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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

**Leadership**
- President & CEO
- Vice President & COO
- Academic Chair
- Clinical Director
- Director of Institutional Effectiveness

**Faculty**
- Academic Chair
- Clinical Director
- Faculty
- Clinical Faculty
- Adjunct Instructors

**Staff**
- Administrative Assistant
- Dean of Enrollment Management
- Director of Development
- Director of Institutional Effectiveness
- Director of Library & IT
- Financial Aid Officer
- Receptionist
- Safety Officer
- Title IX Coordinator

(See Appendix: Faculty and Staff for administrator names and contact information.)
ADMISSION

A. ADMISSION & TRANSFER CREDIT POLICY

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

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

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

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

CCMS is not certified to accept international students.

Qualified applicants must be beyond the age of compulsory school attendance as mandated in Ohio Revised Code 3321.

CCMS accepts and enrolls students on a rolling basis. Enrollment occurs twice annually in the spring (January) and fall (August). Admission decisions are based on the applicant’s academic qualifications as described in this policy.

Program acceptance is limited by seating capacity. A waiting list is established to fill seats left open by applicants deferring to another starting semester.

APPLICATION FEE / CONFIRMATION DEPOSIT

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

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

Confirmation deposits are credited to each enrolled student’s first semester tuition invoice. Deposits are forfeited for those who fail to enroll or defer to a subsequent enrollment term.
Confirmation deposits may be deferred one time to secure enrollment in a subsequent term by written request to the Office of Admission. Deferral requests should be made in writing as soon as possible after acceptance. Deferral requests will not be granted after the start of a term and the deposit will be forfeited.

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

ADMISSION REQUIREMENTS

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

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

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

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

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

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

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

Qualified Transfer Credits

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

Qualified credits for either CCMS academic program must:

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

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

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

ACADEMIC PROGRAM - TRANSFER CREDIT REQUIREMENTS BY PROGRAM

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

Bachelor of Mortuary Science Program

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

Transfer credit requirements:

- Transfer 30 qualified semester credit hours (or 90 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

EXCEPTIONS OF TRANSFER CREDIT REQUIREMENTS

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

Provisional Acceptance

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

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

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

CLEP (College-Level Examination Program®)

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

Prior Learning

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

**Resident Requirement**

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

**CO-OP Waiver Policy**

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

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

**TRANSFER INSTITUTIONS AND ARTICULATION AGREEMENTS**

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

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

**TRANSLATION OF FOREIGN TRANSCRIPTS**

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

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

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

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

CCMS accepts transcript evaluations from the following two agencies only:

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

Please contact admissions@ccms.edu for guidance and assistance.

PRIVACY OF ACADEMIC RECORDS

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

B. 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, FIELDTRIPS

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 students will dress appropriately, conservatively, and in consideration of a diverse student body to ensure a respectful learning environment free from distraction and offense. 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 & ACCOMMODATION POLICY
Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner during the application process and for students to ensure non-discrimination in all terms, conditions, and privileges of the educational program. CCMS provides, at no charge, reasonable accommodations to qualified individuals where such accommodation would not fundamentally alter the academic, technical, or prerequisites and standards for admission or participation in the program or curriculum, or otherwise cause an undue hardship. Course substitutions and/or waivers will not be granted.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” including, but not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, caring for one’s self, working and learning. Individuals with disabilities (including, but not limited to, learning disabilities, hearing or visual impairments, mobility impairments, attention deficit or hyperactivity disorders, psychiatric impairments, or chronic health disabilities) who apply to CCMS may choose whether or not to disclose their disability. Disclosure of a disability is required only when requesting ADA Accommodation and does not factor into an individual’s eligibility for admission to CCMS.

CCMS operates in compliance with the U.S. Department of Education Americans with Disabilities Act (ADA) and abides by provisions of Section 504 of the Rehabilitation Act of 1973 to protect otherwise qualified individuals from discrimination. At the postsecondary education level, a qualified individual with a disability is capable of meeting the academic and technical standards and prerequisites for admission to fulfill the essential requirements of an educational program or activity with or without reasonable accommodation.
Section 504 is a federal law enforced by the Office of Civil Rights designed to protect rights of individuals with disabilities in programs that receive Federal financial assistance from the U.S. Department of Education and requires appropriate academic adjustments, auxiliary aids, and services that are necessary to afford an individual with a disability an equal opportunity to participate. Institutions are not required to make adjustments that would result in a fundamental alteration of an academic program, activity, or impose an undue burden.

The protections of Section 504 extend to individuals who meet the regulatory definition in accordance with Section 504 (34 C.F.R. Part 104) and requires documentation of information and consideration of all significant factors related to the student's learning process including, but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior in evaluating a student.

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

REQUESTING AN ACCOMMODATION (See Appendix.)

Accommodations begin from the date of formal request and are not retroactive, thus it is the requestor’s responsibility to disclose diagnosed disability and to apply for an accommodation request using appropriate procedures and forms prior to enrollment with CCMS.

Preparing your request

- Submit request prior to enrollment using the Disability and Accommodation Request Form 08.01.DOC1 available in printable pdf format at www.ccms.edu > Student Resources (homepage footer) > Forms. Printed copies of the form may also be obtained in the Office of Admission.
- Include current documentation (i.e., medical/educational/diagnostic reports) from licensed physicians, psychologists, or other qualified professionals as well as supporting historical records and materials, including current functional limitation(s), and any recommendation(s) of appropriate accommodation with the request form. School plans (e.g., IEPs or 504 Plans), while helpful, are not substitutes for complete and current documentation. Verification of disability instructions may be seen on Request Form 08.01.DOC1.

Submitting your request

Complete and submit Disability and Accommodation Request Form (Form 08.01.DOC1) with required medical documentation attached by email, mail, or in person to:

academics@ccms.edu (SUBJECT LINE: Disability Accommodation Request LAST / FIRST NAME)
DETERMINATION OF ELIGIBILITY (Form 08.01.DOC2)

Upon receipt of a completed accommodation request, the Academic Chair may engage the individual in an interactive process to discuss limitations and the accommodation(s) requested to overcome those limitations.

A Determination of Eligibility will be provided in writing (Form 08.01.DOC2) to the requestor by email, mail, or in person within two weeks. If approved, at the beginning of each semester, requestor must communicate accommodation plans for the semester with each faculty person.

CCMS is not required to approve a request that would fundamentally change the nature of an academic program or activity as assessed by the College. It is unacceptable for an institution to rely on presumptions and stereotypes regarding persons with disabilities or classes of such persons.

Eligibility decisions may be disputed under the college’s Student Dispute Resolution process.

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>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>84-76</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>75-70</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>69 &amp; below</td>
<td>F</td>
<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
GPA 3.85-4.0    Summa Cum Laude   “with the highest distinction”   GOLD honor cord
GPA 3.7-3.84    Magna Cum Laude   “with great distinction”    SILVER honor cord
GPA 3.5-3.69    Cum Laude        “with distinction”            BRONZE honor cord

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. In addition, a final official transcript is sent by the CCMS Registrar to the graduate’s specified state licensing board upon completion of the academic program at no cost to the graduate. 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: ASSOCIATE OF APPLIED SCIENCE

The Cincinnati College of Mortuary Science (“CCMS”) Associate of Applied Science (“A.A.S.”) degree program is a regionally and professionally accredited three semester program consisting of forty-seven credit hours, including a minimum of thirty qualified non-resident transfer credits, and including five mandatory prescribed general prerequisite courses, in accordance with the college’s admission requirements.

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

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

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

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

1FUNERAL DIRECTING REQUIREMENTS
Funeral Directing requirements are incorporated into the Capstone and Business Law curriculum. Active participation and hands-on learning in Funeral Directing includes, but may not be limited to, the specific tasks prescribed below as mandated by the American Board of Funeral Service Education. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

Students must utilize the following forms:
- First Call Sheet
- Arrangement Worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
- 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 death notification calls. This may be completed in a simulation setting.

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

Arrangement Conference
Students must participate (observe or assist) in five Arrangement Conferences. If done in a simulation setting, no more than five students may receive credit at one time (during one simulation). As part of the Arrangement Conference requirement, students must prepare the following at least one time:
- Death Certificate
- Burial Transit Permit
- Social Security Form (Statement of Death by Funeral Director)
Funeral Observation
Students must observe five funeral related services. CCMS requires that one service be Roman Catholic. Three of the five must include: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial without the deceased present, or other (describe).

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

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

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

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

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

K. Graduation Requirements: Bachelor of Mortuary Science

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

Completion of the Bachelor of Mortuary Science academic degree program requires, but may not be limited to:
1. Satisfactory completion of all course and program requirements.
2. Satisfactory completion of Clinical Requirements\(^1\) within the prescribed timeframe.
3. Satisfactory completion of Funeral Director Requirements\(^2\) within the prescribed timeframe.
4. A cumulative resident GPA of 2.00 or higher and grade of “D” or better in each course.
5. Financial good standing with CCMS.
6. Satisfactory completion of the CCMS Comprehensive Examination (“Comps”) as prescribed.
7. Completion of a scheduled final exit interview with the college President or other leadership member.

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

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

\(^1\)FUNERAL DIRECTING REQUIREMENTS

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

Students must utilize the following forms:
- First Call Sheet
- Arrangement Worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
- 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 death notification calls. This may be completed in a simulation setting.

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

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

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

**Funeral Observation**

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

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

**2CLINICAL PRACTICE REQUIREMENTS**

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

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

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

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

A. SCHEDULE
Each student is required to take Clinical Mortuary Practice (CMP) each term, with the exception of the 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 8:00a.m. - 4:00p.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
   - head covers
   - shoe covers
   - approved eye protection
   - face mask
   - gowns
   - gloves (doubled)

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

For more information about the library, see https://www.ccms.edu/about-ccms/library/.

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, if 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 on our website: https://www.ccms.edu/about-ccms/library/circulation-policy/

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 at https://www.ccms.edu/about-ccms/library/circulation-policy/

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 https://www.ccms.edu/about-ccms/library/circulation-policy/

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 for information on when an item is considered “lost” https://www.ccms.edu/about-ccms/library/circulation-policy/

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. 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 (FDSEL) 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, PSD, 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.
Addiction/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/
- Substance Abuse Treatment Facility Locator 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 sex/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 admissions, employment, and all other CCMS education programs and activities whether academic, educational, or co-curricular. Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual harassment and other forms of sexual misconduct—in education programs and activities. Sex includes, but is not limited to, biological sex, gender identity, sexual orientation, and pregnancy. As an educational institution receiving federal funds, CCMS must comply with Title IX.

CCMS also provides education and awareness programs with the goal of preventing and discouraging all forms of sex/gender discrimination, sex/gender-based harassment, sexual assault, interpersonal offenses (domestic violence and dating violence), and stalking.

As discussed more fully below, this Policy prohibits all forms of sex/gender discrimination, sex/gender-based harassment, sexual assault, interpersonal offenses (domestic violence and dating violence), and stalking. These terms are defined below. Where appropriate, these terms are referred to collectively as “Sexual Misconduct.”

This Policy is designed to serve three principal purposes:

1. Establish conduct standards.
2. Establish processes for prompt, reliable, equitable, and impartial supportive measures, investigations, adjudications, and (if appropriate) disciplinary sanctions.
3. Describe resources available to the CCMS community 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 to protect the rights of the involved parties or to comply with the law.

In addition to the report, formal complaint, and resolution processes defined in this Policy, CCMS encourages students and employees who believe they have been the victim of Sexual Misconduct to pursue criminal charges against the person or persons they believe to have committed the offensive conduct. Students or employees may make a report or file a formal complaint with or without pursuing criminal charges. While minimal delays may be necessary if the circumstances of a criminal charge warrant delay, CCMS’s processes and any criminal processes can often be pursued on parallel tracks at the same time. Supportive measures and resources are available regardless of criminal charges, a CCMS investigation, or CCMS disciplinary action.

II. TITLE IX COORDINATOR

CCMS has designated a Title IX Coordinator 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 or in person at 645 W. North Bend Road, Cincinnati, Ohio 45224. The Title IX Coordinator is a resource for both students and employees.

The Title IX Coordinator further creates, supports, and evaluates education and support programs aimed at fostering an equitable learning and working environment and the eradication of Title IX violations. The Title IX Coordinator’s duties include, but are not limited to, Policy enforcement, minimizing risks of Sexual Misconduct, reporting options, and providing and coordinating supportive measures, resources, bystander intervention, and wellness programs.

CCMS is committed to promoting a safe, equitable, and unbiased 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 discrimination, sex/gender-based harassment, sexual assault, interpersonal offenses (domestic violence and dating violence), and stalking).

A. Sexual Assault, Interpersonal Offenses, and Stalking

(Appendix A lists relevant Ohio Criminal Offenses meeting these definitions)
**Sexual Assault**

Any sexual act directed against another person, without the consent of the victim, including instances when 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 when the victim is incapable of 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 in which 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 to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or,
  - 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 will be determined based on 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.
B. Title IX Sex/Gender 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, education environment, or participation in a CCMS activity;
- Conditions the provision of an aid, benefit, or service offered by CCMS on an individual’s participation in unwelcome sexual conduct; 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:** Unwelcome sexual or gender-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that alters a person’s work environment and/or effectively denies a person equal access to one or more of CCMS’s education programs or activities. Sex-based harassment may take several 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 assault, domestic violence, dating violence, and stalking may also be considered sex-based harassment. Gender-based harassment often includes 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.

Examples of discrimination or harassment 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.

C. Retaliation

Retaliation against any individual who makes a good-faith report or formal complaint of a violation of this Policy or against any individual who participates in CCMS’s investigation or adjudication of any report or formal complaint is strictly prohibited. This means that any action taken against any person(s) who
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;
  - who is unaware that the act is being committed;
  - 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, by itself, constitute consent.

CCMS uses this definition of consent in the Resolution Process below.

V. CONFIDENTIALITY & COMPLAINTANT’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 CCMS’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 individual to pursue criminal charges.

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 Assault or Interpersonal Offense, CCMS may release the following information to anyone:

- Name of the student-offender (but not the identity of the victim);
- 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 reporting/complaining party’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. MAKING A REPORT, FILING A FORMAL COMPLAINT, AND COMPLAINT RESOLUTION

This provision details the processes related to making a report, filing a formal complaint, investigation, a hearing, and an appeal.

Where appropriate, the alleged victim is referred to herein as the “Complainant.” Where appropriate, the individual alleged/accused to have committed a violation of this policy is referred to herein as the “Respondent.” Both the Complainant and Respondent will be treated equitably, fairly, and with respect throughout the process.

A. Limited Amnesty

While CCMS does not condone underage drinking or violation of other CCMS policies, it considers reporting violations of this policy to be of paramount importance. To encourage reporting and adjudication of violations of this policy, CCMS extends limited amnesty to students who make a report or file a formal complaint of an alleged violation of this policy. CCMS will generally not seek to hold the reporting/complaining individual responsible for a violation of the law (e.g., underage drinking) or the Code of Student Conduct that occurs contemporaneous with or in close proximity to immediately
surrounding the alleged Policy violation provided that the individual participates in good faith with the investigation and resolution process.

B. Making a Report

Individuals are encouraged to report a violation of this policy to the Title IX Coordinator. Reports can be made by the alleged victim, a witness, or another third party. A report may be made in person, by email (titleix@ccms.edu), by phone (513-618-1933), by mail (645 W. North Bend Road, Cincinnati, Ohio 45224), through the main telephone number (513-761-2020), or by the online form (https://www.ccms.edu/forms/report-an-incident/). Because the nature of alleged violations of this policy may implicate general safety concerns, copies of reports submitted via this online form will also be sent to the CCMS Safety Officer.

If the report is made to another CCMS employee, that employee must report it to the Title IX Coordinator by one of the channels noted above.

If the incident includes a sexual assault, interpersonal offense, or stalking, the alleged victim is also encouraged promptly to 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. Sometimes 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 help 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).

Upon receiving a report, the Title IX Coordinator will promptly reach out to the alleged victim to discuss the availability of supportive measures (including that they are available with or without the filing of a formal complaint) and explain to the alleged victim the process for filing a formal complaint.

Making a report is different from filing a formal complaint. Making a report will not, by itself, trigger the full complaint resolution process. Only the filing of a formal complaint will trigger the full complaint resolution process. And only after an adjudication of responsibility (or after an agreed resolution has been reached) will CCMS take disciplinary action against a Respondent.

C. Supportive Measures

As appropriate, the Title IX Coordinator will provide supportive measures to the Complainant and the Respondent. Supportive measures include non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such
measures are designed to restore or preserve equal access to CCMS’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or CCMS’s educational environment, or deter conduct in violation of this policy.

Supportive measures may include but are not limited to:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus,
- other similar measures.

CCMS will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining that confidentiality would not impair the ability of CCMS to provide the supportive measures.

D. Emergency Removal and Administrative Leave

If, after conducting an individualized safety and risk analysis, CCMS determines that an immediate threat to the physical health or safety of any student or other individual arises from the reporting/complaining party’s allegations, CCMS may immediately remove the Respondent from all of CCMS’s education programs and activities.

In such a case, CCMS will promptly provide the Respondent with notice and an opportunity to challenge the removal. The Respondent’s challenge must be submitted to the 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 Respondent is a non-student employee, CCMS retains complete authority to place the Respondent on administrative leave for the pendency of the complaint resolution process.

E. Filing a Formal Complaint

To proceed with seeking an adjudication of a violation of this Policy, the Complainant or (in certain limited circumstances) the Title IX Coordinator must file a formal complaint. A formal complaint is a document that is written and signed by the Complainant (physically, digitally, or by some other means that sufficiently identifies the author). A Complainant may file a formal complaint with the Title IX Coordinator in person, by mail, or by email. If an alleged victim declines to file a formal complaint, a Title IX Coordinator may also file a formal complaint when the Title IX Coordinator determines that an investigation is necessary to ensure a safe, equitable, and non-hostile work and educational environment. A Title IX Coordinator’s formal complaint must also be written and signed. When a Title IX Coordinator signs a
formal complaint, the Title IX Coordinator does not then become a Complainant or otherwise a party to the resolution process.

**F. Rights of the Complainant and Respondent**

Complainants and Respondents will be treated equitably, fairly, and with respect before, during, and after the investigation and resolution.

**Both parties**

- Upon receipt of any formal complaint, the Title IX Coordinator will provide both parties with a notice of allegations. At a minimum, the notice of allegations will contain a copy of the formal complaint; a copy of this Policy with a specific directive to review this entire section relating to formal complaints and complaint resolution; and a reminder that knowingly or maliciously making a false statement or allegation will be separately viewed as a serious disciplinary offense, but that such a finding will not be made solely on the determination regarding responsibility. And if in the course of an investigation, CCMS decides to investigate allegations that are not included in the original notice, CCMS will provide an additional or updated notice identifying the additional allegations.
- The parties have a right to have an advisor present with them throughout all stages of these processes. The party’s advisor may be an attorney. If a party cannot afford to retain his/her own advisor, CCMS will provide an advisor for that party.
- Complainants and Respondents, as well as their advisors, are entitled to and will be provided an opportunity to inspect and review the same information and evidence. This includes any information, evidence, or allegation learned as a result of the Title IX Coordinator’s investigation into the formal complaint.
- Both parties will be provided written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

**Respondent**

- A Respondent has a right to know the name of the Complainant and information regarding the nature of the allegations to respond to the complaint.
- Before any investigation begins, the Respondent will be provided 14 days to prepare and submit a written response to the formal complaint. Any such written response will be submitted to the Title IX Coordinator.
- Respondents are entitled to a presumption of non-responsibility throughout the process unless they are adjudicated through this Complaint Resolution process as responsible for a violation of this policy.

**G. Investigation of a Formal Complaint**

After a formal complaint is received and the parties are notified, the Title IX Coordinator will promptly send the formal complaint and a response from the Respondent to a trained Investigator to investigate the allegations in the formal complaint.

At all times, CCMS will have the burden of proof and the burden of gathering evidence. However, CCMS’s ability to obtain relevant information and evidence will turn on the willingness of the parties and/or
witnesses to engage in the investigatory process. And access to medical records or other sensitive or confidential documents can often only be obtained with the person’s voluntary, written consent.

Throughout the investigation, each party will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

No party will be restricted in his/her ability to discuss the allegations under investigation or to gather and present relevant evidence.

As mentioned above, Complainants and Respondents, as well as their advisors, are entitled to and will be provided an opportunity to inspect and review the same information and evidence. This includes evidence that CCMS does not intend to rely on in determining responsibility as well as any inculpatory or exculpatory evidence whether obtained from a party or other source.

The parties will be given a meaningful opportunity to respond to any evidence gathered prior to conclusion of the investigation. Prior to completion of the written investigation report, the Investigator will send all evidence gathered to the parties and their advisors in either electronic or hard copy format. The parties will have 10 days to submit any written response, which the Investigator will consider prior to completion of the written investigation report.

If, after the investigation concludes, the Investigator determines that the conduct alleged in the formal complaint, even if proved, would not constitute a violation of this policy, did not occur within CCMS’s education programs or activities, or did not occur in the United States, the formal complaint will be dismissed. The Title IX Coordinator will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. Such a dismissal may be appealed (see below).

If dismissal is not warranted, the Investigator will prepare a written investigative report, summarizing the relevant evidence. The Investigator will send a copy of the written investigatory report to the Title IX Coordinator. At that time, the Title IX Coordinator will begin the process of scheduling a Hearing. At least 10 days prior to a Hearing, the investigative report will be sent to the parties and their advisors in either electronic format or hard copy for their review and written response.

The Investigator will strive to complete the investigation, including a determination regarding dismissal or completion of the written investigative report within 28 days after being assigned the investigation.

H. Agreed Resolution or Hearing

Agreed Resolution—While the presumptive next step following a written investigative report is a Hearing, the Complainant and Respondent can mutually try to reach an agreed resolution before scheduling a Hearing. The Agreed Resolution process is entirely voluntary. All parties must provide written consent to engage in the Agreed Resolution process before it will begin. And an agreed resolution is only reached where it is written and signed by the Complainant, the Respondent, the Title IX Coordinator, and the President.
Once an agreed resolution is reached, the parties may not resume the formal complaint process so long as the formal complaint arises from the same allegations subject to the agreed resolution. However, if the parties attempt an agreed resolution, any party has the right to withdraw from the agreed resolution process and resume the formal complaint process. Offers of agreed resolution that are exchanged (and statements made within those offers) during the agreed resolution process may not be used during the formal complaint process if that process restarts after a failed or cancelled agreed resolution process. The Agreed Resolution process is not available where the formal complaint alleges that an employee has engaged in Sexual Misconduct toward a student.

**Hearing Panel** - If an agreed resolution process fails or is not mutually elected, the process will proceed to a Hearing. All Hearings will be live and held before a trained administrative Hearing Panel (typically two faculty and one staff member). The Hearings are designed to provide an equitable, prompt, fair, and impartial resolution of the formal complaint. The Title IX Coordinator will assess the panelists for a potential conflict of interest, bias, or prejudice. And if the Complainant and/or Respondent believes that any of the panelists poses a potential 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 whether there is a conflict of interest, bias, or prejudice 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)
- Relevant questions and follow-up questions from the Panel to the Parties and Witnesses
- Relevant questions and follow-up questions from the Party’s Advisor to the Other Party and Witnesses
- Closing Comments from Complainant
- Closing Comments from the Respondent

**Evidence**—All evidence gathered during the investigation will be made available to the parties for potential use during the hearing. The Hearing Panel will objectively evaluate all relevant evidence – including both inculpatory and exculpatory evidence. Any credibility determinations made by the Hearing Panel will not be based on a person’s status as a Complainant, Respondent, or witness. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party’s advisor of choice and not by the party personally. If a party or a witness does not submit to cross-examination at the live hearing, the Hearing Panel will not rely on any statement of that party or witness in reaching its decision. However, the Hearing Panel will not draw an inference about the determination of responsibility based
solely on a party’s or witness’s absence from a live hearing or refusal to answer cross-examination or other questions.

The Hearing Panel will not require, allow, rely on, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Relevance—Only relevant questions, information, and evidence are permitted. The Hearing Panel determines whether questions to be asked and information and evidence presented are relevant to the issue(s) or fact(s) presented. For example, before a party or witness answers a cross-examination question, the Hearing Panel will determine whether the question is relevant and explain any decision to exclude a question as not relevant. Further, a Complainant’s prior sexual behavior is typically not relevant and will be considered only as evidence if to prove that someone other than the Respondent committed the alleged acts, or if offered to prove consent.

Request for Separate Rooms—CCMS will accommodate concerns for personal safety, well-being, and/or confrontation among the Complainant, the Respondent(s) and other witnesses by using physical or technological means that still enables the Hearing Panel and the parties simultaneously to see and hear the party or the witness answering questions.

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—The Hearing Panel’s written decision will be delivered simultaneously within 14 days of the Hearing. The decision will include identification of the allegations potentially constituting a policy violation; a description of the procedural steps taken from receipt of the formal complaint through the hearing; findings of fact and conclusions applying the policy to those facts; the rationale for the finding related to each allegation; any disciplinary sanctions on the Respondent, any remedies designed to restore or preserve equal access to CCMS’s education programs and activities to the Complainant; and the permissible bases for appeal.

Disciplinary Sanctions—Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, probation, counseling, and/or other educational sanctions. 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).

Recording—CCMS will record the live hearing through audio recording, audiovisual recording, or transcript, and make it available to the parties for inspection and review.

I. Appeal
Both the Complainant and Respondent have the right to appeal a pre-Hearing dismissal and/or 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 three grounds of appeal are: (1) new evidence that was not reasonably available at the time the determination was made and that could affect the outcome of the matter; (2) procedural irregularity that affected the outcome of the matter; and (3) the Title IX Coordinator, the Investigator, and/or the Hearing Panel had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. Disciplinary sanctions will be stayed pending the outcome of the appeal.

The appeal statement must note the ground for appeal. An appeal is not a re-hearing of the case. The appeal is directed to the 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 Investigator’s file (if an appeal from a pre-Hearing dismissal), 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 7 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 in part (including on other grounds), or reverse in whole or in part and remand.

**J. Timelines**

The timelines listed throughout the above procedure may be extended for good cause with written notice to the parties of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, the absence of a party, a party’s advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

**K. Training**

Where applicable, the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process will receive training on the definitions in this Policy; the scope this Policy; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including by avoiding prejudgment of the facts at issue; conflicts of interest and bias; technology used at a live hearing; issues of relevance of questions and evidence, including when questions and evidence about when sexual predisposition or prior sexual behavior are not relevant; and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial
investigations and adjudications of formal complaints. All training materials are available on CCMS’s website.

VIII. RESOURCES AND SUPPORT SERVICES

A. Medical and Counseling Resources

CCMS provides many resources and support services to any student who has been the victim of Sexual Misconduct. Students are encouraged to seek support and obtain medical attention.

1. Medical Treatment

A person who has been the victim 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 he/she wants to report what has occurred, he/she can still have evidence collected. In cases of sexual assault or severe injuries, the police will be called to the hospital. The victim can decide whether to speak with the police at that time to report officially what has happened.

While evidence may be collected anonymously (i.e., without the victim’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 victim 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 his/her stalker including email, voice-mail, and text-messages.

3. Confidential Counseling Resources

Counselors at many 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 a Sexual or Interpersonal Offense has occurred, whether 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. 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.

C. Legal Assistance and/or Title IX Inquiries

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.

In addition to the Title IX Coordinator, a party may also contact the United States Department of Education Office for Civil Rights with inquiries related to Title IX.
Complaints of a Title IX violation 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).

D. Protection Orders

Parties may consider obtaining 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.

Title IX 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
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/forms/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*  
*Safety Officer, Mr. John Vinnedge: 513-618-1922*

Area statistics on crime and help for parents and students can be found at:  

**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/](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/](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.
APPENDICES
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 - Homesteaders Life Insurance
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 / Faculty
Lee, Wanda - Clinical Director / Faculty
Williams, Beth - Director of Institutional Effectiveness

Staff
Brinkman, Kevin – Dean of Enrollment Management
Coggeshall, Ken – Development Director
Jones, Molly - Director of Library & I.T; Title IX Coordinator
Romandini, Russ - Financial Aid Officer (off-site)
Schatzman, Samantha –Receptionist
Williams, Beth –Director of Institutional Effectiveness
Wurzelbacher, Angela – Administrative Assistant

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; Safety Officer

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

<table>
<thead>
<tr>
<th>Employee</th>
<th>Email address</th>
<th>Office phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brinkman, Kevin</td>
<td><a href="mailto:kbrinkman@ccms.edu">kbrinkman@ccms.edu</a></td>
<td>513-618-1926</td>
</tr>
<tr>
<td>Combs, Leigh</td>
<td><a href="mailto:lcombs@ccms.edu">lcombs@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Dutko, Teresa</td>
<td>tдут<a href="mailto:ko@ccms.edu">ko@ccms.edu</a></td>
<td>513-618-1928</td>
</tr>
<tr>
<td>Dwyer, Adam</td>
<td><a href="mailto:adwyer@ccms.edu">adwyer@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Folds, Senta</td>
<td><a href="mailto:sfolds@ccms.edu">sfolds@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Gedert, Mike</td>
<td><a href="mailto:mgedert@ccms.edu">mgedert@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Gets, Joe</td>
<td><a href="mailto:jgets@ccms.edu">jgets@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Henderson, LaToya</td>
<td><a href="mailto:lhenderson@ccms.edu">lhenderson@ccms.edu</a></td>
<td>513-618-1924</td>
</tr>
<tr>
<td>Ivey, Mark</td>
<td><a href="mailto:mivey@ccms.edu">mivey@ccms.edu</a></td>
<td>513-618-1929</td>
</tr>
<tr>
<td>Jones, Molly</td>
<td><a href="mailto:mjones@ccms.edu">mjones@ccms.edu</a></td>
<td>513-618-1933</td>
</tr>
<tr>
<td>Lechner, Jack</td>
<td><a href="mailto:jlechner@ccms.edu">jlechner@ccms.edu</a></td>
<td>513-618-1923</td>
</tr>
<tr>
<td>Lee, Wanda</td>
<td><a href="mailto:wlee@ccms.edu">wlee@ccms.edu</a></td>
<td>513-618-1932</td>
</tr>
<tr>
<td>Minges, Pete</td>
<td><a href="mailto:pminges@ccms.edu">pminges@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Molony, Marty</td>
<td><a href="mailto:mmolony@ccms.edu">mmolony@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Nurre, Andrew (Drew)</td>
<td><a href="mailto:anurre@ccms.edu">anurre@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Romandini, Russ</td>
<td><a href="mailto:rromandini@ccms.edu">rromandini@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Sauerbrunn, Holly</td>
<td><a href="mailto:hsauerbrunn@ccms.edu">hsauerbrunn@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Schatzman, Samantha</td>
<td><a href="mailto:sschatzman@ccms.edu">sschatzman@ccms.edu</a></td>
<td>513-761-2020</td>
</tr>
<tr>
<td>Schmidt, Tim</td>
<td><a href="mailto:tschmidt@ccms.edu">tschmidt@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Shank, Bob</td>
<td><a href="mailto:bshank@ccms.edu">bshank@ccms.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Vinnedge, John</td>
<td><a href="mailto:jvinnedge@ccms.edu">jvinnedge@ccms.edu</a></td>
<td>513-618-1922</td>
</tr>
<tr>
<td>Williams, Beth</td>
<td><a href="mailto:ewilliams@ccms.edu">ewilliams@ccms.edu</a></td>
<td>513-618-1930</td>
</tr>
<tr>
<td>Wurzelbacher, Angela</td>
<td><a href="mailto:awurzelbacher@ccms.edu">awurzelbacher@ccms.edu</a></td>
<td>N/A</td>
</tr>
</tbody>
</table>

### GENERAL CONTACTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Email address</th>
<th>Office phone</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>
</tr>
<tr>
<td>Administration</td>
<td><a href="mailto:admin@ccms.edu">admin@ccms.edu</a></td>
<td>513-761-2020</td>
</tr>
<tr>
<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:accounting@ccms.edu">accounting@ccms.edu</a></td>
<td>513-618-1929</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>513-618-1929</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. DISABILITY & ACCOMMODATION REQUEST

Accommodation requests must be submitted using this form prior to enrollment. Requestor must complete Personal Information section and sign. Requestor must obtain official documentation verifying disability, signed by a licensed physician, and submit with this form for consideration. Please use additional pages to provide information if necessary.

Requests should be submitted to the CCMS Academic Chair by email, mail, or in person:

Email to: academics@ccms.edu   Mail to: CCMS Attn: Academic Chair, 645 W North Bend Rd, Cinti, Ohio 45224

PERSONAL INFORMATION: To be completed by Requestor.

Requestor’s Printed Name: ______________________________________________________________

Your Email:___________________________________Daytime Phone:________________________

Student Status:   ☐ Prospective Student   ☐ Accepted Student   ☐ Enrolled Student

Briefly share specifics about your disability and the resulting limitations (use additional page if necessary):
________________________________________________________________________________
________________________________________________________________________________

Provide specific details of accommodation(s) you are requesting to best help you succeed as a student:
________________________________________________________________________________
________________________________________________________________________________

I hereby request reasonable accommodation(s) for my disability. I grant permission to the Academic Chair and other authorized administrators as necessary to participate in the determination of eligibility process to review pertinent information provided and discuss the matter with me and my health professional(s). If accommodations are not clearly identified in a diagnostic report, the Academic Chair may seek external professional clarification. Reasonable accommodation(s) eligibility is determined on an individualized basis using information provided by the Requestor. It is the responsibility of the Requestor to provide complete and accurate information regarding their disability, limitation(s), and requested accommodation(s). I attest that the information provided is accurate and valid.

Requestor Signature:______________________________     Date:________________

VERIFICATION OF DISABILITY: Requestor must provide current documentation (i.e., medical, educational, diagnostic reports) from licensed physicians, psychologists, or other qualified professionals as well as supporting historical records and materials, including, current functional limitation(s) and any recommendation(s) of appropriate accommodation, verifying the disability for which an accommodation is requested in accordance with Cincinnati College of Mortuary Science Disability and Accommodation Policy 08.01. Diagnosis documentation should be on official letterhead, signed, and include your, name and thorough information regarding diagnosis, limitations, suggested accommodation recommendation(s), and any supporting medical documentation to assist college officials with a determination of eligibility for accommodation in a classroom setting or clinical/technical setting specific to funeral service and embalming.

PRIVACY STATEMENT: CCMS is committed to protecting the confidentiality of student records in our possession. We retain student records in compliance with both state and federal law, in particular with the Family Education Right and Privacy Act (FERPA).
Date Received (form 08.01.DOC1 Disability and Accommodation Request) ______________
Eligibility: ☐ Approved ☐ Non-Approved

Date Requestor Notified (form 08.01.DOC2 Determination of Eligibility) ______________
A.C. Signature: __________________________

Student Record - Original Accommodation Request, including physician’s statement with addendums, and Determination of Eligibility becomes part of Requestor’s permanent record.
☐ Electronic upload to Populi Activity Feed ☐ Original Request placed in Student Record
F. TUITION SCHEDULE: ASSOCIATE OF APPLIED SCIENCE

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

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

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

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

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

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

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

SPECIAL FEES

Special fees are assessed only where applicable.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript (per copy Official and Unofficial)</td>
<td>$10</td>
</tr>
<tr>
<td>Duplicate Diploma (per copy Official and Unofficial)</td>
<td>$10</td>
</tr>
<tr>
<td>Course Audit (fee per credit hour)</td>
<td>$75</td>
</tr>
<tr>
<td>Late Tuition Payment Fee (assessed per week after 3 weeks delinquent)</td>
<td>$25</td>
</tr>
</tbody>
</table>
FULL-TIME ENROLLMENT DEFINED & FINANCIAL AID

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

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

TUITION PAYMENT

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

UNPAID TUITION BALANCE

An unpaid tuition balance must be reconciled prior to each semester’s term end date as published on the Academic Calendar. Student accounts with an unpaid tuition balance at the published term end date will be placed on financial lock, limiting a student’s Populi access to grades and transcripts until the balance is paid in full. Students with unpaid tuition are not permitted to enroll into a subsequent term until payment has been reconciled.

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

TUITION REFUND POLICY

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

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

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

Revised December 2020
G. TUITION SCHEDULE: BACHELOR OF MORTUARY SCIENCE

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

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

Tuition & Fees Detail by Semester and Program Total

<table>
<thead>
<tr>
<th>Semester</th>
<th>Semester</th>
<th>Semester</th>
<th>Semester</th>
<th>Program Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>Credit Hours</td>
<td>15</td>
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<td>Tuition Rate Per Credit Hour</td>
<td>$425</td>
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<tr>
<td>Tuition Only Total</td>
<td>$6,375</td>
<td>$7,225</td>
<td>$6,375</td>
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</tr>
<tr>
<td>General Fee*</td>
<td>$700</td>
<td>$700</td>
<td>$700</td>
<td>$420</td>
</tr>
<tr>
<td>Clinical/Anatomy Lab Fee</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
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<tr>
<td>R.A. Lab &amp; Supply Fee</td>
<td>-</td>
<td>$175</td>
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<tr>
<td>TOTAL TUITION &amp; FEES</td>
<td>$7,325</td>
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TEXTBOOKS & ADDITIONAL RECOMMENDED SUPPLIES (estimated) $ 1,600

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

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

SPECIAL FEES

Special fees are assessed only where applicable.

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

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</table>

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

Revised December 2020
H. 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

____________________________________________________________________________________
Student’s Full Name

____________________________________________________________________________________
Last 4 SSN #

____________________________________________________________________________________
Phone #

____________________________________________________________________________________
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: Serious injury, illness or mental health condition involving student or immediate family member

Required Documentation:
Statement from physician or mental 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
I. 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
(Information Technology Usage Policy continued)

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.

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.
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J. 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.
K. 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.
L. INCIDENT REPORT

Date of report (mm/dd/yy) ________________________________________________

Reporting Person Contact Information

Reported by: _____Victim _____A third party
First name_____________________________________ Last name_____________________________________ Phone number _________________________________ Email __________________________________________

Victim/Survivor Contact Information (if different from above)

First name_____________________________________ Last name_____________________________________ Phone number _________________________________ Email __________________________________________

Incident Information

Date of incident (mm/dd/yy) ________________________ Time of incident (if known) ______________ A.M.  P.M.
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? _____Yes _____No _____Unknown
To your knowledge, has the incident been reported to any of the following?
_____CCMS Safety Officer
_____CCMS Title IX Coordinator
_____CCMS President
_____Other CCMS faculty/staff member

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
M. CCMS SOCIAL MEDIA ACCOUNTS

Facebook:  https://www.facebook.com/CincinnatiCollegeofMortuaryScience/

Twitter:   https://twitter.com/CCMS_College

Instagram https://www.instagram.com/ccms_1882/

LinkedIn:  https://www.linkedin.com/school/cincinnati-college-of-mortuary-science/

YouTube   https://www.youtube.com/channel/UC9I7OUxRfle3yyKwNQecNbA
N. 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
0. 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
Student Handbook 2020-2021

Published August 2020
Revised December 2020

Cincinnati College of Mortuary Science
645 W. North Bend Rd., Cincinnati, Ohio 45224
P: 513-761-2020 or 888-377-8443
F: 513-761-3333
E: Handbooks / Student Handbook / Academic Year 2020/2021_20201231