for a Class President, Vice-President, Secretary/Treasurer, and two class representatives. A 2.5 GPA is required to run for office. The class officers will assist peers in learning college procedures and policies, organizing class fund raisers, coordinating events, programs, etc. Officers should meet with the President each term to discuss student concerns.

**B. FRATERNITY/SORORITY**

CCMS has opportunities for fraternity and sorority events, as organized by the students with Faculty assistance. Eligibility is open to all students as outlined in the bylaws of the groups. The structure of the groups changes from time to time.

**C. GRADUATION**

Graduation represents the culmination of the students' hard work throughout the program. For information on graduation requirements, see Academic Policies & Procedures, Graduation Requirements.

**D. STUDENT ATHLETICS**

Students may wish to organize sporting activities and events during the year. However, CCMS-sponsored athletic teams, clubs, etc. are not offered.

**E. FIELD TRIPS AND GUEST SPEAKERS**

Each academic year, CCMS sponsors a series of field trips and guest lecturers for the benefit of students. The trips and presentations are considered part of the curriculum and students are expected to attend. Students should take advantage of CCMS-provided transportation whenever possible. CCMS cannot provide liability insurance for anyone who does not make use of authorized transportation. Professional conduct and dress on field trips and during lectures is required. Any electronic recording of 3rd party facilities or operations is not permitted without expressed permission of said party.

**F. STUDENT EVENTS**

All student events must be approved in advance by the CCMS President or his/her designee(s).
STUDENT SERVICES

Students should be aware that CCMS is, by design, small and informal. As a nonprofit, private college, financial resources and personnel are limited; however, we work diligently to offer a full range of services. If a student finds that s/he is in need of a service not addressed herein or provided by CCMS, s/he should seek additional referral or assistance from any of CCMS’s personnel.

A. ORIENTATION

Orientation is mandatory and is conducted on the first day of the term. Students are provided information about CCMS programs, policies, procedures, and services. All students are required to attend. In addition, students will be assigned a mandatory orientation session for the Clinical Lab on orientation day.

B. DISABILITY SERVICES

CCMS complies with the applicable federal, state and local laws providing for nondiscrimination in education with regard to an individual with a disability who is qualified to participate. CCMS also provides reasonable accommodation for such individuals in accordance with these laws. CCMS’s policy is to, without limitation:

1. Ensure that individuals with disabilities who are qualified are treated in a nondiscriminatory manner in the application process and that students are treated in a nondiscriminatory manner in all terms, conditions, and privileges of the educational program.
2. Administer medical examinations, such as second-medical opinion or fitness-for-duty exams to students only when justified by business/program necessity.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and other applicable laws and regulations.
4. Provide reasonable accommodations to applicants and students with disabilities, except where such an accommodation would create an undue hardship on CCMS, would not meet the academic, technical, or fundamental standards for admission or participation in the program or curriculum.
5. Notify individuals with disabilities that CCMS provides reasonable accommodation to qualified individuals with disabilities.

Procedure for Requesting an Accommodation

It is the student's responsibility to document and evidence and writing that he/she has a diagnosed impairment/disability and to follow the appropriate procedures to request consideration for reasonable accommodations prior to the start of the term. Individuals with disabilities who are qualified may make requests for reasonable accommodation to the CCMS President or his/her designee. Upon receipt of an accommodation request, the CCMS President or his/her designee will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that CCMS might make to help overcome those limitations. Outside professional resources, such as health care providers, may also be consulted where deemed appropriate.

Eligibility depends on the nature of the impairment and its impact on the particular individual, and is based on documentation from a qualified professional. 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.

C. STUDENT EMAIL
CCMS provides students with an email account for CCMS-related correspondence. Students are required to check their student email at least once each day, including weekends, holidays, breaks, etc. Students are allowed to retain their CCMS email account for approximately 1.5 years post-graduation. See Appendix: Information Technology Usage Policy for more information.

D. POPULI
CCMS utilizes an online student information system called Populi. Each student is assigned a Populi username and password upon acceptance to CCMS. Students can use Populi to check their grades, print unofficial transcripts, access course content, search the library catalog, etc. Populi can be accessed at https://ccms.populiweb.com/.

E. ID CARDS
Each student, staff, and faculty member is issued an ID badge that is programmed to function with the campus security system. Students and employees are required to wear their ID badges around their neck, on a lanyard, at all times during school hours and events, with the exception of during Clinical Lab/Gross Lab. Students must notify a college administrator of a lost badge. A nominal fee is charged for replacement badges. (For more information, see Health & Safety Policies/Procedures, Security System.)

F. PRINTING & PHOTOCOPYING
Students have access to printers/copiers in the library, and the general fee paid each semester covers printing costs. Anyone using the printers/copiers must abide by CCMS’ Information Technology Usage Policy.

G. PARKING
CCMS students may park on campus. Students are liable to the local police department for any parking or driving violations while operating a personal or college vehicle. CCMS must be notified of guests who park on campus. Students must also report thefts, vandalism, etc. in the parking lot. Fines are assessed for damage caused to CCMS property. Accidents or damage to personal property in the CCMS parking lot should be reported to CCMS personnel, to law enforcement, and to the student’s insurance provider.

H. LOCKERS
Student lockers are provided as a convenience for limited purposes. Students may use a CCMS-provided lock or a private lock. Students have exclusive use of their lockers; however, administrators and their representatives reserve the right to inspect student lockers at any time, without notice, and students have no expectation of privacy as it relates to their lockers and CCMS’ administrators and representatives. All items are to be stored inside lockers or taken with the student. Do not store items on top of lockers or they will be removed and disposed of.
I. CLASS RINGS
CCMS class rings are available during the year from a vendor. Students will be informed when the company representative is visiting.

J. CLASS PICTURES
During a student’s enrollment, individual professional photos are taken to compile class composites. Students will be informed of the time and place of photo taking and will have the option to purchase individual professional photos directly through the photographer. A class composite may be provided to each student upon successful completion of the program at the college’s discretion.

K. PERSONAL MAIL & MESSAGES
CCMS does not maintain mail boxes or mail services for students. Students should have all mail directed to their home/local address. Staff and Faculty may take messages for students; however, the student will not be called out of class unless there is an emergency.

L. ANNOUNCEMENTS
Students are held responsible for the content of any posted notices and announcements. There are designated areas where notices and announcements are posted by/for students. Students should check postings regularly so as not to miss vital information. Announcements are also made via CCMS email.

M. HOUSING
Students should contact the Admissions Director for details.

N. ACADEMIC COUNSELING
The Faculty serves as academic advisors to students. Students are encouraged to speak with the Faculty at any time regarding academic progress or concerns. Students may contact Faculty for advising via email or phone, or in person. Students may use the phone/intercom just inside the main campus entrance to call an instructor’s office. If an instructor requests a conference with the student, the student should make an appointment promptly and present him/herself at the appointed time.

O. PERSONAL COUNSELING
CCMS does not employ a counselor or offer mental health services, but Faculty and Staff will help students with personal problems as much as they are able. However, if serious problems do arise, the student may be referred to a Counseling Center. In cases in which the student has been the victim of a sexual / interpersonal offense, the Title IX Coordinator can refer the student to appropriate resources/services. (See Health & Safety Policies & Procedures, Title IX Policy.)

P. HEALTH SERVICES & INSURANCE
CCMS does not offer health services. Students may be referred to a private physician or other health professional. In cases in which the student has been the victim of a sexual / interpersonal offense, the Title IX Coordinator can refer the student to appropriate resources/services. (See Health & Safety Policies & Procedures, Title IX Policy.)

All students are required to have health insurance coverage or sign a Waiver/Release of Liability.
Q. LEAVE OF ABSENCE
All Leave of Absence requests (military, health, family, medical, etc.) must be submitted before the leave of absence begins. CCMS may refuse to grant a requested leave of absence. Students should complete the form in Appendix, Leave of Absence Form.

ACADEMIC POLICIES & PROCEDURES

A. SEQUENTIAL COURSES
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; Embalming Theory I, II, and III.

B. SPECIAL COURSES OF STUDY
Students may pursue a special course of study upon rare occasions. Such students are registered and enrolled but not matriculated in any of CCMS's regular programs. Permission of the President and Faculty may be required after formal application through Enrollment Management.

C. ATTENDANCE
Regular attendance and thorough preparation for classes have proven essential for success in the study of Mortuary Science. All students must attend at least 90% of scheduled classes and instructors record attendance for class sessions in Populi. Some absences which are unavoidable may be excused by the instructor. An excused absence will allow the student to make up missed academic work without penalty. It is the student's responsibility to request an excused absence and present documentation if requested from the instructor. A student who does not regularly attend class is subject to disciplinary action by the instructor. Any instructor may enforce more stringent policies for a specific course; such policies will be clearly identified on the course syllabus.

The college may, at its discretion, drop from any course, a student who is absent for the first three (3) class sessions during a term, unless the student notifies the instructor in advance of his/her intention to take the course and the reason for missing classes is approved. The student would then be required to take the course at its next regularly-scheduled offering.

The college may, at its discretion, withdraw any student who is habitually absent from or late to classes. This shall be done in consultation with the faculty and President.

When a student is absent from class to such an extent as to make the student's work insufficient, the instructor, in consultation with the President, may drop the student from the course with an “F” grade.
D. THE GRADING SYSTEM

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-93</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>92-85</td>
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<td>3</td>
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<tr>
<td>69 &amp; below</td>
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<td>0</td>
</tr>
</tbody>
</table>

Only grades of A, B, C, D and F are used in computing the G.P.A., Grade Point Average, on a 4.0 scale. Each grade is assigned the grade point equivalent shown in quality points for each term credit hour scheduled. The following grades, when assigned, will not be used in computing the grade point average:

- **W** = Withdrawal: given when the student is officially withdrawn, either voluntarily or involuntarily, for any reason.
- **I** = Incomplete: given at the discretion of the instructor when all course requirements have not been satisfied. Incomplete must be made up within 15 days of the end of the term.
- **T** = Transfer credit: given when a comparable course at a satisfactory level has been successfully completed at another college.
- **P** = Pass: given in Pass/Fail courses offered.
- **F** = Fail: when given in Pass/Fail option course.
- **N** = No grade assigned: see Instructor.

The student's grade point average is computed by assigning a value to the grade and then multiplying by the number of hours in the course. For example, if the student earns an "A" (4 points) for a 3-hour course, then the student has earned 12 quality points. By dividing the number of hours taken and the number of points earned, one can compute the cumulative grade point average.

Sample:

Course 1: 3 credit hours Grade of B (3) = 9 qual. pts.
Course 2: 4 credit hours Grade of A (4) = 16 qual. pts.
Course 3: 2 credit hours Grade of C (2) = 4 qual. pts.

Totals: 9 credit hours 29 qual. pts.

The grade point average is 29 divided by 9 or 3.222.
E. ACADEMIC HONORS

I. Term Honors

GPA 3.50 (minimum) – Dean’s List

II. Degree Honors

<table>
<thead>
<tr>
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<th>Honors Description</th>
<th>Honor Cord</th>
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<td>GOLD honor cord</td>
</tr>
<tr>
<td>3.7-3.84</td>
<td>Magna Cum Laude “with great distinction”</td>
<td>SILVER honor cord</td>
</tr>
<tr>
<td>3.5-3.69</td>
<td>Cum Laude “with distinction”</td>
<td>BRONZE honor cord</td>
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</tbody>
</table>

F. TRANSCRIPTS

CCMS maintains official transcripts for all students. Each student receives one complimentary copy of the official transcript after graduation. Additional official transcripts can be requested via the transcript request form on the CCMS website. There is a fee of $10/transcript. Students may also view their unofficial transcript at any time by logging into their Populi account.

G. ACADEMIC PROGRESS AND GOOD STANDING

To be in academic good standing, a student must be making satisfactory progress toward the completion of his/her degree requirements. Satisfactory progress is defined as passing all courses and earning a minimum 2.00 GPA each term at CCMS. Failure to do so, in any term, will result in academic action.

A) Academic Probation. In the event a student’s cumulative grade point average is 1.90-1.99 after any given term, the student will be placed on academic probation. The student will be allowed to continue into the next term, but if the required 2.0 cumulative grade point average is not attained at the conclusion of the subsequent term, the student will be suspended.

B) Academic Suspension. In the event a student fails a course in any term, the student will be placed on academic suspension. The student will NOT be allowed to continue, but will be required to re-take the failed course with the next cohort of enrolling students. Additionally, the student will re-take courses in which a “D” was earned and audit* all others previously taken. A student may waive the audit requirement by re-taking and passing (with a “C”/76% or higher) a comprehensive final exam for those courses previously taken in which a course grade of “C” or better was earned.

C) Academic Dismissal. In the event a student’s cumulative grade point average is below a 1.90 after any given term, the student will be dismissed from the program. A student who is dismissed may be considered for readmission with the next cohort of enrolling students. Readmission after dismissal is not automatic and will depend upon demonstrated productive activity in the interim. Typically, a student will be asked to take a designated number of courses in the area of deficiency at another regionally accredited college or university to demonstrate academic progress. Additionally, the student will re-take courses at CCMS in which a “D” or “F” was earned and audit* all others previously taken. If a student is dismissed a second time, readmission will not be considered for at least three years.
*Auditing courses after academic suspension or dismissal is defined as meeting all course requirements (per the syllabus) expected of those enrolled for credit. This includes, but is not limited to: attendance, completion of assignments, and taking quizzes/exams which will be graded. The purpose is to ensure that returning students remain current with all course material in order to maintain NBE preparedness.

H. ACADEMIC DISHONESTY
1. Academic dishonesty is defined in two ways

   A) Improper aid given or received by any source on any exam, paper or other assignment.
   B) Plagiarism (the submission of work which has been taken directly from another person or source without reference or citation).

2. Evidence of academic dishonesty detected by students shall be reported to the examination proctor or instructor.

3. Evidence of academic dishonesty detected by the instructor shall be reported to the President or his/her designee. The President, instructor, and student shall meet to discuss the incident and to examine the evidence. The student shall be permitted his or her response. After the meeting, the President or his/her designee and instructor shall decide whether dishonesty has taken place and what an appropriate penalty should be, if any. Together they will impose the penalty and acknowledge the student's right to appeal.

Penalties, include, but are not limited to:

1. The minimum grade penalty which the instructor must impose for dishonesty on any project, paper, quiz, midterm, or final examination is failure for the particular portion of the course. This may be indicated by an “F” or zero grade.
2. The minimum penalty for a second offense is a grade of “F” in the course.
3. The minimum penalty for a third offense is expulsion from CCMS. The student will not be readmitted.
4. The minimum penalty for a student who takes an exam for another student is suspension from CCMS and a failing grade.
5. The minimum penalty for academic dishonesty during a waiver, challenge, or proficiency examination is failure for that examination.

CCMS reserves its right to implement any step of the above, regardless of the offense or number of the offense, it its discretion depending on the circumstances of the situation.

I. WITHDRAWAL
1. Withdrawal from a course

To withdraw from a course, the student must notify the President and Registrar 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.

2. 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.

J. 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, they are 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

(See number 3 above.) Participation in Funeral Directing is a requirement of the ABFSE curriculum. Each student must actively participate in the funeral tasks included in this standard. Active participation means hands-on learning and must include, at a minimum, the tasks enumerated below.

Students must utilize the following forms:
- First call sheet
- Arrangement worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
- FTC-compliant Outer Burial Container Price List
- Embalming Authorization form
- Cremation Authorization form

First call
Students must demonstrate the process of receiving five (5) first calls. This can be done in a simulation setting.

Transfer of remains
Students must demonstrate the process of performing a body removal. This can be done 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 5 students may receive credit at one time (during 1 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 Selected
- Veterans flag application, Burial benefits forms, and headstone/marker forms

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

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

Clinical Requirements

Each student is required to actively participate in the prescribed clinical requirements, including but not limited to:

- Thirty (30) clinical case experiences
- Twenty (20) embalming operations
- Five (5) removals
- Five (5) cosmetic applications

Those students who desire additional practical experience have ample opportunity to achieve it. See the Lab Director for information about Lab Assistants. In addition, three full semesters of clinical lab are required. Thus, even after the minimum case requirements are met, the entire term must still be completed.

**CLINICAL LAB**

**A. SCHEDULE**

Each student is required to take Clinical Mortuary Practice (CMP) each term, with the exception of the BMS term (4th semester). In each of these terms, students are scheduled into one lab per week (Monday-Friday). All students are on call for the lab on their scheduled CMP day and will be available in the lounge area. (See the Clinical Faculty for further information). Lab experience on weekends, holidays and breaks is voluntary.
B. ATTENDANCE
Each student must be present and on time for their scheduled lab. Arriving late may result in “non-participation” for that day’s lab. Arriving late twice will result in an absence. Late arrival on a scheduled transfer day may result in an absence. More than one absence could result in failure of the course. Excused absences must be approved in advance by the instructor and proper documentation must be provided. Excused days may not be carried over into the next term. There are no “free” days.

C. LAB HOURS
The lab is open from 8:00 a.m. - 4:00 p.m. or until the last case has been completed. Occasionally students are selected on a rotating basis to work in the lab as the need arises.

D. ASSIGNING STUDENTS TO CASES
Each day the instructor will typically choose, on a rotating basis, up to five students per case and will assign them duties accordingly. Lab assignment sheets may be used at the instructor’s discretion to assign a specific station, group, and task.

E. EVALUATION
The Lab Instructor uses the Clinical Lab rubric to evaluate students based on their progress. Students should see the Lab Instructor for more information. Note: Embalming Theory I, II, and III are lecture-based courses and are separate from Clinical Mortuary Practice (i.e. Clinical Lab) I, II, and III. If a student fails any of these classes, they must retake it the next time it is offered. (See Academic Policies & Procedures for more information).

F. STUDENT FILES
Each student is required to fill out his/her file upon completion of each case. These files are located in the student file room in the lab. The file is a perpetual report of the student's activities while in the lab and should remain in the lab for the duration of the program.

G. PERSONAL CONDUCT
Student conduct in the clinical laboratory will be ethical and professional at all times. Professional conduct includes respect for the deceased, confidentiality, and adherence to college protocol and procedures. Electronic recording, images, etc. is strictly prohibited by college policy and state law. Students are legally held to this standard by signing the Student Confidentiality Agreement during Orientation. Violations are subject to penalty of law and expulsion from CCMS. (See Appendix: Student Confidentiality Agreement).

H. CLINICAL REQUIREMENTS
Each student is required to participate actively in a minimum of thirty (30) clinical case experiences (20 embalmings, 5 transfers, 5 cosmetic applications). Those students who desire additional practical experience have ample opportunity to achieve it. See Clinical Lab, Health & Safety for information about Lab Assistants. In addition, three full semesters of clinical lab are required. Thus, even after the minimum case requirements are met, the entire term must still be completed.
I. TRANSFERS
Two students from each lab day are assigned to transfers for that day and are to report to the lab as scheduled by the Faculty. CCMS transfers deceased remains from area hospitals and the County Coroner’s Office. CCMS also transports cases from its lab to area funeral homes. Definitions of professional business attire will be elaborated during the clinical orientation and in the course syllabus.

If a student has had more than two moving violations in the past three years, he/she must notify the CCMS Clinical Lab instructor and will not be permitted to drive CCMS automotive equipment. Students must also notify the instructor if they have an issue, medical or otherwise, that may prohibit them from driving CCMS automotive equipment. Students will be required to sign a Distracted Driving Policy during Orientation (See Appendix, Distracted Driving Policy). Note: Infectious kits are kept in the removal vehicle should they be necessary during the removal operation.

J. HEALTH & SAFETY
CCMS employs universal precautions and treats each clinical embalming case as if it were infectious. While in the lab, students must demonstrate a high degree of concern for safety and health procedures. During lab orientation, students will become familiar with safety equipment, disinfectants, and health aids. Furthermore, to assure the safety and health of the students, showers are available to use after work completion. Any student who sustains an injury while working in the laboratory should immediately inform the instructor, Lab Assistant, and Clinical Director, who will then take the necessary precautionary measures. (See Statement of Policy, Disinfection and Health Procedures in the Clinical Lab, which may be obtained from the Clinical Director).

K. CLINICAL LAB DRESS CODE (Non-Transfer Days)
All students are required to wear surgical scrubs and a gown while working in the lab. These scrub suits and gowns are issued daily by CCMS and are not to be worn over street clothes. After completion of the operation, the student should return the scrubs and gown to the lab assistant. The scrubs and gowns are then laundered by CCMS before being worn again. Mandatory items to be worn during the embalming process are as follows:

1. scrubs
2. gowns
3. gloves (doubled)
4. shoe covers
5. approved eye protection
6. face mask
7. head cover

L. LAB ASSISTANTS
This position is held by two students from each class and is renewable at the end of each term upon discretion of the Clinical Director. The Lab Assistants are responsible for maintaining the daily flow and operations of the lab. The advantages of this position are that the students receive payment every two weeks for each term
served under agreement with CCMS and are afforded extra practical experience. For more information, contact the Clinical Director.

M. COSMETOLOGY COMPONENT
When scheduling of cases will allow, the students will be given practical experience in normal facial restoration and cosmetics application, under the direct supervision of the Lab Instructor. See the Clinical Director for more information. All cosmetic applications must be evaluated by the Clinical Instructor and signed by the faculty member (instructor initials and dates) and the student on the student’s case log.

N. CLINICAL LAB POLICIES
1. Distracted driving is not permitted when driving CCMS vehicles (students should refer to Appendix, Distracted Driving Policy for a definition of “distracted driving”).
2. Students may not work in the lab in an impaired state including under the influence of drugs or alcohol. Your instructor may ask you to leave lab, unexcused, if they suspect impairment and are concerned about your safety and the safety of those around you, and the event will be reported to the President.
3. Eating, drinking, smoking, and using smokeless tobacco products is prohibited in the lab.
4. Bodies will be covered with a sheet at all times except during embalming. This includes remains placed in the refrigeration system for storage.
5. Genitals will be covered when appropriate on normal (non-autopsied) remains during the embalming process.
6. Students are prohibited from embalming a body without permission from their instructor or when a clinical instructor is not in the building.
7. Scrubs, gloves (doubled), shoe covers, approved safety glasses, face masks, gowns and head covers are to be worn by all embalming participants.
8. Street clothes, with the exception of undergarments, are to be removed prior to wearing scrubs. It is unsafe to wear your personal clothing under your scrubs and is therefore not permitted.
9. Hats, sandals, electronic devices and sunglasses are prohibited in the lab. Socks and close-toed/covered shoes must be worn by all students in order to participate in lab.
10. Students are to remove gloves, gowns, and shoe covers at the exit door before leaving the main lab area.
11. Showers are available for all embalming participants upon completion of the embalming.
12. Any student who defaces or steals property; steals instruments, scrub suits, or any other CCMS property, will be subject to possible dismissal. Restitution for any damages will be required.
13. Persons who are not full-time students at CCMS or authorized by the Staff of CCMS will not be admitted to the lab at any time for any reason, especially when there are bodies present and never during an embalming operation. The only exception might occur when there are no bodies present in the lab and there is a request for a tour. All requests for access should be referred to the Clinical Director or licensed Clinical Staff. Authorized observers (for example - that day’s removal team who are not actively participating) will be required to wear eye protection, face mask, and shoe covers in order to be admitted into the lab.
14. The main lab area is locked at all times. Garage doors are kept closed at all times unless actively assisting a funeral home or ambulance service with in taking a body.
15. No student is allowed to congregate or wait in the lab unless he/she has been called. This includes the Removal Team. Students, who are assigned to C.M.P. but not on removals, are to report to the student lounge as scheduled.

16. After every embalming, students will clean and dry the entire embalming area. This includes terminal disinfection of the embalming machine, table, and all instruments, counter tops, drawers and mopping of the floor in their respective area in accordance with written and posted procedure. All paperwork is to be completed prior to leaving lab.

17. Lab assistants are authority figures in the clinical lab and respect should be shown to them. If a problem arises, lab assistants have the authority to ask students to leave the lab.

Violators are subject to expulsion.

O. CLINICAL ACCIDENT OR INJURY
If a student or Faculty member is injured in the clinical lab, follow this procedure:

1. Immediately notify 1) the Clinical Instructor; 2) Lab Assistant; 3) the Clinical Director
2. Immediately cleanse the wound
3. Immediately call 911 (or a hospital emergency room if the accident is serious). One of the nearest emergency rooms is UC as listed below). If you are a Lab Assistant, identify yourself as an employee in order to apply worker’s compensation.
4. Have the injury treated and fill out a report of what happened within 48 hours for the clinical instructor.
5. CCMS Physician Group: URGENT CARE. Get details from Clinical Faculty.

These procedures govern everyone. Violators are subject to dismissal.

EMERGENCY PHONE NUMBERS
University of Cincinnati (ER) 558-5281
University of Cincinnati (main) 584-5700
Bethesda North Hospital 865-1111
Local Police and Fire 911
Mercy West 215-5000
Springfield Twp Police 729-1300
Drug and Poison Control 558-5111

P. EMBALMING PROTOCOL
To err on the side of caution, CCMS considers blood and body fluids from all cases to be infectious. The following procedures will supplement the Infectious Diseases Policy (see Health and Safety Policies/Procedures, Infectious Disease Policy):

1. Proper attire is required to participate in preparation of an embalming case. Students must be in full embalming attire to enter the room with a body present.
   • scrubs
2. Prior to proceeding with the embalming procedures, all embalming supplies, instruments, fluids, etc., should be out on the countertop and ready for use.

3. After the room is prepared, the body should then be placed on the table. The cot should then be disinfected and be removed from the embalming area immediately.

4. All sheets, disposable body bags, clothing, etc., are to be properly disposed of before beginning the embalming process. If you are unsure of what to do with an item, especially personal property, ask your instructor or Lab Assistant.

5. The entire body should be washed with water and then sprayed with an approved post-mortem disinfectant.

6. After the arterial and cavity treatments, the remains should be examined carefully for any additional localized treatment that might be necessary. The remains should be placed in plastic if deemed necessary by the instructor or requested by the facility CCMS is assisting.

7. Operating table surfaces, aspirating equipment, floor and wall surfaces, sinks, water faucet handles, door knobs, waste receptacles, etc. should be disinfected.

8. Certain cases may require metallic instruments used to be placed in the autoclave for sterilization. After removal of visible debris /blood, etc., the instructor or lab assistant will run the autoclave. All other instruments are to be disinfected by hand. Plastic cannot be autoclaved.

9. The embalmer should scrub his/her hands and forearms with a suitable medicated soap. S/he should then shower and shampoo, if desired.

LIBRARY

A. LIBRARY SERVICES

With over 1,500 items focused on mortuary science and related topics, the CCMS library is a lending and research library that supports the academic needs of students and faculty. The library provides the following services:

- Copies of course textbooks for student checkout or reference
- National Board Exam study resources
- Desktop computers and laptops
- Printers/copiers & wireless printing
- Books, trade journals, and videos
- Assistance with technology
- Reference services
- Online library catalog
• A quiet room for individual study

B. LIBRARY HOURS
The library is open during CCMS’ regular business hours, and the Library Director is on staff during this time to assist students. When the Library Director is not available, students are still permitted to use the library and should consult another staff member to check out items. Items may be returned after-hours via the book return bin in the library.

C. LIBRARY CATALOG
Students, faculty, and staff may use the catalog to search for items in the library. The library’s catalog is online and may be accessed at https://ccms.populiweb.com/library/catalog/index.php. The catalog may also be used to place holds on items and renew items.

D. QUIET ROOM
One room of the library is designated as the “Quiet Room.” It is intended for individual study, homework, reflection, etc. Students are expected to use this room for its intended purpose and to be considerate of their fellow students.

E. ALUMNI & VISITORS
CCMS alumni and visitors are welcome to use library materials on-site, but may not checkout materials or remove materials from campus. Alumni may use the library computers and printers, within reason, as long as the equipment is not needed by current students at that time.

F. CIRCULATION POLICY
Checking out items
CCMS students, faculty, and staff may check out circulating materials. Alumni and visitors may utilize library resources on-site, but may not check out items. To check out an item, the item may simply be brought to the Library Director’s office. In the Library Director’s absence, other staff members may check out items for students or employees. Note that not all items in the collection are permitted to circulate. See Circulation Cheat Sheet below.

Returning items
Items are due on their due date. Items can be given directly to the Library Director or placed in the library return bin. All library materials must be returned prior to a student leaving CCMS for any reason, including Co-op, graduation, or withdrawal.

Renewing items
Students may renew items through their Populi account or by contacting the Library Director. Not all items may be renewed, including items on which there is a hold. After a student has renewed an item the maximum number of times allowed, the item must be entered back into circulation for a period of at least 1 day before it can be checked out again by the same student. See Circulation Cheat Sheet below.

Placing holds
Some items may be placed on hold (reserve). Students can place a hold via Populi or by contacting the Library Director. See Circulation Cheat Sheet below.
Late items
There are no late fees for items returned after the due date. However, items should be returned in a timely manner in order to avoid being marked “lost” – see below.

Lost items
Items not returned in a reasonable amount of time are automatically marked lost in Populi and are charged to the student’s account. The cost will be determined by a number of factors, including current retail price, historic value, etc. See Circulation Cheat Sheet below for information on when an item is considered “lost.”

Damaged items
If a student returns an item that is damaged beyond the reasonable wear and tear expected of circulating materials, the student will be charged the replacement cost. The cost will be determined by a number of factors, including current retail price, historic value, etc.

G. CIRCULATION CHEAT SHEET

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</table>
H. LIBRARY USE POLICY
In order to maintain a safe environment conducive to study, all users are prohibited from engaging in the following activities in the library:

1. Eating food or drinking uncovered beverages by the computers
2. Possessing alcohol, drugs, illegal substances, or weapons
3. Behaving in an abusive, sexual, or harassing manner
4. Stealing library materials or the private property of staff, students, faculty, or visitors
5. Selling, soliciting, panhandling, or loitering on library property
6. Being intoxicated or impaired
7. Emitting strong body odors that interfere with or disrupt others from using the library
8. Using furniture, library equipment, and facilities in a manner for which they were not intended
9. Duplicating or distributing copyrighted materials outside the guidelines of academic fair use
10. Accessing pornographic materials
11. Violating the terms of the Information Technology Usage Policy
12. Engaging in any behavior that disrupts other library users
13. Any other action deemed inappropriate by the Library Director, staff, or faculty

Any breach of these policies will be considered a violation of the student code of conduct.

For more information on the library and its policies and mission, see the college’s website or contact the Library Director.

FINANCIAL POLICIES & PROCEDURES
It is the student’s responsibility to be in financial good standing with CCMS. Students should anticipate and be prepared to make tuition and fee payments when due. If a financial problem should arise, the student should contact the Business Officer as soon as possible in order to remain in good standing. Students not in financial good standing may be suspended from attending classes.

For information on tuition and fees, see Appendix Tuition Schedule.

A. FINANCIAL AID INFORMATION
CCMS’s Business Office and Financial Aid Officer will provide assistance on all matters relating to grants, loans, scholarships, Title IV and VA entitlement programs, etc. Students who are eligible for and have been awarded any financial aid will have the awarded amounts subtracted from the corresponding term tuition rate on their billing statement. The student is expected to pay the difference by the Friday of the third week after financial aid has been applied. Failure to pay for courses in a timely manner will result in a financial hold being placed on the student’s record. The student will not be allowed to register for the next semester or graduate until payment is received in full. Financial aid is awarded per academic year; your award statement will specify time of distribution. All students requesting aid should re-apply after January 1 for the next award year. Any questions concerning aid should be directed to the Financial Aid Officer or the Vice President. Note: CCMS does not offer athletically-related student aid programs.
B. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Effective July 1, 2011: Federal regulations require that all students who receive federal financial aid make Financial Aid Satisfactory Academic Progress (also referred to as SAP throughout this policy and on the CCMS Office of Financial Aid webpage) toward achieving a degree. For financial aid purposes, progress is measured by the student’s cumulative grade point average, percentage of credit hours earned in relation to those attempted, and the length of the academic program. The Registrar furnishes this information to the Office of Financial Aid at the end of each semester. In order to assure that students make progress toward earning a degree both in terms of number of hours completed and cumulative GPA, CCMS employs the following financial aid satisfactory progress policy:

PROGRESS STANDARDS: Students must earn a satisfactory grade in at least 67% of the total credit hours attempted.

SEMESTER PROGRESS: Students must, at a minimum, receive a satisfactory grade (*) in the courses they attempt each semester. *For purposes of financial aid, satisfactory grades are A, B, C, D, S, SP or P. Unsatisfactory grades are F, W, U, or I. Audits do not count as attempted hours and are not eligible for financial aid. NOTE: Unsatisfactory grades will not be counted as earned credit hours but will count as attempted credit hours.

Financial Aid Warning: Warning status will be assigned to a student who fails to meet progress standards at the conclusion of a semester. A student assigned a Financial Aid Warning will be notified by email at their CCMS e-mail address. The student may continue to receive financial aid for one subsequent semester under this status; progress standards must be met to continue eligibility and be in good standing.

Financial Aid Probation: A student who was assigned Financial Aid Warning status who does not meet progress standards at the end of the subsequent semester will be placed on Financial Aid Suspension. If the student chooses to appeal the suspension and the appeal is approved, the student is placed on Financial Aid Probation status. A student on Financial Aid Probation may receive financial aid for one subsequent semester. A student on Financial Aid Probation may be placed on an Academic Plan that will require the student to meet certain terms and conditions as determined by the CCMS Financial Aid Appeals Committee. At the conclusion of the SAP Financial Aid Probation semester, the student must meet the progress standards or fulfill the requirements specified in the Academic Plan.

Financial Aid Suspension: A student may be placed on Financial Aid Suspension for one or more of these reasons:

1. A student on Financial Aid Probation fails to meet progress standards and/or who does not fulfill the requirements in his or her academic plan is placed on Financial Aid Suspension.
2. At the end of each semester, if the student does not earn a satisfactory grade in at least 67% of the total credit hours attempted, he or she will be placed on Financial Aid Suspension.
3. A student who does not earn any credit hours in a semester.

Any student on Financial Aid Suspension is ineligible for further financial aid and can only receive financial aid again if eligibility is regained by successfully appealing or making up the deficient hours.
EVALUATION PROCESS: Students who do not make SAP are notified by e-mail at their CCMS address of their status (Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension).

Students who receive all I, F, W, or U grades in courses attempted in ANY semester will be placed on Financial Aid Suspension.

Repeat courses will be counted in earned credit hours. (Note: ALL courses attempted, except audited courses, count in total credit hours attempted.)

Transfer credit hours will be counted in both attempted and earned credit hours.

CUMULATIVE PROGRESS: Students must, in addition to the above, meet the retention standards of CCMS as outlined in the current CCMS Student Handbook.

MAXIMUM ELIGIBILITY: Maximum eligibility is reviewed each semester. If a student has attempted enough hours to graduate, and has not graduated, a warning email will be sent to the student at their CCMS address, reminding them of maximum eligibility standards. Students who have attempted 150% of the required credit hours for their degree will become ineligible for financial aid.

REPEATED COURSES: Beginning July 1, 2011 students may only receive federal financial aid funding for one repeat of a previously passed course. There is an exception for courses which require repeats (see examples below). Students taking a required repeat of a course should work with the Office of Financial Aid to ensure those credits are counted appropriately for financial aid eligibility. Please note that the student may need to provide documentation from his/her Faculty advisor confirming the requirement to repeat.

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

1. **Allowable**: Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of allowable repeats if the student does not receive a passing grade, as long as SAP standards are met.

2. **Allowable**: Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a D in a course which requires a minimum grade of C for the academic program.

3. **Allowable**: Student is enrolled in 15 credit hours which include 3 credits repeating a previously passed course. The student’s financial aid eligibility is not impacted by the repeat because the student is enrolled in a minimum of credits which are not repeats.

4. **Not Allowable**: Student receives a D in a course which does not have a minimum grade requirement for the program and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credits, including the three credit second repeat, so only nine credits will count for financial aid eligibility.

All repeated courses affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credit hours.
REGAINING FINANCIAL AID ELIGIBILITY (Satisfactory Progress Appeal Process): Students who lose eligibility for financial aid can appeal that status to the Financial Aid Office. The appeal must be prepared in writing on the Satisfactory Academic Progress Appeal Form (Appendix, Satisfactory Academic Progress Appeal Form), and must be accompanied by appropriate supporting documents. Reasons that may be acceptable for an appeal are:

- Serious illness or accident on the part of the student;
- Death, accident, or serious illness in the immediate family;
- Class cancelled by CCMS; and
- Other documented extenuating circumstances

SAP APPEAL LIMITS: The Financial Aid Office may grant or deny any SAP appeal. The maximum number of appeals any student may normally have granted during the total of all their enrollment periods at CCMS is two (2). Under extreme circumstances, a third appeal may be granted, provided that the student has documented proof of the circumstances. In the case of a student who files a third appeal, the reasons for the student’s two previous appeals will be considered when making a decision. The student’s progress within their academic program will be a determining factor on the rare occasion when a third appeal is allowed.

SAP APPEAL REVIEW AND DECISION PROCESS: All appeals must be submitted in writing in paper or electronic form to the CCMS Financial Aid Office. Provide written, detailed information and documentation as requested on the Satisfactory Academic Progress Appeal Form. SAP Appeals will be reviewed by the CCMS Financial Aid Office.

If an appeal is denied by the CCMS Financial Aid Office and the student wishes to further appeal, the student may appeal that denial to the second level appeal designee. Note: Appeals to the second-level appeal designee that do not contain further explanation and new documentation of the extenuating circumstances will not be approved nor eligible for a second level review and cannot be appealed further.

C. FINANCIAL OBLIGATION OF THE STUDENT

It is the responsibility of the student to be sure his/her financial obligations are met on time. If a student has not paid tuition/fees or provided complete financial aid paperwork by the end of the fourth week of classes, he/she will be required to meet with the Vice President and/or President to determine status. CCMS reserves the right to withhold official transcripts and degree conferring of a student who is not in good financial standing. CCMS reserves the right to charge 1.5%/month interest on all unpaid balances once a student is officially withdrawn from the College.

E. FEDERAL RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who: Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e. Federal Pell Grants, Federal SEOG awards, or Stafford or Parent Plus loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs, and who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60%
of any payment period or period of enrollment. Payment periods are defined as a (term, trimester, semester or X number of clock credit hours). Eligible Title IV aid recipients who fail to complete over 60% of a payment period of enrollment are considered to have not earned all of the Federal Student Aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned Federal Student Aid that must be returned to the U.S. Department of Education. This calculation will be done before tuition refund calculation is performed in accordance with the institution’s refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with Federal Student Aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

HEALTH & SAFETY POLICIES/PROCEDURES

A. INFECTIOUS DISEASES POLICY

Student Inoculation
CCMS requires that a tuberculosis (TB) test be completed within 6 months prior to enrollment. The two step process TB test is recommended. CCMS also requires students to complete the Titer Antibody Test or HEP B series (three inoculations) prior to, or while attending CCMS. The first Hep B series inoculation must be completed prior to enrollment, along with the Tetanus/DPT inoculation.

The Deceased and Infectious Diseases
Due to the nature of their work, Funeral Directors and Embalmers accept a personal risk of exposure to infectious diseases. Therefore, licensed Embalmers and student embalmers must care for infected deceased persons in the same way they would care for non-infected deceased persons, using their best professional judgment to employ techniques designed to limit or prohibit the spread of infection and to sanitize the remains.

Preventing the Spread of Infectious Diseases
Faculty, Staff, and students who have an infectious disease have an obligation to take steps to prevent the spread of the infection. Persons who even suspect that they have an infectious disease are obligated to report this to the CCMS Staff or appropriate physician and to take steps to prevent the spread of infection. If the person confirms that he/she has an infectious disease, the infected person should be referred to the appropriate health service for evaluation and counseling.

Exposure occurring in the embalming lab
Students are to fill out an Incident Report documenting a detailed description of what happened. Licensed Faculty on call must sign off and give a copy to the Clinical Lab Supervisor. On each form, the student should document whether the injured party wants medical attention. Desired medical attention must occur within 48 hours of injury; otherwise, CCMS authorization to treat is void. If treatment is desired, CCMS has an agreement with Urgent Care. We offer coverage of an initial visit to any of their facilities. Urgent Care has services available
7 days a week 9AM-10PM. Our contact person, if necessary, is Jamie Flynn at the Oakley-Hyde Park location 531-1505.

Directions to the Oakley-Hyde Park (5002 Ridge Ave., Cincinnati, OH) location are as follows:

1. Turn right out of the CCMS parking lot.
2. Turn right onto PADDOCK RD/OH-4.
3. Merge onto I-75 S.
5. Take the RIDGE AVE exit on the LEFT via EXIT 6. Keep RIGHT at the fork to turn on RIDGE AVE.

Students should bring a completed, signed authorization form giving Urgent Care authorization to bill CCMS for the initial visit. The injury file containing forms and maps are located in the top drawer of the file cabinet in the lab office. Students should locate the file and become familiar with its contents.

Any questions should be directed to the Clinical Lab Supervisor.

B. VEHICLE ACCIDENT PROCEDURE

In case of an accident in CCMS automotive equipment:

1. Make sure everyone is clear of immediate danger.
2. Attempt to assess what happened and find a witness.
3. Call the police/fire department for assistance (911) and report the accident. Fill out necessary forms. A motor vehicle crash report must be completed. CCMS has copies available if the police do not provide one.
4. Call CCMS immediately. CCMS has the auto registrations and other data needed by the insurance companies (copy of registration should be in the CCMS auto glove compartment).
5. Write down, if you can, the other party's name, address, license number, and insurance company information.
6. CCMS insurance information:
   Cincinnati Insurance
   Brian Begley CPCU
   (513) 870-2580
7. The police will call a tow truck if needed. Usually the tow truck will take the vehicle back to its own garage. CCMS will then follow up on the vehicle and its repair.

Please remember: all states require seat belt use when operating a motor vehicle.

C. DRUG AND ALCOHOL POLICY

CCMS adheres to the Drug-Free Schools and Communities Act Amendments of 1989. It will uphold all federal, state, and local laws regarding alcohol and other drugs. It will impose sanctions for violations of the standards of conduct that include all laws as well as student complicity in violations and conduct unbecoming a CCMS student.
All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on CCMS Property, as is the possession of drug paraphernalia. Any student or employee must notify the school of any criminal drug and alcohol statute conviction no later than 5 days after such conviction. Employees must also comply with the Drug-Free Workplace, Drug, and Alcohol policies applicable to them.

**Violation of Drug and Alcohol Policy**

**Intoxication or Negative Behavior Involving Use of Drugs or Alcohol:** Identification of a student presumed to be in violation of the Drug and Alcohol policy is based on observable behaviors that may indicate the presence or use of alcohol or drugs. Observable behavior includes but is not limited to: alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, etc. The President or his/her designee is required to assume impairment and protect the safety and rights of others by having the individual vacate the CCMS campus if necessary. The student must then submit to drug testing at his/her expense. If the student’s test comes back positive, the student must undergo counseling and/or treatment before returning to CCMS. Other penalties may include community service or suspension/termination of enrollment or employment. A student or employee may be suspended or dismissed for a single violation. Furthermore, additional penalties may be warranted.

**Other Violations of Drug and Alcohol Policy (manufacture, distribution, etc.):** Depending on the situation, penalties could include counseling and/or treatment before returning to CCMS, community service, or suspension/termination of enrollment or employment. Other penalties may include community service or suspension/termination of enrollment or employment. A student or employee may be suspended or dismissed for a single violation. Furthermore, additional penalties may be warranted.

**Surgeon General Warning**

According to the Surgeon General, women who drink or take drugs during pregnancy risk birth defects. Consumption of drugs and alcohol impairs your ability to drive a car or operate machinery and may cause health problems such as memory impairment or lack of sound judgment. It could form grounds for termination of enrollment, loss of financial aid or employment.

**Alcohol Use and Effects**

Alcohol consumption can cause marked changes in behavior, even in low doses, which include the inability to drive, accidents, aggression, and abuse. High doses can lead to personality disorders, inability to learn, illness, and death. Repeated use of alcohol leads to dependence. Withdrawal can produce depression, anxiety, tremors, hallucinations, convulsions, and damage to major organs of the body. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome, including abnormalities and retardation. These children are also at risk for becoming alcoholics.

**Drug Use and Effects**

According to the National Institute on Drug Abuse, a variety of significant health risks are associated with the use of illicit drugs.
Applicable Laws

1. CCMS will uphold all federal, state and local laws regarding alcohol and other drugs. The following excerpts are from federal and State of Ohio laws regarding the unlawful possession, use, or distribution of illicit drugs, including alcohol, are not all-inclusive, may not read in the exact manner of the laws, and are not to be relied upon as legal advice or guidance.

2. Persons under the age of 21 who pay for, share the cost of, or attempt to purchase, or possess or consume beer or intoxicating liquor in any public place either from a sealed or unsealed container or by the glass or by the drink, or furnish false information as to name, age or other identification, are subject to a fine of up to $1,000 dollars and imprisonment of up to 6 months.

3. Persons shall not knowingly furnish false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining alcoholic beverages.

4. No person under 21 shall knowingly show or give false information for the purpose of obtaining or purchasing alcoholic beverages.

5. No person shall manufacture, sell, or distribute identification cards for the purpose of establishing a person's age that displays the great seal of the State of Ohio or in any way represents the card as the official Ohio card.

6. No person shall display or possess false identifications cards or operator's licenses, or lend such identification cards to any other person.

7. No person shall sell, buy, or furnish beer or intoxicating liquor to a person under the age of 21, unless for established religious purposes, or unless the person under 21 is accompanied by a parent, spouse, or legal guardian.

8. No person who is the owner or occupant of any public place shall knowingly allow anyone under 21 to remain in the place while possessing or consuming beer or intoxicating liquor unless given by the person's parent, spouse, or legal guardian.

9. No person shall consume intoxicating liquor in a motor vehicle.

10. No person shall drive a motor vehicle while under the influence of alcohol and/or any drug of abuse.

11. No person shall violate Open Container Laws of local city ordinances.

Federal and State Penalties for Illegal Sale and Possession Of A Controlled Substance

Federal Law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 U.S.C., §§ 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years’ imprisonment and a fine of $250,000 to imprisonment for life and a fine of $4,000,000. Depending on the amount of a first offense, maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PPD, LSD, fentanyl and fentanyl analogue, range from five years to life imprisonment and fines from $2,000,000 to $4,000,000. First offense penalties for illegal possession of controlled substance range from up to one year in prison or a fine of at least $1,000.
Under Ohio law, no person shall knowingly corrupt another with drugs by forcing them to use a controlled substance (penalty – imprisonment from 6 months to 10 years). No person shall knowingly “traffic” in controlled or illicit substances, including marijuana (depending on drug, fine of $100 to $20,000 and jail sentence of 6 months to 10 years). No person shall knowingly obtain, possess, or use a controlled substance (fine from $100 to $15,000 and prison not more than 8 years for marijuana; fines up to $20,000 and jail terms up to 10 years for other drugs). No personal shall make, obtain, possess, or use drug abuse instruments (up to 90-day jail terms, fines of $750, and suspension of driver’s license for six months to five years). No person shall knowingly use, possess with purpose to use, manufacture, or advertise drug paraphernalia (fine up to $1,000 and imprisonment up to six months). No person shall knowingly possess, make, sell or deliver counterfeit controlled substances (up to 180 days in jail and a $1,000 fine, but with aggravating circumstances, this will become a felony of the fourth degree with prison term of 6 to 18 months and fine up to $5,000).

The City of Cincinnati and Springfield Township may also have laws that apply to drugs and alcohol.

Addition/Recovery Resources
CCMS encourages students and employees to educate themselves, seek counseling, or seek treatment. The following are resources available to students and employees in the community:

- Ohio Department of Mental Health and Addiction Services [http://mha.ohio.gov/](http://mha.ohio.gov/)
- Substance Abuse Treatment Facility Locator [http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx](http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx)

D. SMOKING POLICY
Smoking is prohibited inside CCMS and is only permitted in the designated outside smoking area. The designated smoking area is outside the student lounge doors.

E. TITLE IX POLICY

I. Introduction
CCMS is committed to encouraging and sustaining a healthy and safe learning community that is free from gender discrimination, harassment, and violence. To that end, and consistent with Title IX of the Education Amendments Act of 1972 and the Violence Against Women Act, CCMS has implemented this comprehensive Policy, which applies to both on-campus and off-campus conduct, and academic, educational, co-curricular, and other CCMS programs. CCMS also provides education and awareness programs with the goal of preventing and discouraging sexual/gender violence and other forms of sexual misconduct, discrimination, and harassment.

As discussed more fully below, this Policy prohibits all forms of sex/gender-based harassment, sexual/gender violence, sexual exploitation, interpersonal offenses (domestic violence and dating violence), and stalking. These are often referred to as “Sexual Misconduct” and are defined in detail below.
This Policy is designed to serve three principal purposes:

- Establish conduct standards.
- Establish processes for reliable and impartial investigation and adjudication that includes, if appropriate, disciplinary sanctions.
- Describe resources available to the CCMS community in order to deal with the impact of Sexual Misconduct.

CCMS’s Policy is designed to comply with applicable state and federal laws. CCMS reserves the right to modify or deviate from this Policy when, in the sole judgment of CCMS, circumstances warrant in order to protect the rights of the involved parties or to comply with the law.

In addition to the complaint and resolution process defined in this Policy, CCMS encourages students and employees who have been the victim/survivor of Sexual Misconduct to pursue criminal charges against the person or persons they believe to have committed the crime. A criminal charge and a CCMS investigation or complaint may be pursued at the same time. Students or employees may file a complaint with or without pursuing criminal charges. Victim/survivor support and resources are available regardless of criminal charges, or CCMS disciplinary action.

II. Title IX Coordinator

CCMS has designated a Title IX Coordinator (“Title IX Coordinator” or “Coordinator”)\(^1\) as a part of its systematic approach to ensuring nondiscrimination, including a nondiscriminatory environment. The Title IX Coordinator handles matters related to Title IX violations (detailed below). The Title IX Coordinator may be reached directly at 513-618-1933, through the main telephone number at 513-761-2020, by email to titleix@ccms.edu, or by mail to 645 W. North Bend Road, Cincinnati, Ohio 45224. The Title IX Coordinator will help students and employees.

The Title IX Coordinator further creates, supports, and evaluates education and support programs aimed at the eradication of Title IX violations including, but not limited to, Policy enforcement, minimizing risks of Sexual Misconduct, reporting options, resources, bystander intervention, and wellness programs. CCMS is committed to promoting a safe campus environment. Further information can be obtained in CCMS’s Annual Campus Security Report (https://www.ccms.edu/about/safety/clery-act/).

III. Prohibited Conduct

CCMS prohibits all forms of Sexual Misconduct (sex/gender-based harassment, sexual/gender violence, sexual exploitation, interpersonal offenses (domestic violence and dating violence), and stalking).

A. Sexual and Interpersonal Offenses (Appendix A lists relevant Ohio Criminal Offenses meeting these definitions).

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of

\(^1\) If at any time CCMS has more than one Title IX Coordinator, the term Coordinator in this Policy refers to all Title IX Coordinators and the contact information is for the lead Title IX Coordinator.
giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence**
A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- A person similarly situated under domestic or family violence.
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Stalking**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purpose of this definition—

- Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

**B. Title IX Gender Discrimination and Harassment (See Appendix B for Examples of Discrimination and Harassment)**

- **Discrimination:** conduct that is based on a person’s sex/gender (including sexual harassment, sexual misconduct) sexual orientation, gender non-conformity, gender identity, or pregnancy that:
  - Adversely affects a term or condition of a person’s employment or education environment or participation in a CCMS activity; or
- Is used as a basis for or a motivating factor in decisions affecting the person’s employment, education, or participation in a CCMS activity.

- **Harassment:** Sex-based harassment may take multiple forms. One form is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the person’s age or use of drugs or alcohol, or because of an intellectual or other disability prevents the person from having the capacity to give consent). Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and may not necessarily involve conduct of a sexual nature.

**C. Retaliation**
Retaliation is defined as words or acts taken in response to good-faith reporting of a violation of this Policy, including Sexual Misconduct, or to an individual or group’s participation in CCMS’s complaint process, or the follow up to a complaint. This means that any action taken against any person(s) who reports an incident, brings a complaint, pursues legal action, or participates in an investigation or is a witness in any investigation or proceeding under this Policy is strictly prohibited and will not be tolerated. Students or employees who retaliate will face disciplinary action.

**IV. Consent**
Sexual conduct requires consent. Consent must be voluntary. It cannot be inferred from silence, passivity, or lack of active resistance alone. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or if the accused substantially impairs the victim/survivor’s judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent. CCMS uses this definition of consent in the Resolution Process below.

**V. Confidentiality & Complainant’s Request Not to Proceed**
Students may discuss an alleged violation of this Policy with a physician or nurse at a hospital or clinic, as well as in other off-campus reports that may be legally confidential (e.g. reports to counselor, clergy or healthcare professionals).

Students should be aware, however, that all CCMS employees who become aware of a conduct that might fall under this Policy are expected to notify the Title IX Coordinator. CCMS will preserve confidentiality to the extent reasonably possible and allowed by law. There may be times when a reporting party requests confidentiality or no action. CCMS takes such requests seriously and will endeavor to preserve confidentiality to the extent possible and allowed by law; however, such requests may not be able to be honored when, in the College’s judgment, doing so would jeopardize the safety of members of the CCMS community (including the Complainant).

Note that Ohio law and CCMS policy require those not in a legally protected role with knowledge of a felony to report it to law enforcement. Reporting to local police or other law enforcement does not require the victim/survivor to pursue criminal charges.
Police Reports
Police reports are open for inspection and copying under Ohio’s Public Records Act. The extent to which CCMS can protect the identity of a victim/survivor contained in police reports is not absolute; however, CCMS uses its best efforts to protect the identity of the Title IX victim/survivor and the intimate details of the report. Ohio law specifically permits CCMS to withhold the identity of an uncharged suspect.

FERPA
The Family Educational Rights and Privacy Act (FERPA) protects students’ educational records. FERPA prohibits CCMS from releasing these records to persons outside the institution without the student’s consent except in response to a lawful subpoena or as otherwise required by law. However, if the student-offender is found to have committed a Sexual or Interpersonal Offense, CCMS may release the following information to anyone:

- Name of the student-offender (but not the identity of the victim/survivor);
- The violation; and
- Sanctions imposed as a result of the disciplinary proceedings

VI. Crime Alerts/Emergency Notification
If a report of Sexual Misconduct reveals there is an immediate threat to the health or safety of students or employees on campus or that an on-going serious or continuing threat to the campus community exists, an Emergency Notification or a Campus Crime Alert will be issued. The purpose of a Campus Crime Alert is to enable persons to protect themselves, heighten safety awareness, and seek information that will lead to an arrest and conviction of the perpetrator. The victim’s/survivor’s name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert.

For more information on the Clery Act, Campus Crime Alerts, and Emergency Notifications, go to Emergency Notification and Response Policy, which can be found here: https://www.ccms.edu/about/safety/emergency-prep/

Reports of sexual assault, domestic violence, dating violence, and stalking are included in the Annual Campus Security Report/Crime Statistics at: https://www.ccms.edu/about/safety/clery-act/

VII. Complaint Resolution
This provision details the process from alleging a complaint all the way through a hearing and appeal. The alleged victim is the “Complainant.” The student alleged/accused to have committed a violation of this Policy is referred to as the “Respondent.” Both the Complainant and Respondent will be treated fairly and with respect throughout the process. Respondents are entitled to a presumption of innocence throughout the process unless they are found responsible for a violation of this Policy.

A. Making a Report
Individuals are encouraged to report a violation of this Policy to the Title IX Coordinator. Reports can be made by the victim, a witness, or another third party. A report may be made in person, via email (titleix@ccms.edu), via phone (513-618-1933, or through the main telephone number at 513-761-2020), or via the online form (https://www.ccms.edu/about/safety/report-an-incident/). If the report is made to another CCMS employee, that employee must report it to the Title IX Coordinator via one of the channels noted above. If the incident includes a Sexual or Interpersonal Offense, the victim is also encouraged to promptly report the incident to the police. Springfield Township Police can be reached directly at 911 or 513-729-1300 (non-emergency). Upon request, police will assist victims/survivors in obtaining protection or restraining orders.
Note: If a person is dealing with a stalker or domestic/dating violence situation, it is important to take precautions when accessing any kind of support. In some circumstances, stalkers and/or abusers may access phone or computer records. When possible, people in these situations may want to use public computers or phones to seek out information. It is also good to safeguard your information by frequently changing passwords to random, unpredictable ones. It may also be helpful to think about steps that can be taken to keep information away from individuals (e.g., keeping things with a friend or getting mail at a different address).

B. Limited Amnesty
While CCMS does not condone underage drinking or violation of other CCMS policies, it considers reporting Title IX Violations to be of paramount importance. To encourage reporting and adjudication of Title IX violations, CCMS extends limited amnesty to students who have been victims/survivors of Title IX violations, and students who report such violations. CCMS will generally not seek to hold the reporting student responsible for a violation of the law (e.g., underage drinking) or the Code of Student Conduct that occurs contemporaneous or in close, connected proximity with the immediately surrounding the alleged Policy violation provided that the student complies fully with the investigation and resolution process.

C. Title IX Coordinator’s Assessment of the Report
Once the Coordinator receives a report of an alleged Title IX violation, the Coordinator will conduct a preliminary assessment to determine if it alleges a violation of this Policy.

Resolution upon Preliminary Assessment—Except in complaints concerning Sexual or Interpersonal Offenses, the Title IX Coordinator has the right to scale the investigation, including conclude it upon preliminary assessment, and may impose, with or without agreement of the Complainant and Respondent, immediate formal or informal resolutions of the Complaint.

Investigation—The Coordinator will conduct an investigation to gather evidence to determine in a Procedural Review if there is reasonable cause to believe that a violation of this Policy has occurred, including the extent and severity of the alleged violation. Every effort will be made to handle such reports fairly, impartially and quickly. Once the investigation is complete, the Coordinator will perform a Procedural Review. If in the Procedural Review the Coordinator believes there is reasonable cause to believe that a violation has occurred and the accused is another CCMS student, the complaint will be referred to the Resolution Process below. The Complainant shall have the right to an advisor from CCMS to assist in the process. Or, if the matter relates to a Sexual or Interpersonal Offense, the Complainant may, at his or her cost, retain counsel to assist in the hearing process. If the accused is someone other than a student (e.g., a CCMS employee, vendor, contractor or subcontractor), the Coordinator will inform the Complainant of the right to pursue a complaint using the appropriate process and refer and guide the Complainant to the appropriate process. If the accused is a student at another college, the Coordinator will assist the student in reporting the conduct to the accused’s home school.

Immediate/Interim Measures—The Title IX Coordinator, where appropriate, may take immediate or interim administrative action against the alleged Respondent, such as a “no contact” directive, interim suspension, academic modification, or other measures designed to reasonably minimize the possible recurrence of, and mitigate the effects of, the alleged conduct.

Additional Assistance—Upon request, the Coordinator will:
• For Sexual and Interpersonal Offenses, assist the student in immediately attending to any medical needs. The Coordinator can arrange for a professional staff member to accompany the student to the hospital if requested by the student.
• Assist the student in contacting a support person such as a friend or parent, if desired.
• Assist the student in obtaining a CCMS no-contact order, a court-issued restraining order, or other lawful order of protection.
• Provide information on medical and psychological resources available.
• Provide academic support services, including tutoring.
• Change working conditions.
• Provide transportation/parking options.
• For Sexual and Interpersonal Offenses, assist the student in filing a complaint with the police or other appropriate police department if off-campus. The Coordinator is required by law to notify appropriate law enforcement authorities of any sexual assault, domestic violence, dating violence, and stalking reported to her.

D. Interests of the Respondent
Respondents will be treated with respect before, during, and after the investigation and resolution. The Title IX Coordinator will inform the Respondent of the process and possible outcomes, as well as any substantive and, when warranted, procedural developments regarding an investigation. The Respondent will be encouraged to seek advice from a member of the CCMS community. This member of the community will act as the Respondent’s advisor concerning the procedural process. If the alleged conduct is criminal in nature, or may be subject to a criminal investigation, the Respondent may wish to consult with an attorney, as neither CCMS nor a CCMS advisor will provide advice on the criminal process. Further, if, and only if, the complaint relates to a Sexual or Interpersonal Offense, the Respondent, at his/her cost, may use an attorney as his/her advisor throughout the hearing process. Advisors have no authority to directly ask questions of the Complainant or witnesses, nor may they present the opening or closing statements, during the Hearing Process. A Respondent has a right, and is entitled, to the same information as the Complainant. A Respondent has a right to know the name of the Complainant (and victim/survivor if different from the Complainant) and information regarding the nature of the allegations in order to respond to the complaint. At a Respondent’s request, during the resolution process, CCMS may make, if appropriate, an academic change that is reasonably available and able to be implemented. CCMS may take other steps to limit the effects of the alleged Title IX violation and prevent its recurrence. Respondents have the right to (and are strongly encouraged to seek) counseling and support through local resources.

E. Resolution Process
When the Title IX Coordinator decides that there is reasonable cause to believe there is a Title IX violation, the matter should proceed to a hearing unless an Agreed Resolution, if appropriate, is reached.

Agreed Resolution—Except in the case of Sexual or Interpersonal Offenses, for a matter referred to the Resolution Process, the Complainant, Respondent, the Title IX Coordinator, and the President can mutually agree to a written and signed resolution.

Hearing Panel—Hearings will be held before a trained administrative Hearing Panel (typically two faculty and one staff member). The hearings are designed to provide a prompt, fair and impartial investigation and resolution of the complaint. If the Complainant and/or Respondent believes that any of the panelists poses a perceived conflict of interest, bias, or prejudice, he or she may submit a written challenge at least 7 days before the hearing to the Title IX Coordinator. The Title IX Coordinator will determine if there is a conflict of interest and whether to replace the panelist. Postponement of a hearing may occur if the replacement panelist cannot be immediately identified.

Hearing Procedure—The Hearing Panel has general authority over the conduct of the hearing, including time limits and written materials, so long as the Complainant and Respondent are afforded the same opportunities. The general course of procedure will be as follows:
• Introduction by Panel
• Respondent’s Statement Accepting or Denying Responsibility
• Complainant’s Opening Statement (in writing or oral)
• Respondent’s Opening Statement (in writing or oral)
- Questions from the Panel (Complainant and Respondent may not question each other, but may submit questions to the Panel, who have the discretion whether to ask them)
- Witness Statements (with possible questions from the Panel) (Complainant and Respondent may not question each other, but may submit questions to the Panel, who have the discretion whether to ask them)
- Closing Comments from Complainant
- Closing Comments from the Respondent

Relevance — The Hearing Panel will determine whether the information and evidence presented is relevant to the issue(s) or fact(s) presented, including whether it is more probative than prejudicial, and not duplicative. Further, Complainant’s and Respondent’s prior or subsequent sexual activity is typically not relevant and will only be considered as evidence when the previous or subsequent behavior was substantially similar to the conduct at issue or indicates a pattern of behavior and substantial conformity with that pattern.

Protection of Complainant/Victim/Survivor — CCMS will accommodate concerns for personal safety, well-being, and/or confrontation among the Complainant (and the victim/survivor if different from the Complainant), the Respondent(s) and other witnesses by providing separate facilities, by using a visual screen or permitting participation by video phone, video conferencing, written statement, or other means.

Standard of Review — The standard of review used to determine responsibility on campus is a “preponderance” standard. This determination is based on the greater weight of the evidence and does not require proof beyond a reasonable doubt.

Decision — Within seven days of the hearing, the Complainant and Respondent will receive at approximately the same time verbal notification of the decision of the Hearing Panel. A written hearing report outlining the decision and rationale of the Hearing Panel will be delivered within 14 days of the Hearing Panel’s decision.

Disciplinary Sanctions — Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, probation, counseling, and/or other educational sanctions. Where there is such a finding, expulsion is the starting point, but the Hearing Panel has discretion to impose different sanctions, if appropriate. Factors pertinent to the determination of sanctions include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent (shared with Panel only if there is a finding of responsibility by the Panel), previous CCMS responses to similar conduct, and CCMS’s interests (e.g., providing a safe environment).

Appeal Process — Both the Complainant and Respondent have the right to appeal the Hearing Panel’s decision within 10 days of the written decision. Appeals must be submitted in writing and are limited to five pages (12-point font, 1-inch margins, double spaced). The two grounds of appeal are: (1) new information not reasonably available at the time of the hearing that is relevant to the Hearing Panel’s decision; (2) procedural error(s) that materially impacted the decision. The appeal statement must note the ground for appeal. An appeal is not a re-hearing of the case. The appeal is directed to Appeal’s Officer, which is the President unless there is a conflict of interest, which would cause it to go to the Chair of the Board of Trustees or his/her designee. If the reason for appeal is substantiated, the Appeal’s Officer will review the Hearing Panel record, the appellant’s written statement, and any response to that statement from the other party (five pages, 12-point font, 1-inch margins, double spaced, and due within seven days after the request by the Appeal’s Officer). The Appeal’s Officer has the discretion, but no obligation, to conduct a meeting. The Appeal’s Officer will issue a decision in writing. The Appeal’s Officer can affirm in whole or part (including on other grounds), or reverse in whole or part and remand. If the matter is remanded to the Hearing Panel, its remanded decision may also be appealed but only as to those issues considered on remand (as determined in prior appeal).
Timeline—CCMS is committed to addressing all Title IX complaints in a prompt and equitable manner. Upon receipt of a complaint, the Coordinator will generally conduct the initial review and assessment within 1 to 3 days, the Procedural Review within 3-5 days, and the hearing will occur within 21 calendar days thereafter. Appeals will be typically conducted within 28 calendar days following the appeal of the written decision from the hearing. These timelines may be extended based upon the complexity, severity and extent of the misconduct or for good cause. The timelines may also be affected by semester break periods.

VIII. Resources and Support Services

A. Medical and Counseling Resources

CCMS provides a number of resources and support services to any student who has been the victim/survivor of a Sexual or Interpersonal Offense. Students are encouraged to seek support and obtain medical attention.

1. Medical Treatment

A person who has been the victim/survivor of an offense is urged to seek appropriate medical evaluation immediately, ideally within 96 hours of the incident.

For life-threatening conditions, call 911 or go to the nearest hospital emergency department.

2. Medical—Legal Evidence Collection

A person who has experienced Sexual Misconduct is encouraged to request the collection of medical/legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. Prompt medical care and documentation of any injuries is also essential to the collection of evidence. A medical exam can be administered at local hospitals.

Collection of evidence may involve interaction with police and a police report. The sooner the Sexual Misconduct is reported, the more likely evidence will still be present. “Date rape” drugs, including rohypnol and GHB, may still be present in the victim/survivor’s system and should be tested for if the victim/survivor believes they may have been drugged. To help preserve evidence, the victim/survivor is encouraged to put any soiled clothes in a paper (not plastic) bag, and to refrain from the following:

- Bathing or douching
- Washing hands or face
- Urinating
- Drinking any liquids
- Smoking, eating, or brushing teeth (including mouthwash and flossing)

Even if an individual is uncertain about whether or not they want to report what has occurred, they can still have evidence collected. In cases of sexual assault or severe injuries, the police will be called to the hospital. The survivor can decide whether or not to speak with the police at that time to officially report what has happened.

While evidence may be collected anonymously (i.e., without the survivor’s name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence “anonymously” and in instances where the survivor does not want to report should be discussed with medical personnel and/or an advocate.

Questions about evidence collection can be directed to the Title IX Coordinator.
A person who has experienced stalking should retain all communications from their stalker including email, voice-mail, and text-messages.

3. Confidential Counseling Resources
Counselors at a variety of agencies can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and reporting to authorities. Information, support and advice are available for anyone who wishes to discuss issues related to Sexual or Interpersonal Offenses, whether or not a Sexual or Interpersonal Offense has actually occurred, whether or not the person seeking information has been a victim/survivor of a Sexual or Interpersonal Offense, has been accused of a Sexual or Interpersonal Offense, is a witness, or is another affected person.

The Rape Crisis and Abuse Center maintains a 24-hour rape crisis helpline at 513-872-9259/1-888-872-9259. The website is located at http://www.womenhelpingwomen.org/.

B. Interim Support Measures
CCMS provides a number of interim support services, upon request, to students who have been victims/survivors of any Title IX violations. Students may, upon request, obtain interim support services, such as changing academic, working, and transportation circumstances from the Coordinator. **No police report, complaint, or investigation need occur before this option is available.** The Coordinator will exercise discretion and sensitivity about sharing the identity of the victim/survivor when arranging for interim support services. A victim/survivor can access these services at any time, even if the student initially declined the service.

These services may include the following:
- Providing academic support services including tutoring
- Changing the students’ work situation
- Transportation/parking options
- Prohibiting any contact between the parties
- Assisting the victim/survivor in obtaining a CCMS no-contact order or a court-issued restraining order or other lawful order of protection

To access interim support services, contact the Coordinator. The Coordinator is available during regular business hours throughout the year to meet with students who need information or guidance about Title IX violations.

C. Immigrants or International Student Visa Information
There are certain legal protections available to immigrants or international students in the form of Visas, particularly the U visa and the T visa. The U visa provides temporary legal status and work eligibility for victim/survivors of certain crimes (including domestic violence, sexual assault, human trafficking, involuntary servitude, and other offenses). The T visa provides victim/survivors of human trafficking and immediate family members with temporary legal status and work eligibility. These visas can be applied for when agreeing to assist law enforcement, unless an individual meets one of the exceptions. Additional information is available through the U.S. Department of Homeland Security U.S. Citizenship and Immigration Services: www.uscis.gov.

D. Legal Assistance
Legal Aid Society of Greater Cincinnati Ohio, 513-241-9400 provides legal services to those struggling to recover from domestic violence, sexual assault, and stalking. Legal services include restraining orders, child support, custody, divorce, and visitation restrictions.
In addition to CCMS disciplinary action, a person who engages in a Title IX violation may be the subject of criminal prosecution and/or civil litigation. A police report must be made for criminal prosecution to be considered by the local prosecuting attorney. The chances of successful prosecution are greater if the report is timely and is supported by the collection of medical and/or legal evidence.

Complaints may also be filed with the United States Department of Education Office for Civil Rights or by consulting an attorney at the person’s own expense. See: [http://www2.ed.gov/about/offices/list/ocr/docs/howto.html](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html).

**E. Protection Orders**
The Title IX Coordinator is available to assist the student in obtaining a CCMS no-contact order or a court-issued restraining order or other lawful order of protection.

After a protection order is issued, the protected party should provide a copy of the court order to the College President and Springfield Township Police. Any violation of the court order should be promptly reported to the police.

**Appendix A—Ohio Criminal Offenses**

**Sex Offenses**
Ohio Revised Code 2907.02 – Rape
Ohio Revised Code 2907.03 – Sexual Battery
Ohio Revised Code 2907.05 – Gross Sexual Imposition

**Non-Forcible Sex Offenses**
Ohio Revised Code 2907.03 – Sexual Battery
Ohio Revised Code 2907.04 – Unlawful Sexual Conduct w/a Minor

**Domestic Violence**
Ohio Revised Code 2919.25 – Domestic Violence

**Dating Violence**
Ohio Revised Code 2903.11 – Felonious Assault
Ohio Revised Code 2903.12 – Aggravated Assault
Ohio Revised Code 2903.13 – Assault
Ohio Revised Code 2903.14 – Negligent Assault
Ohio Revised Code 2905.01 – Kidnapping
Ohio Revised Code 2905.02 – Abduction
Ohio Revised Code 2905.03 – Unlawful Restraint
Ohio Revised Code 2917.11 – Disorderly Conduct
Stalking

Ohio Revised Code 2903.21 – Aggravated Menacing
Ohio Revised Code 2903.211 – Menacing by Stalking
Ohio Revised Code 2903.22 – Menacing
Ohio Revised Code 2917.21 – Telecommunications Harassment

Appendix B—Examples of Discrimination or Harassment

Examples of conduct prohibited by this Policy include, but are not limited to:

1. Denying a person access to an educational program based on the person’s sex, sexual orientation, gender identity, or pregnancy.
2. Denying salary increases and/or promotions on the basis of the person’s sex, sexual orientation, gender identity, or pregnancy.
3. Preventing a person from using CCMS facilities or services on the basis of that person’s sex, sexual orientation, gender identity, or pregnancy.
4. Instigating or perpetuating an environment that is unwelcome or hostile based on a person’s sex, sexual orientation, gender identity, or pregnancy.
5. Subjecting a person to offensive and unwelcome conduct based on the person’s sex, sexual orientation, gender identity, or pregnancy. Offensive and unwanted conduct can include offensive jokes, offensive pictures and digital images, slurs, epithets, threats, intimidation, stalking, and unwanted sexual conduct or contact (including rape, sexual assault, sexual battery, or non-consensual touching).
6. Basing decisions about employment or educational opportunities on a person’s acceptance or rejection of a sexual advance, sexual imposition or request for sexual favors.

The more severe the conduct the less need there is to show a repetitive series of incidents to demonstrate a hostile environment. In fact, a single severe incident may be sufficient to create a hostile environment.

F. AMOROUS RELATIONSHIPS POLICY
Due to ethical considerations, the potential of abuse, impropriety, or the appearance of abuse or impropriety, CCMS prohibits all members of the Faculty and Staff from engaging in romantic and/or sexual relationships or romantic and/or sexual conduct with anyone whom he or she educates, counsels, supervises, or evaluates in any way. CCMS prohibits such relationships and conduct even if the parties entered into them consensually.

G. GUNS AND FIREARMS POLICY
Under terms of the Ohio Concealed Carry Law, unless otherwise authorized by the Board of Trustees, CCMS does not permit firearms or guns of any kind on the premises or inside the building. CCMS reserves the right to search any persons suspected of violating this policy. When appropriate, such items discovered may be taken into custody and may be turned over to the proper law enforcement authorities.
H. CRIME INCIDENT REPORTING
The Federal Clery Act 10 U.S.C. § 1092, as amended by the Violence Against Women Reauthorization Act of 2013, requires the College to report and disclose information concerning health and safety to allow the college community to make informed decisions. Specifically, CCMS has in place: (1) emergency notification and evacuation procedures; (2) the timely issuance of campus alerts for crimes that represent an ongoing threat to the safety of students or employees; (3) crime and fire log; (4) the collection of crime reports from campus authorities; (5) the ability to collect crime statistics from local law enforcement; (6) the submission of crime and fire statistics to the U.S. Department of Education; and (7) an annual security report and fire safety report. Further detailed information can be found in the Campus Safety and Security Report (available at https://www.ccms.edu/about/safety/clery-act/).

In the event that a student witnesses or is a victim of any crime, violence, building entry, damage to the building, vandalism, or other criminal activity, the student should:
1. Retreat to safety
2. Seek medical attention if needed
3. Inform law enforcement of the incident (CCMS strongly suggests that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation).

An Incident Report should be completed and submitted to the President or his/her designee for review and potential action. (The Incident Report is available online at https://www.ccms.edu/about/safety/report-an-incident/ or in Appendix, Incident Report.) If assistance is required from the Springfield Twp. Police Department, CCMS will contact the appropriate division.

Emergency: 911
To report an incident to CCMS that is a non-emergency, call 513-761-2020

**Springfield Township Police**
Emergency: 911
Office: 513-729-1300

**Hamilton County Sheriff**
Emergency: 911
Criminal Investigation: 513-851-6000
Office: 513-946-6400

**Ohio State Patrol Post #9**
Emergency/Accident: 911
Office: 513-489-8954

**Campus**
Front Office: 513-618-1921
Main: 513-761-2020

Area statistics on crime and help for parents and students can be found at: http://www.ed.gov/admins/lead/safety/campus.html

I. EMERGENCY CLOSINGS POLICY
In case of a closing or delay due to inclement weather or other factors, students will be notified by the following means: 1) an email will be sent to your @students.ccms.edu account; 2) a text message will be sent to your cell phone (for those students who have opted-in); 3) an alert will be put on the ccms.edu homepage; 4) a notice will be sent to the local media (WLWT, WCPO, WLW radio). Students should see https://www.ccms.edu/student-resources/safety/ for more information.
J. EMERGENCY NOTIFICATION & RESPONSE
For information on emergency response procedures, evacuation procedures, etc., see the Emergency Notification and Response Policy at https://www.ccms.edu/about/safety/emergency-prep/.

K. SECURITY SYSTEM
CCMS is equipped with a security system featuring cameras and a cloud-based storage system that allows administrators to access it remotely 24/7. The CCMS campus will be locked 24 hours per day, except for special events such as open house, graduation, etc. Each student, staff, and faculty member is issued an ID badge that is programmed to allow access to particular external and internal doors. Students and employees are required to wear their ID badges around their neck, on a lanyard, at all times during school hours and events, with the exception of during Clinical Lab/Gross Lab. Lost ID badges should be reported to the Office Manager immediately, and will be subject to a replacement fee. Visitors to CCMS will be buzzed in at the main external door and issued a visitor badge.
A. BOARD OF TRUSTEES MEMBERS

Executive Officers
Chair - Rosenacker, Frank Esq. (Rosenacker & Associates)
Vice Chair - Ryan, Mike (Vorhis & Ryan Funeral Homes)
Treasurer - Smith, Bill (Maeder Quint Tiberi Funeral Home)
Secretary - Borgman, C. Jan (Bereavement Care Specialist)

Trustees
Bittner, Steve – Certified Catholic Cemetery Executive
Ellis, Coleen – Two Hearts Pet Loss Center
Hedrick, Duane – Dodge Company
King, Tim – Tufts Schildmeyer Family Funeral Homes
Merz, Mark – Neville Funeral Homes
Peterson, Kenn – Great Western Insurance Company
Ramirez, Nectar – Batesville Casket Company
Shaffer, Kathleen – Ducro Funeral Services
Webster, Dr. Jerome – Higher Education Consultant
Wiedeman, Nicole – Death Care Mystery Phone Shoppers (Dead Ringers)

Nonvoting Board Affiliates
Lechner, Jack – Ex-Officio
Dershaw, Brian – Legal Advisor
Williams, Beth – Liaison

Read more about our Board of Trustees members at https://www.ccms.edu/board-of-trustees/.

B. EXECUTIVE COMMITTEE MEMBERS

Chair - Rosenacker, Frank Esq. (Rosenacker & Associates)
Vice Chair - Ryan, Mike (Vorhis & Ryan Funeral Homes)
Treasurer - Smith, Bill (Maeder Quint Tiberi Funeral Home)
Secretary - Borgman, C. Jan (Bereavement Care Specialist)
C. LEADERSHIP, FACULTY & STAFF

Leadership
Lechner, Jack - President & CEO
Ivey, Mark - Vice President & COO
Dutko, Teresa - Academic Chair
Lee, Wanda - Clinical Director
Williams, Beth – Special Assistant to the President

Staff
Anderson, Randy – Office Manager
Brinkman, Kevin – Director of Admissions & Registrar
Jones, Molly - Director of Library & I.T; Title IX Coordinator
Romandini, Russ - Financial Aid Officer (off-site)
Schatzman, Samantha –Administrative Assistant
Welsh, Mona – Receptionist
Williams, Beth – Special Assistant to the President

Faculty
Dutko, Teresa - Academic Chair, Faculty, Faculty Advisor for Class Officers and Sorority
Henderson, LaToya - Faculty, Clinical Faculty
Lee, Wanda - Clinical Director, Faculty
Vinnedge, John - Faculty, Clinical Faculty, Faculty Advisor for Fraternity

Adjunct instructors
Dwyer, Adam
Folds, Senta
Gedert, Mike
Getts, Joe
Matchison, Leigh
Minges, Pete
Molony, Martin
Nurre, Andrew
Sauerbrunn, Holly
Schmidt, Tim
Sennhenn, John
Shank, Bob
## D. CONTACTING FACULTY, STAFF & LEADERSHIP

<table>
<thead>
<tr>
<th>Employee</th>
<th>Email address</th>
<th>Office phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Randy</td>
<td><a href="mailto:randerson@ccms.edu">randerson@ccms.edu</a></td>
<td>513-618-1925</td>
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<tr>
<td>Brinkman, Kevin</td>
<td><a href="mailto:kbrinkman@ccms.edu">kbrinkman@ccms.edu</a></td>
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<tr>
<td>Dutko, Teresa</td>
<td><a href="mailto:tdutko@ccms.edu">tdutko@ccms.edu</a></td>
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<td>Gedert, Mike</td>
<td><a href="mailto:mgedert@ccms.edu">mgedert@ccms.edu</a></td>
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<tr>
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<td>513-618-1929</td>
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<tr>
<td>Jones, Molly</td>
<td><a href="mailto:mjones@ccms.edu">mjones@ccms.edu</a></td>
<td>513-618-1933</td>
</tr>
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<td>Lechner, Jack</td>
<td><a href="mailto:ilechner@ccms.edu">ilechner@ccms.edu</a></td>
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<tr>
<td>Lee, Wanda</td>
<td><a href="mailto:wlee@ccms.edu">wlee@ccms.edu</a></td>
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<tr>
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<td><a href="mailto:lmatchison@ccms.edu">lmatchison@ccms.edu</a></td>
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<tr>
<td>Romandini, Russ</td>
<td><a href="mailto:rromandini@ccms.edu">rromandini@ccms.edu</a></td>
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<td><a href="mailto:hsauerbrunn@ccms.edu">hsauerbrunn@ccms.edu</a></td>
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<td>Schatzman, Samantha</td>
<td><a href="mailto:sschatzman@ccms.edu">sschatzman@ccms.edu</a></td>
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<td>Schmidt, Tim</td>
<td><a href="mailto:tschmidt@ccms.edu">tschmidt@ccms.edu</a></td>
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<td>Shank, Bob</td>
<td><a href="mailto:bshank@ccms.edu">bshank@ccms.edu</a></td>
<td>N/A</td>
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<td>Vinnedge, John</td>
<td><a href="mailto:jvinnedge@ccms.edu">jvinnedge@ccms.edu</a></td>
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<td>Welsh, Mona</td>
<td><a href="mailto:mwelsh@ccms.edu">mwelsh@ccms.edu</a></td>
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<tr>
<td>Williams, Beth</td>
<td><a href="mailto:ewilliams@ccms.edu">ewilliams@ccms.edu</a></td>
<td>513-618-1930</td>
</tr>
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</table>

## GENERAL CONTACTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Email address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td><a href="mailto:academics@ccms.edu">academics@ccms.edu</a></td>
<td>513-618-1928</td>
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<tr>
<td>Administration</td>
<td><a href="mailto:admin@ccms.edu">admin@ccms.edu</a></td>
<td>513-761-2020</td>
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<td>Admissions</td>
<td><a href="mailto:admissions@ccms.edu">admissions@ccms.edu</a></td>
<td>513-618-1926</td>
</tr>
<tr>
<td>Bursar</td>
<td><a href="mailto:business@ccms.edu">business@ccms.edu</a></td>
<td>513-618-1925</td>
</tr>
<tr>
<td>Clinical Lab</td>
<td><a href="mailto:clinical@ccms.edu">clinical@ccms.edu</a></td>
<td>513-618-1932</td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:finaid@ccms.edu">finaid@ccms.edu</a></td>
<td>513-618-1927</td>
</tr>
<tr>
<td>Library / IT</td>
<td><a href="mailto:library@ccms.edu">library@ccms.edu</a></td>
<td>513-618-1933</td>
</tr>
<tr>
<td>Main / reception</td>
<td><a href="mailto:admin@ccms.edu">admin@ccms.edu</a></td>
<td>513-761-2020</td>
</tr>
<tr>
<td>President</td>
<td><a href="mailto:president@ccms.edu">president@ccms.edu</a></td>
<td>513-761-2020</td>
</tr>
<tr>
<td>Registrar</td>
<td><a href="mailto:registrar@ccms.edu">registrar@ccms.edu</a></td>
<td>513-618-1926</td>
</tr>
</tbody>
</table>
E. TUITION SCHEDULE

Tuition rates and fees are subject to change by the Board of Trustees and 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.

I. TUITION & FEES

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.)
3 Semesters (I-III), 47 semester credit hours plus fees $23,000

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

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>Rate / Credit hour</td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
<td>$425</td>
</tr>
<tr>
<td>Credit hours / semester</td>
<td>15</td>
<td>17</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Tuition</td>
<td>$6,375</td>
<td>$7,225</td>
<td>$6,375</td>
<td>$6,375</td>
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<td>General fee</td>
<td>$700</td>
<td>$700</td>
<td>$700</td>
<td>$420</td>
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<tr>
<td>Clinical lab fee</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
<td>-</td>
</tr>
<tr>
<td>Anatomy lab fee</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$250</td>
</tr>
<tr>
<td>R.A. lab armature kit</td>
<td>-</td>
<td>$175</td>
<td>-</td>
<td>-</td>
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<tr>
<td>TOTAL (tuition &amp; fees)</td>
<td>$7,325</td>
<td>$8,350</td>
<td>$7,325</td>
<td>$7,045</td>
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</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

II. 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 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

III. 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.

IV. 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>
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</tbody>
</table>
F. SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Federal and State regulations mandate that students must meet the minimum Satisfactory Academic Progress requirements to be eligible to receive financial aid. The Satisfactory Academic Progress policy can be found in the Student Handbook and on the CCMS website at: https://www.ccms.edu/admissions/financial-aid/satisfactory-academic-progress/.

Students wishing to appeal their ineligibility for financial aid must complete the Request for Financial Aid Appeal Form, attach required documents, and return it to the Cincinnati College of Mortuary Science Office of Financial Aid. DO NOT submit the appeal to the Office of Financial Aid for review until all four sections of the form are completed, including your signature and all required documents are attached. Incomplete appeals will not be reviewed. Completed appeals are normally reviewed every two weeks by the Financial Aid Appeals Committee. You will be notified of the appeal decision via your CCMS email address.

I. Student Information

_________________________________________  Last 4 SSN #  Phone #
Student’s Full Name

_________________________________________
Student’s Mailing Address

_________________________________________
Expected Graduation Date

II. Statement of Appeal

Please indicate the problem that occurred, the nature of the problem, the dates of occurrence and how your studies were affected. You should be sure that the circumstances you are providing directly relate to periods of enrollment in which your academic performance was affected.

Explanation:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Attach additional page(s) if needed
(Satisfactory Academic Progress Appeal Form continued)

Last 4 SSN # ______________

III. Documentation

1) Attach all date-specific documentation supporting your appeal to this form. Include your name and the last four digits of your SSN # on all attached documentation

2) Check appropriate box pertaining to required documents which are to be attached:

If Reason was:                                    Required Documentation:

Serious injury, illness or mental health condition → Statement from physician or mental
involving student or immediate family member on letterhead reflecting date(s) of
occurrence/treatment

Death of immediate family member → Copy of death certificate, obituary,
or physician’s statement

Other circumstances beyond the student’s control → Date-specific documentation that
supports the situation

IV. Achieving Satisfactory Academic Progress

Explain the steps that you have taken or will take toward achieving Satisfactory Academic Progress. What has changed that will allow you to demonstrate Satisfactory Academic Progress at the end of your next term of attendance?

Explanation:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Attach additional page(s) if needed

STUDENT’S SIGNATURE: ___________________________ Date: ____________

Please return this form and all required documents to Cincinnati College of Mortuary Science, Office of Financial Aid, 645 W North Bend Rd Cincinnati, OH 45224. Fax number (513) 761-3333
G. INFORMATION TECHNOLOGY USAGE POLICY

CCMS provides computing and network resources to its students primarily for educational purposes. CCMS may provide access to other users at its discretion. Use of CCMS’s computing and network resources is a privilege, which can be revoked at any time. All users are expected to exercise personal and professional responsibility and integrity when using these resources. Each user must understand and acknowledge that his/her freedom to access and display information is constrained by the rights of others.

EMAIL AND ACCOUNTABILITY

A CCMS-provided email address (username@students.ccms.edu) is an official means of communication. Students are responsible for all CCMS communication sent to their CCMS email address. Students must check their email account on a frequent and consistent basis. CCMS communicates regularly to students via email, thus it strongly suggested that students check their email at least once every day. CCMS advises students to respond to all official CCMS communications as directed in each communication (e.g., responding in person, in writing, or by email). Students should not assume an email response is a satisfactory substitution when directed otherwise.

This email policy applies from orientation and continues through the academic terms for which they are enrolled, including during breaks, holidays, vacations, and periods of suspension.

Students may forward their CCMS email to another email address. However, CCMS is not liable for any problems that may result from forwarding CCMS messages to another email account (e.g., problems with spam filters, full mailboxes, or loss of attachments). Forwarding CCMS email may have the unintended consequence of exposing privacy information to third parties because Internet-based email is handled in a public fashion.

Students should not use their CCMS email for bulk emails, forwards, chain mails unrelated to the essential functions CCMS. Students should not open attachments from unknown sources.

CCMS employs various measures to protect the security of its computing resources and users’ accounts. However, CCMS does not and cannot guarantee such security. Furthermore, individuals must exercise caution when sending sensitive or FERPA-protected student information via email. In addition, some College information is not appropriate for email communication.

CCMS hereby advises its students that all electronic data may be reviewed and/or accessed in accordance with CCMS’s policies. CCMS has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

After graduation, CCMS permits the graduating student to retain his/her email address for an additional 18 months subject to the provisions of this policy. This is a privilege, which may be revoked at any time for any reason. After the 18 months or if revoked earlier, CCMS will terminate the account and all contents therein. CCMS will terminate the accounts of student users who do not graduate when that student is no longer active. CCMS in no way warrants the contents of any email account, and has no duty of preservation.
INFORMATION SECURITY

Cyber and physical threats put CCMS and its students at risk. CCMS requires that all passwords are “strong.” Students must immediately report to the Director of Library & Information Technology the discovery of any malware, such as viruses, spyware, and botnets, on any CCMS computer. CCMS further advises that devices from which students access their CCMS email account should meet the minimum security requirements set forth in this policy, including anti-malware protections; secure connections, updated operating systems and software, and encryption.

PROHIBITED ACTIONS

No student, employee or agent of the Cincinnati College of Mortuary Science will utilize CCMS' information technology, including but not limited to, computers, network, email account, fax machine, copy machine, or telephones, for the following:

1) preparation and/or transmission of any illegal or unlawful communication including, but not limited to, obscene or sexually explicit material, libelous or slanderous communications, or communications intended sexually or otherwise to harass or improperly discriminate on the basis of sex, gender identity, race, color, economic status, class, religion, culture, national origin, citizenship, veteran status, ethnicity, sexual orientation, position, age, handicap, or disability;
2) any action that violates system security;
3) in violation of copyright law;
4) use of the Internet in general, and social media sites in particular, as a venue and/or platform for discussing any aspect of the care and/or treatment of deceased human beings, including, but not limited to, embalming and restorative art classes, human anatomy lab class, clinical rotations and any other course in which the topic of discussion is of a sensitive and confidential nature; and
5) changing, modifying, or eliminating library computer configurations and loading any application or program software onto the library computers.

This list is not all inclusive.

COPYRIGHT POLICY

Copyright Law (Title 17, U.S. Code) provides legal protection of intellectual property in whatever medium. Protected works include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. These include books, magazine articles, software, digital works, motion pictures, sound recordings, and unpublished works, among others. A copyright owner has the exclusive right to reproduce the work, prepare derivative works of the work, distribute copies or recordings of the work, perform the work publicly, including by means of a digital audio or video transmission, and display the work publicly.

Violations of Copyright laws can result in civil penalties, including actual or statutory damages, as well as criminal prosecution.
(Information Technology Usage Policy continued)

CCMS is committed to remove, take down or otherwise block access to infringing material whenever it is brought to our attention and whether or not the individual who is infringing has received notice.

Important to an educational institution, under the Copyright Act, is the “fair use” doctrine, which excludes from the limits of copyright law the use of intellectual property for purposes such as criticism, commentary, news reporting, teaching, scholarship or research. This allows educators and students to use copyrighted materials, in certain circumstances, without having to get permission from the author or copyright owner. “Fair use” is not absolute, but rather must conform to the guidelines of the U.S. Copyright Office on what constitutes fair and acceptable use in an educational setting.

Please report all violations or concerns about Copyright Law to the Director of Library & Information Technology, who will investigate and take all appropriate measures to remedy the situation. CCMS monitors its network, maintains firewalls to deny access to certain websites known for unauthorized copyrighted materials, and may deny access to any student violating this policy, as well as apply any other sanctions available to it. CCMS, no less than annually, through the use of relevant assessment criteria, shall review the effectiveness of its program to combat the unauthorized distribution of copyrighted material.

CCMS, through its Director of Library & Information Technology, may provide legal alternatives for accessing and downloading copyrighted material.

POPULI PRIVACY POLICY

In addition to the privacy policies set forth in the Student Handbook, Populi, CCMS’s online student information system provided by the third-party (Populi) protects the information collected from or about students and CCMS, including private personally identifiable information, from unauthorized access, use, or disclosure. Because transmitting information over the Internet or storing information is not always completely secure, Populi cannot guarantee the absolute security of any information, but it does take reasonably necessary measures to do so.

POLICY VIOLATIONS

If a student violates any of the acceptable use provisions outlined in this document, his/her computer privileges will be terminated and future access may be denied. Some violations constitute a criminal offense and may result in legal action and/or other penalties as deemed warranted by the President of CCMS.
H. STUDENT CONFIDENTIALITY AGREEMENT

Legal Requirements
State law imposes privacy and confidentiality requirements on Funeral Homes. As a student and affiliate of CCMS, you are required to adhere to the legal requirements of Funeral Homes and Death Care Providers to protect all knowledge, privilege, and information acquired in your professional dealings with a decedent and their family members or representatives.

Confidentiality
I acknowledge my legal obligation to be bound by confidentiality with all information and agree that I will not disclose, directly or indirectly, to anyone who is not bound by confidentiality any information pertaining to decedents, their family members, or those persons or facilities whose care they were entrusted to. This obligation of confidentiality includes any information regarding appearances of deceased remains, circumstances or causes of death, medical conditions, the funeral home or institution providing care, or any other information regarding the decedent not otherwise known to the public or available through public documents. Information regarding payments, financial resources, family relationships and other information disclosed in confidence are also to be protected and are included within this obligation of agreement. This confidentiality shall be inclusive to decimation of information across all forms of communication including, but not limited to, verbal, written, photographic, audio/visual, and digital communications such as the use of personal social media (online) content. This obligation of confidentiality supersedes any and all personal agreements with any other person or entity, including online services as it may relate to CCMS.

No Photograph Policy
In the clinical lab setting CCMS strictly prohibits taking photographs, videos, or recordings of any type by any means including cameras, cell phones, or any other electronic or recording device.

Social Media Requirements
It is strictly prohibited and a breach of legal obligation of confidentiality to discuss cases from clinical lab on social media. In addition, it is strongly discouraged that funeral service and embalming practices in general be discussed on social media as at minimum it reflects poor taste and a lack of professionalism unbecoming a CCMS student.

Funeral Service Code
I acknowledge that by not following the legal obligation of confidentiality, including refraining from taking photographs or discussing cases on social media, I do not support the funeral service code of Reverence for The Dead and clearly places me at risk for dismissal from the program.

Indemnification
I understand and agree that the obligation to maintain confidentiality is a legal requirement of CCMS and a moral obligation entrusted to its employees, and students. I agree to indemnify and hold harmless CCMS from any claims or damages suffered as a result of any breach under which this confidentiality agreement binds me.
I. DISTRACTED DRIVING POLICY

A. DISTRACTED DRIVING POLICY

The Cincinnati College of Mortuary Science recognizes that distracted driving can impair safe driving and contribute to vehicle accidents. This policy will apply to all students operating CCMS-owned vehicles and is intended to define certain prohibited activities; however, any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off driving responsibilities is prohibited.

SPECIFIC PROHIBITIONS WHEN VEHICLE IS IN MOTION

- Using a cell phone, unless coupled to a hands-free device
- Manipulating a GPS device
- Using a tablet or personal computer
- Wearing headphones
- Playing electronic games
- Eating
- Using any device in violation of any applicable local ordinance, state or federal statute

EMERGENCIES

If a student must use a cell phone, even in the event of an emergency, he or she must pull over safely to the side of the road or another safe location. If the student is accompanied by a passenger, the passenger may use the phone while the vehicle is in motion.

B. VIOLATIONS OF DISTRACTED DRIVING POLICY

If a student is caught violating the above stipulations, whether by a law enforcement official or the CCMS President or his/her designee, the individual will be subject to the following consequences:

First Offense

The student is required to take a distracted driving class, at his or her own expense, within two weeks of the reported offense. A list of establishments offering classes can be found at the Ohio Department of Public Safety’s website: http://www.dps.state.oh.us/drivingschools/. Students should select Adult Remedial Schools and choose the county in which he or she would like to take the class.

Second Offense

The student will automatically fail the Clinical Mortuary Practice course in which he or she is currently enrolled.

Students are required to immediately report to CCMS any tickets, warnings, or citations received from law enforcement officials for violation of the above mentioned stipulations.

Policy effective as of May 1, 2014.
**J. INCIDENT REPORT**

**Date of report (mm/dd/yy) ________________________________**

**Incident Information**

<table>
<thead>
<tr>
<th>Date of incident (mm/dd/yy)</th>
<th>Time of incident (if known)</th>
<th>A.M.</th>
<th>P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________</td>
<td>___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Location of incident ____________________________________________________________**

List any witnesses who were present or may be able to provide relevant information

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

______________________________

**Description of incident (Please provide specific, detailed information; you may attach additional documents if necessary.)**

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

**Does the victim want/need medical attention?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To your knowledge, has the incident been reported to any of the following?

<table>
<thead>
<tr>
<th>CCMS Safety Officer</th>
<th>CCMS Title IX Coordinator</th>
<th>CCMS President</th>
<th>Other CCMS faculty/staff member</th>
<th>Police (Date Report Filed: _____________)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certification & Signature**

I hereby certify that the information I have provided is true and correct to the best of my knowledge.

Signature __________________________________________________________________________

Printed name _______________________________  Date ________________________

Submit this completed form to CCMS Safety Officer, Title IX Coordinator, or President
K. CCMS SOCIAL MEDIA ACCOUNTS

Facebook:  https://www.facebook.com/CincinnatiCollegeofMortuaryScience/
Twitter:  https://twitter.com/CCMS_College
LinkedIn:  Cincinnati College of Mortuary Science
L. LEAVE OF ABSENCE REQUEST

All Leave of Absence requests (military, health, family medical, etc.) must be submitted before the leave of absence begins and are subject to approval upon the discretion of CCMS Staff. Please complete the form in its entirety, as not providing a reason for the requested leave of absence will nullify the request. These guidelines are part the Department of Education requirements for all students receiving student aid.

I ,________________________________________, request a leave of absence from Cincinnati College of Mortuary Science beginning on ______/_____/_______ for the following reason(s):

I will return to CCMS on _____/_____/_____   

I understand that regulations require that:

1) I am allowed to take multiple leaves of absence
2) The total of all my leaves may not exceed 180 days in any 12 month period 
3) I will not incur any additional tuition charges during any leave of absence
4) In the event I do not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 30 days of the date I was scheduled to return

I understand that:

1) My program of study must be completed within 24 months of enrollment, or I will be required to reapply for admission.

_____/______/_______
Today’s Date

______________________________________________    ______________________________________
Student Name (printed)                      Student Signature

INSTITUTIONAL USE ONLY:

This Leave of Absence is approved.

________________________                           ________________________
Date                                Signature of CCMS Administrator
M. STUDENT HANDBOOK & ANNUAL SECURITY REPORT: ELECTRONIC ACCESS

Student Handbook electronic access

The Student Handbook has been emailed to your CCMS email account and is also available on the CCMS website (https://www.ccms.edu/student-resources/student-handbook/) and on the library computers. During orientation, the Library Director will show you how to access the Handbook electronically. You should read the Handbook and become familiar with CCMS’s policies and procedures. I acknowledge that:

1. I will be shown how to access the Handbook electronically during orientation.
2. The information contained in the Handbook is subject to change at the sole discretion of CCMS.
3. I should read the Handbook and become familiar with CCMS’s policies and procedures.

______________________________________________________________________________

Student Printed Name

______________________________________________________________________________

Student Signature

Today’s Date

Annual Security Report electronic access

The Clery Act and the Violence Against Women Reauthorization Act of 2013 require that college campuses disclose statistics and information on the safety of their campus to students and prospective students. The Annual Security Report provides this information about the CCMS campus. The report is available on the CCMS website at https://www.ccms.edu/about/safety/clery-act/.

I understand that I will be shown how to access the Annual Security Report electronically during orientation and that I can find more information about campus safety in general at http://www2.ed.gov/admins/lead/safety/campus.html.

______________________________________________________________________________

Student Printed Name

______________________________________________________________________________

Student Signature

Today’s Date