

Catalog 2015-2016

DALLAS INSTITUTE
OF FUNERAL SERVICE

Dallas Institute of Funeral Service

A non-profit institution dedicated to education and research
for the funeral service profession.



The information contained in this catalog is true and correct to the best of my knowledge

A handwritten signature in black ink, reading "James M. Shoemaker".

James M. Shoemaker
President

CATALOG 2015-2016

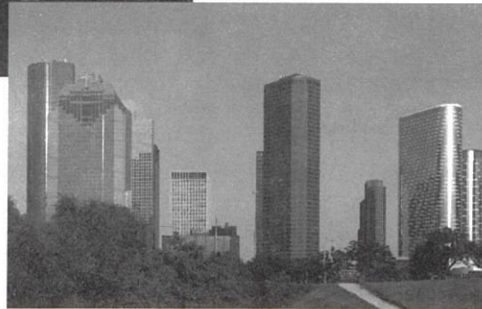
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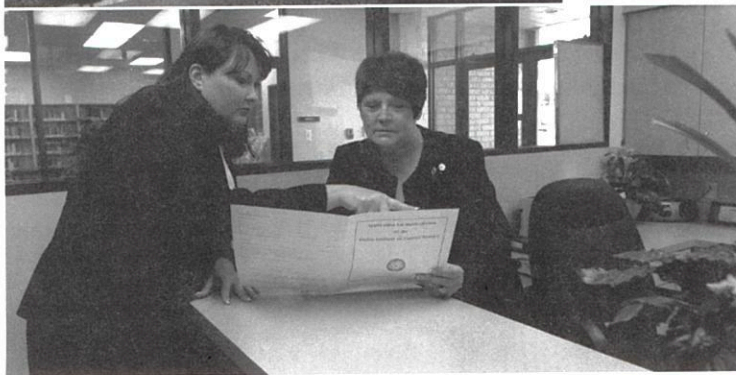


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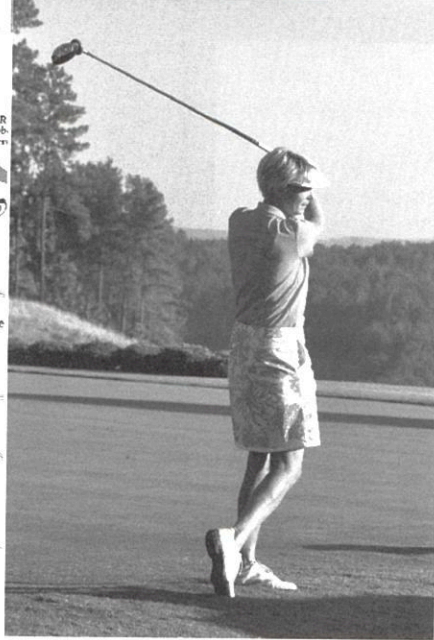
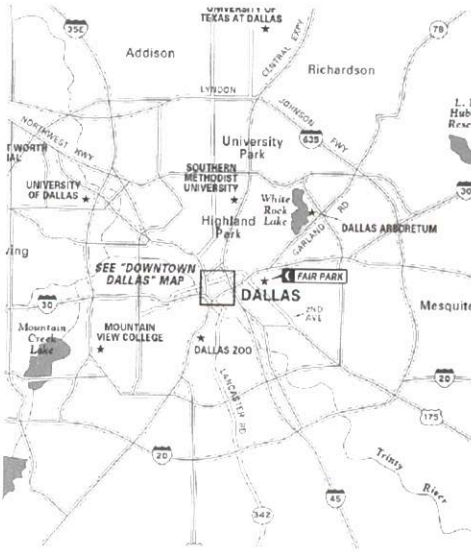


*The excitement
of a great
city...*

*The tradition
of a great
college.*



DALLAS



PHILOSOPHY

Dallas Institute of Funeral Service offers educational opportunities to those interested in funeral service as a career. The institute provides the theory portion and practical application of funeral service education preparing the student for entry into the profession and for a State and/or National Board examination enabling him/her to begin or continue apprenticeship or internship for licensure.

Purpose

The purpose of the College, as approved by the Board of Trustees, is to engage in all activities necessary, useful or expedient to promote and further interest in education, being primarily concerned with educational study and research, disseminating same and teaching the subject of embalming of the human dead; and the business and profession of funeral service.

Accreditation (AAS Program)

The Funeral Service Program and Dallas Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph, MO 64506. (816) 233-3747. web: www.abfse.org
The ABFSE is an agency recognized by the United States Department of Education.

Approvals

Texas Higher Education Coordinating Board
Texas Workforce Commission
Department of Health and Human Services
State Boards, Commissions and Agencies of Funeral Service
State Approval for Veteran Training
State Approval for Vocational Rehabilitation Training
Department of Justice, Immigration and Naturalization Service

Member

National Association of Colleges of Mortuary Science
Texas Funeral Directors Association
National Funeral Directors Association

Equal Employment

The Dallas Institute of Funeral Service offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, handicap, marital status or veteran status.

Ownership

Dallas Institute of Funeral Service is a member of Pierce Mortuary Colleges, Inc. It is a not-for-profit IRS 501(c) 3 corporation chartered in the State of Texas. The Board of Trustees is its governing board and the President is its chief academic officer. Together they manage the business affairs and oversight of the institution.



In accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) we accept students without regard to race, color or national origin.

AIMS and OBJECTIVES

CENTRAL AIM

Dallas Institute of Funeral Service is a non-profit corporation offering post-secondary education to men and women interested in funeral service as a career.

The central aim of the College is to recognize the importance of funeral service education personnel as:

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

OBJECTIVES OF THE COLLEGE

The objectives of Dallas Institute of Funeral Service reinforce its mission statement and institutional aims. To that end, the College will strive:

- to enlarge the background and knowledge of students about the funeral service profession;
- to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
- to educate students concerning the responsibilities of the funeral service profession to the community at large;
- to emphasize high standards of ethical conduct;
- to provide a curriculum at the post-secondary level of instruction; and
- to encourage student and faculty research in the field of funeral service.

HISTORY

One of the first schools of embalming in the United States and certainly in the South and Southwest was organized in Dallas, Texas, at the turn of the century. Dr. Carl Barnes, a well-known medical expert, founded this school in 1900 and called it Barnes School of Anatomy, Sanitary Science and Embalming. Professor Hood F. Smith directed the school, under the supervision of Dr. Barnes, until 1908 and then assumed full charge. He was assisted by Professor Will Dwyer. At that time, the name was changed to the Dallas School of Embalming.

In 1925, following the death of Professor Smith, Professor Dwyer assumed active charge of the college and appointed L. G. "Darko" Frederick as his assistant. This arrangement continued until 1936 when Frederick became a part of a private funeral supply organization.

With the death of Professor Dwyer in 1945, representative members of the funeral service profession recognized the need for continuing such a school to serve this area. W. H. Pierce and L. G. Frederick accepted the responsibility and created a partnership known as Dallas Institute of Mortuary Science, and Mr. Frederick was appointed full-time director and administrator of the college.

In March 1954, the traditions of the South and Southwest were joined as the Gupton-Jones College of Nashville, TN, was merged with Dallas Institute of Mortuary Science. The entire facility and some of the faculty were then moved to Dallas. At this time, a new entity was created, which was known as Dallas Institute-Gupton Jones College of Mortuary Science.

On April 1, 1963, Dallas Institute-Gupton Jones College of Mortuary Science was converted to a non-profit corporation under the laws of the State of Texas. Its purpose was to engage in all activities necessary, useful or expedient to promote and further the interest of mortuary education, being primarily concerned with educational skills, scientific research, dissemination of the research results and teaching embalming of the human dead. Its primary purpose was to conduct a school to teach the business and profession of funeral service as well as educational instruction in all the arts and sciences and other subjects as recommended by the Board of Trustees and the accrediting agencies that were concerned with the funeral profession.

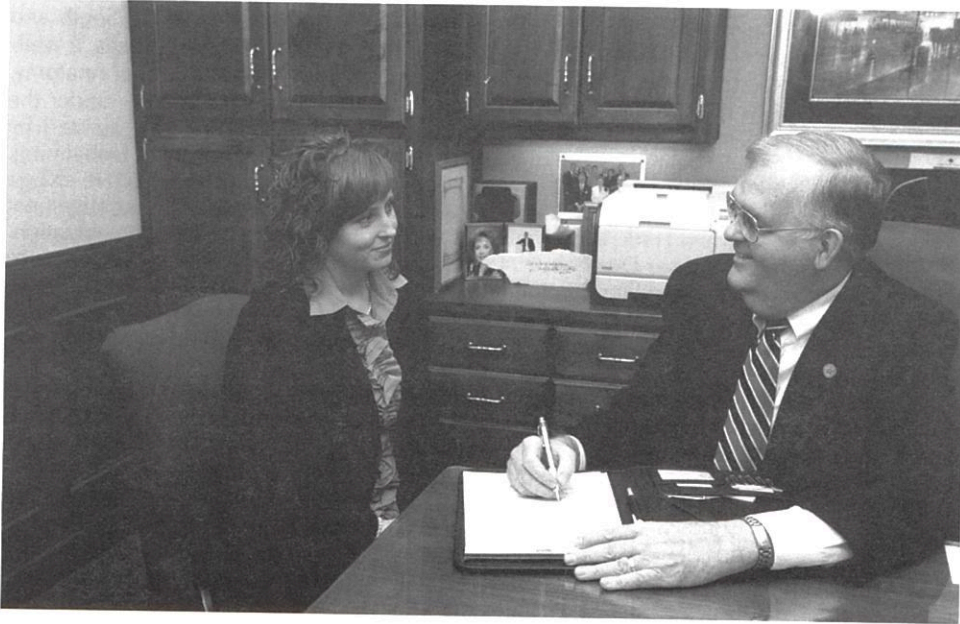
The original Board of Trustees consisted of W. H. Pierce, Chairman; L. G. Frederick; Paul Bollman; Robert Kite; and Floyd Owens. Mr. Frederick was elected president of the college and Robert Kite dean. Upon the retirement of Mr. Frederick in 1963, Mr. Kite was elected president of the college and served in that responsible office until his retirement in 1992, at which time James M. Shoemake assumed the office of president.

In 1969, Dallas Institute was invited to establish a similar satellite branch in Atlanta, Georgia. Because there were so many graduates of the Gupton-Jones College when it was in Nashville, the Board of Trustees decided to restore this well-known name to its new branch in Atlanta. The Dallas Institute then resumed its former name, Dallas Institute of Mortuary Science, which was later changed to Dallas Institute of Funeral Service.

In 1972, the Kentucky School of Mortuary Science in Louisville, Kentucky, became a part of the organization and in 1978 was joined by the Indiana College of Mortuary Science, which was then located in Indianapolis, Indiana. At this time the non-profit corporation was changed from Dallas Institute of Mortuary Science to Pierce Mortuary Colleges, Inc., and each of the satellite schools assumed its individual identity. Accordingly, Dallas Institute of Funeral Service became one of several colleges, each of which was independent of the other but a legal part of the non-profit corporation known as Pierce Mortuary Colleges, Inc.

After some 38 years at the same location at 3906 Worth Street, the need for a larger campus and a more modern building became obvious to the Board of Trustees. September 1983 was the date selected for the Dallas Institute of Funeral Service to move from the old facilities to the beautiful new building at 3909 South Buckner Boulevard in Dallas. In 1995, in an effort to maintain state of the art facilities, a major renovation and addition project was completed. The school presently sits on a developed campus of three acres.

Dallas Institute of Funeral Service represents the longest continuous operation under the same general management of any funeral service educational institution in the United States. It is accredited by the American Board of Funeral Service Education, the official accrediting agency for funeral service education as recognized by the United States Department of Education. The college is approved by all state funeral service licensing agencies; the Social Security Administration; veteran's training; and vocational rehabilitation training.



Dallas Institute of Funeral Service is an active member of the National Association of Colleges of Mortuary Science and eligible students attending the college may receive financial assistance from a number of agencies, including Veterans Administration, Vocational Rehabilitation Commissions, and Job Retraining Programs.

Dallas Institute of Funeral Service has a rich history and tradition, and its success can well be measured by the number of successful funeral directors who are alumni and have proudly given much credit for their training to this institution. The present members of the Board of Trustees are John W. Firestone, chairman; Nancy Pierce Barber, vice-chairman and Maureen Julian, secretary.

President—James M. Shoemake

FORMER PRESIDENTS

Robert P. Kite
Lawrence G. Frederick
Will Dwyer
Hood F. Smith
Carl Barnes

Board of Trustees for Pierce Mortuary Colleges, Inc.



Bottom from left: John W. Firestone, Past Chairman, Joseph U. Suhor III, Chairman, Dennis P. Welzenbach, President - **Top from left:** Donald G. Madelung, Bill W. Forsberg, Michael Meierhoffer, Ann Mesle

John W. Firestone - Former Chairman and CEO of Pierce Mortuary Colleges.

Joseph U. Suhor, III - Currently Chairman of the Board & CEO of Suhor Industries.

Dennis P. Welzenbach - Current President and Board Member of Suhor Industries.

Donald G. Madelung - Current President of Madison & Minneapolis Media Institute.

Bill W. Forsberg - Current Chief Operating Officer for Lane Family of Companies.

Michael Meierhoffer - Chairman of the Board for Meierhoffer Funeral Home & Crematory.

Ann Mesle - Circuit Court Judge on the Jackson County Circuit Court for 12+ years.

FACILITIES

Location

The college is located in the eastern part of the city at 3909 South Buckner Boulevard (Loop 12) and is easily accessible from all major freeways. The college is near shopping centers, restaurants, churches, hospitals, other schools and colleges, and apartment complexes.

Dallas itself has become an educational complex second to none and includes such institutions as Southern Methodist University, The University of Dallas, The University of Texas at Dallas, Southwestern Medical School of The University of Texas Health Science Center, The University of North Texas, Baylor-Texas A&M College of Dentistry, Baylor School of Nursing, Dallas Baptist University, Paul Quinn College, as well as the Science-Technical Center of the Dallas Independent School District. With the Dallas County Community College District and a number of other colleges and universities in a fifty-mile radius, Dallas is a mecca for the enterprising student.

Building

The college facilities were designed and constructed to include the utmost in comfort, beauty, and utility for both the students and faculty. Over two-and-one-half acres of parking is provided on campus for the convenience of the students, visitors, and faculty. The building contains over 19,000 square feet. It includes an administrative and faculty office area; spacious lecture rooms, each with appropriate public address systems and visual aids; state of the art laboratories for computer application, restorative art, and embalming; a well equipped library; an open-air atrium; and a large student center with a refreshment area and adjoining kitchen.

Teaching Aids

The college is aware of the ever-changing trends of modern education, and the most effective teaching aids are used in instruction. Satellite receiving station and video projection system are but a few of the visual learning tools used. Other teaching aids include: digital projectors, laptop computers, videocassette recorders and DVD players; overhead, slide and filmstrip projectors; audio players; and a computer learning system.

Library

The J. Frank Pierce Memorial Library at Dallas Institute contains many volumes relating to the course of study in addition to periodicals pertaining to funeral service and numerous other pamphlets, newspapers and magazines.

There is a well-selected list of the finest reference books, including encyclopedias and dictionaries. Books are continually being added on anatomy, chemistry, embalming, mortuary administration, psychology, microbiology, business, sociology, and all subject matter included in the college's curriculum.

In addition to availability to the students, the library is open to the public and funeral directors for reference and research on a reserve system.

Bookstore

The college bookstore is located in the north wing of the building, convenient to the student center. Supplies and supplemental aids are available to students who wish to obtain these items.

STUDENT LIFE and ACTIVITIES

A student and his/her family can enjoy a well-rounded schedule of extra-curricular activities while he/she is enrolled at the college.

Class Organization is encouraged in order that each class might work together as a team. Class officers are elected early in the year and with their leadership, many class functions are planned and enjoyed by the entire student body. Many of the classes have worked collectively to make contributions and to help the underprivileged.

Pi Sigma Eta is an honorary funeral service fraternity represented at the college by the Epsilon Chapter. Admission is based on scholastic standing and is subject to the rules of the mother chapter.

Lions Club International is a service club best known for fighting blindness, but its members volunteer for many different kinds of community projects – including caring for the environment, feeding the hungry and aiding seniors and the disabled.

The Robert P. Kite Student Center is a modern area where the students are provided with a comfortable, relaxing atmosphere.

Allied Trades Activities also provides outside entertainment as well as adding to funeral service education, as firms associated with funeral service entertain the students with trips, lunches and other activities.

Student Advising and Guidance

It is the feeling of the college that the student should mature in all areas, not solely scholastic areas. With this in mind, advising of students may be held at regular intervals. It is hoped that students will confide in their advisers whenever necessary, with the assurance that all problems are held in confidence and judged on an individual basis and with full consideration. Other members of the college staff, including the president, are available to assist the students with their needs.

Living Accommodations

Most of the housing is in local modern apartments. For those that desire a house, there are some available, but they are further from the campus and transportation is necessary. Incoming students may come to the college upon arrival in the city and pick up a list of housing options recommended by the student body.

Student Employment

The college is in constant contact with people who are looking for part-time employees. These positions are in local firms, some of which are funeral homes. Upon arrival of the student, the college will make every effort to help the student find part-time employment. These positions can be obtained only upon arrival in the city and cannot be reserved by mail prior to arrival. The college cannot guarantee student employment.

Students are reminded that their primary goal is to complete their education. Thus the college recommends that students pursue their studies for a few weeks to determine their ability to handle the academic load before seeking employment.

Employment Assistance

Employment assistance is available to both graduates and employers seeking to fill positions. Whether a student is seeking employment upon graduation, a graduate wishes to find new employment, or a firm needs an employee, the college is constantly striving to aid its graduates and the profession in meeting their employment and staffing needs. However, the college cannot guarantee employment.

Through the years many Dallas Institute graduates have assumed positions of responsibility in funeral service and its related industries. Our graduates represent the future of the profession.

Alumni Association

Graduates of the college automatically become members of the College Alumni Association. Its function is to help maintain a close relationship between graduates and the college.

The college endeavors to maintain an accurate record of its graduates, including current addresses and other pertinent information of interest to its members and the college. Alumni are encouraged to keep the college updated on their current addresses.

FINANCIAL ASSISTANCE

The financial aid office is available to assist incoming students and to answer questions pertaining to financial aid. Those desiring assistance should contact the college.

Eligibility

To be eligible for any type of financial aid (including applicants for a Federal Pell Grant and/or a Federal Stafford Loan) a student must:

1. submit all proper documentation,
2. maintain "SATISFACTORY PROGRESS,"
3. attend classes,
4. fall within the limits of financial need as determined by the Department of Education,
5. complete a "Statement of Education Purpose and Registration Compliance,"
6. not be in default or owe a refund to any Title IV program,
7. and complete verification if selected.

These requirements must be met prior to the certification of financial aid and/or release of financial aid funds by the aid administrator.

"Satisfactory progress" at Dallas Institute of Funeral Service is defined as the quarterly promotion that entails the passing and completion of all required work during one quarter of studies and successfully promoting to the next quarter as described under the General Policy section of this catalog and the Satisfactory Progress section of the college handbook.

Graduation at Dallas Institute of Funeral Service constitutes the successful completion of the two required quarters of study for the Funeral Director's Program and five quarters for the Associate of Applied Science Program. While most students will complete the Funeral Director's Program in Funeral Service in two consecutive quarters, a maximum of four quarters will be allowed for the completion of all course requirements for graduation. While most students will complete the Associate of Applied Science Program in Funeral Service in five consecutive quarters, a maximum of eight quarters will be allowed for the completion of all course requirements for graduation. During this time the student must be making "satisfactory progress" at all times. Separate periods of enrollment are permitted as long as the satisfactory progress criteria are met.

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:

- A) receive 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 PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs.

And

- B) who, 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 quarter, trimester, semester, or X number of clock or credit hours.

Eligible Title IV recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal 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 a tuition 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 owning 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.

Federal Subsidized Stafford Loans

A Subsidized Stafford Student Loan is a low-interest loan to a student by a lender such as a bank or credit union to help pay for education after high school. These loans are insured by a guarantee agency in your state and are reinsured by the federal government.

As an undergraduate student at Dallas Institute of Funeral Service, you may be eligible for one of these loans. There are limitations on the amount you may receive which include your financial need, other aid received, outstanding student loan debt, and the time since a previous loan.

To apply for a student loan you may obtain an application from a lender, your state guarantee agency or from Dallas Institute of Funeral Service. The college will also require completion of other forms to determine your financial need. Federal regulations require all student loans be need-based and eligibility for a Pell Grant be determined first.

Since it is a loan, it must be repaid. Student loans will also be reported to credit bureaus. Therefore the student is advised that an adverse credit report may result from failure to comply with the terms of the loan. Loan repayments usually begin a few months after the student graduates or withdraws from the college. A student whose course load falls below half-time status is no longer considered a student for loan purposes. The lender must allow at least five years for loan repayment and may allow more than five years. When a student ceases attending the college, he/she must contact the lender to establish a repayment schedule. The amount of payment depends on the size of the loan. If you are applying for a student loan, remember, the more you borrow, the higher your payments will be. You should ask the lender to advise you of the monthly payments before actually obtaining the loan. Failure to repay the loan (default) permits the guarantee agency and the federal government to take all legal measures to collect the loan. This includes withholding of any future income tax refunds from the Internal Revenue Service toward repayment of the debt and the denial of issuance or renewal of a vocational license in your chosen profession.

Federal Pell Grants

The Pell Grant is an award to assist undergraduate students to pay for their post-high school education. Unlike loans, grants are not required to be repaid after the student leaves the school. The Department of Education uses a standard formula to evaluate the information provided on the aid application to determine the student's eligibility. Applicants for a Pell Grant must complete the U.S. Department of Education's "Free Application for Federal Student Aid" (FAFSA) for the current award year.

Veteran Benefits

Dallas Institute of Funeral Service programs are approved for those persons who wish to attend the college and receive benefits under the Veterans Educational Benefits Programs.

Students planning to attend with the aid of veterans benefits should inquire at the office of Veterans Service prior to enrollment to obtain needed information relative to enrollment. The college should also be contacted for necessary forms. All completed forms must be returned to the registrar's office at Dallas Institute of Funeral Service.

The college will send all necessary forms to the veteran's service office at the earliest date permitted by regulation prior to enrollment, provided the applicant has met all requirements for enrollment and has been approved by the registrar's office. All students attending under the veterans Educational Benefits Program must furnish DD Form 214.

State Programs

Applicants desiring to attend the college under provisions of a state rehabilitation program must contact their local rehabilitation office. Those applicants planning to attend under the provisions of a job retraining program must contact their local employment commission or private industry council office for information. Following counseling with the appropriate agency, the rehabilitation or job-training counselor must submit a purchase voucher to the college prior to the enrollment of the student.

Campus-Based Financial Assistance Programs

Should a student not qualify for any of the U.S. Department of Education's Loan or Grant programs, alternative financing may be available through private education loans. Applications may be obtained from the Financial Aid Office.

Scholarships

A limited number of scholarships are available on a competitive basis at Dallas Institute. These scholarships are made available through the generosity of various benefactors to funeral service. The following are currently available: Rita Barber Memorial Scholarship (\$ 300), Robert E. Waldrip Memorial Scholarship (\$ 250), and the Robert P. Kite Scholarship (\$ 500).

ADMISSION PROCEDURE

Procedure

The application for enrollment into the college should be secured from the college registrar. The completed application should be returned as far in advance of the actual enrollment date as possible to allow for proper processing of the application. Processing usually takes three to four weeks. All applications should be submitted at least 15 days prior to the enrollment date.

Educational Requirements

State funeral service licensing requirements prescribe the educational standards which must be met by the applicant prior to his/her enrollment in the college. The requirements from state to state vary considerably. The applicant should consult with the state licensing agency in the state in which he/she plans to practice or the registrar of the college well in advance of the desired date of enrollment.

An applicant will not be accepted for admission into the college until complying with all rules and regulations which may be required by the licensing agency of the state in which the applicant plans to practice. All applicants must be high school graduates or have obtained its equivalent (G.E.D.).

Application for Admission

The application form should be filled out completely and returned to the college. In addition the following items are required:

- A. A high school transcript certifying graduation or a GED certificate and scores. This should be sent directly to the college.
- B. One transcript from each college previously attended by applicant. This should be sent directly to the college.
- C. A recent photograph attached to the application for ID purposes only.
- D. A \$50.00 application fee.

Incomplete applications without a photo and/or registration fee will be returned to applicant.

The applicant will be notified of the disposition of the application by letter from the college registrar.

The college reserves the right to refuse admission to any applicant when it is considered



to be in the best interest of the college, its students, and the funeral service profession. Only those applicants whose qualifications will ensure their becoming worthy members of the funeral service profession will be considered for enrollment.

Admission of Foreign Students

Foreign students who wish to enroll in the college should make application in the same manner as other students. Upon acceptance for training, they will be sent an institution number which can be taken to the local consulate to obtain the necessary papers for a visa.

Transfer of Credits

Credits earned at other accredited schools, colleges and universities may be transferred to Dallas Institute of Funeral Service and may be applied toward the Associate's Degree. Courses transferred must correspond to the course content prescribed by the school, and students or applicants must be able to successfully pass a proficiency examination in the subject. A grade of "C" or better is required on all transfer courses.

Records will be clearly documented, and the student will be informed that the evaluation will take place upon the receipt of transcripts. In all cases, official transcripts to verify credits earned must be provided by students to the school prior to granting any transfer credit or by the end of the first quarter, whichever occurs first.

Transfer credits will be awarded subject by subject. Evaluators will use the formula that one quarter hour is equal to 2/3 semester hours when making computations (i.e., 30 SH = 45 QH).

General education course transfer credits must be made up of the following categories and sample courses:

Humanities/Fine Arts 5 quarter hours (3 semester hours)

English Composition or Literature (may transfer for ENG 105)

Social/Behavioral Science 15 quarter hours (9 semester hours)

General or Introductory Psychology (may transfer for PSY 105)

History, Government or Political Science (may transfer for HIS 105 & HIS 205)

Natural Science/Math 5 quarter hours (3 semester hours)

College level Math, Biology, Chemistry or Physics (may transfer for MAT 105)

Transfer credit will be clearly shown on the student's "Evaluation of Previous Education and Training Form" and college transcript. The student's tuition may then be adjusted based on the fee schedule.

Transfer students shall complete at least thirty-five (35) quarter hours in residency at Dallas Institute of Funeral Service. Students who enroll at this college with a bona fide degree from an accredited college or university shall be eligible to receive the Associate of Applied Science Degree in Funeral Service upon successful completion of the four quarters of funeral service core at Dallas Institute of Funeral Service.

Students receiving transfer credit for some subjects may be required to attend regularly scheduled classes and to repeat the subject since our method of instruction intermixes subjects with funeral service. Exceptions can be made with the permission of the president of the college.

Enrollment (See Supplement to the Catalog)

There are two enrollment dates each year, one in the fall and one in the spring. The actual dates of registration are announced well in advance. The student is urged to be present on the actual enrollment date, as an orientation period is provided to make the adjustment to the college and community as easy as possible. It is suggested that the student arrive a day or two early in order to get settled before the classes begin. No student will be accepted later than three (3) days after the enrollment date.

GENERAL POLICY

Satisfactory Progress

In order to be considered to have made satisfactory progress at the end of a given quarter, a student must maintain a cumulative G.P.A. equal to or better than the minimal standard designated in the chart below:

PROGRAM LENGTH

5 Quarters—A.A.S. Degree

1st

QUARTERS

2nd

3rd

4th

5th

2.0

2.0

2.0

2.0

2.0

2 Quarters -Funeral Directors' Program

2.0

2.0

In order to graduate from the Dallas Institute of Funeral Service, a student must pass all courses in the program with an overall 2.0 cumulative G.P.A.

Credit Hour Definition

All courses are measured in quarter hour credits (QH). A quarter hour credit represents one lecture hour per week (1:1) in an eleven-week quarter. Lab hours are credited 1 QH for two hours per week (1:2) per quarter. Clinical Experience hours are credited 1 QH for three hours per week (1:3) per quarter.

Comprehensive Examinations

At the end of the final quarter, comprehensive examinations will be given in all major areas of instruction. The examinations indicate to both the student and the college the degree of proficiency that has been attained in the licensing testing areas. The student must pass all comprehensive examinations in order to graduate.

Texas Success Initiative

The Texas Success Initiative requires all students enrolling in programs leading to an AAS degree to be assessed in READING, WRITING and MATH skills, unless exempt. The purpose of the assessment is to determine what remediation is necessary and to plan what measures should be taken to ensure college readiness. Students may meet the standard by their scores on the Texas Higher Education Assessment Test or in conjunction with their grades for their General Education classes. This assessment should be completed during the first quarter of enrollment.

Students are determined to be ready for technical instruction when they have completed the first Quarter of the AAS program entailing the General Education classes. Those in the Funeral Director's Program are exempt from the TSI requirements.



Grading Methods and Symbols

Grades are based on the quality of work of the student as reflected on written examinations, outside assignments and class projects.

The following grading symbols are used to evaluate a student's progress.

GRADE	NUMERICAL VALUE	GRADE POINT GRANTED FOR EACH QUARTER HOUR
A	93-100	4 (Excellent)
B	85-92	3 (Good)
C	75-84	2 (Average)
D	70-74	1 (Conditional)
F	69-Below	0 (Failing)
I	Incomplete	
W	Withdrawn	
TR	Transfer Credit	

An incomplete grade must be cleared within seven (7) calendar weeks following the quarter in which the incomplete grade was given. The grade (I) is changed to (F) if the work is not completed in the specified time.

A quarterly grade record is maintained by the college. The instructors record the course grades at the end of each quarter.

Grade sheets are issued to each student following the completion of each quarter. Sponsors may receive the student's grades upon permission granted by the student.

Probation and Termination

Progress will be evaluated at the mid-point of each quarter as well as at the end of each quarter. The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.

If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment shall be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

When a student is placed on academic probation, the school shall advise the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file.

The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one quarter.

The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day, excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as a part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original

- tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Reentry, Readmission

A student suspended or terminated for scholastic or academic deficiencies may apply in writing for admission in the next academic quarter. A student terminated for the second time must show evidence of remedial work and improvement before readmission will be considered by the college. A request for readmission following the third termination will be reviewed by the administration. *The student has the right of appeal to the Board of Trustees of the college if he/she finds the decision of the administration is unsatisfactory.*

Attendance Policy

Attendance is recorded at the beginning of each class or lab session on the daily attendance form by the instructor. The daily attendance form is transcribed to the master attendance record each week.

Absenteeism may lead to probation and termination from the college. A student who is advised by the administration of the college about excessive absenteeism is automatically placed on probation. Further advising necessary due to continued absenteeism will lead to termination from the college.

The college will terminate any student for absenteeism in excess of fifteen percent (15%) of the total clock hours in the quarter.

Leave of Absence

Leave of absence may be granted in emergency situations and for military service obligations. Leave of absence shall not exceed twelve days in any quarter. A student requesting a leave of absence must do so in writing. The request must contain the dates and reason for the requested leave. The request must be signed by the student, and if approved by the administration, will be placed in the student's college file and noted in the master attendance record.

If a student fails to return from leave which has been granted, he/she will be terminated immediately, and the proper refund will be made in accordance with the refund policy.

Students are responsible for arranging makeup of class work missed as a result of a leave of absence.

Graduation

The following requirements must be met for graduation:

1. A final overall grade point average of 2.0 must be attained.
2. The student must assist in the preparation of the required number of clinical cases and any other work required by the college.
3. The student shall be free of all indebtedness to the college thirty days prior to graduation.
4. The student must pass the comprehensive examinations.
5. The student must have a minimum ninety-nine (99) quarter hours credit for completion of the Associate of Applied Science Degree program or forty-one (41) quarter hours for completion of the Funeral Directors' program.
6. The student shall have met the requirements of the Texas Success Initiative prior to graduating with the Associate of Applied Science Degree, unless exempt.
7. All students shall have taken the National Board Exam prior to graduating with the Associated of Applied Science Degree.

Graduation With Honors

The conferring of all honors and rewards shall be determined by a special awards committee composed of members of the college faculty and administration, and the conferring of all such honors shall be left entirely to their discretion. The college bestows awards in recognition of service and scholastic proficiency. The Scholastic Achievement Award is presented to those students who have maintained a high "B" average for the year. The Bill Pierce Award is presented to the student who has best exemplified the ideals of funeral service by his/her attitude, conduct, and relationship with others during the school year. These awards are given in addition to the Valedictorian and Salutatorian awards, which indicate first and second in the class, respectively. Special awards are given to those students who have maintained an exemplary attendance record during the entire school year.

Formal Withdrawal Policy

Students withdrawing from the college for any reason must make a formal declaration of intention to withdraw and must clear themselves in every aspect from the college. Merely discontinuing class attendance does not constitute formal withdrawal. A student will be dropped for non-attendance after exceeding the absentee guidelines of the school.

Discipline

Behavior and conduct reflect not only on the individual, but also on the profession which he/she is entering. Therefore, students will be expected to conduct themselves accordingly. The college reserves the right to require the immediate withdrawal of any student, when in its judgement, such action is necessary for the best interest of the college, the students, and the funeral service profession. The right of due process is guaranteed to such students by appeal to the president of the college and subsequently the Board of Trustees.

Student Conduct Policy

Dallas Institute of Funeral Service assumes that students entering college are familiar with the expected rules governing proper conduct of mature, responsible adults. All students will voluntarily observe all such rules and respect the rights of all citizens of the college community.

Violation of the rules of good conduct; the laws of municipal, state, or federal entities; or conduct disruptive to the educational process will lead to disciplinary action by the school. Compliance with all rules and codes regarding the use of drugs, intoxicants and smoking is expected. All information about the college, including rules and codes of conduct, is covered in the Student Handbook.

Student and Faculty Code of Ethics

PREAMBLE

The students and faculty of the Dallas Institute of Funeral Service consider the cultivation of ethical standards by its members to be of primary importance in upholding the honor and integrity of the funeral profession. The school expects its members to maintain standards of personal discipline that are in harmony with its educational goals; to observe national, state, and local laws as well as school regulations; and to respect the rights, privileges, and property of others. An atmosphere more conducive to education will be promoted by a mutual respect and trust among the members of the community of students and faculty. The status of such a relationship between students and faculty will depend on the behavior of these individuals, and the responsibility of defining acceptable behavior will fall upon the student/faculty community as a whole.

ARTICLES

The members of the community of students and faculty should follow these guidelines for their mutual interactions. It must be emphasized that these guidelines are of a general nature, provided as a basis for the intended mood of the document, and are not to be interpreted as a tool for airing petty grievances.

- A. The members are expected not to engage in any conduct that tends to provide unfair advantage for students in any academic matter. Examples of this provision include giving or receiving unauthorized aid during an examination and harboring study materials needed by an individual, class, or the student body as a whole.

- B. The members are expected not to extend to individual students privileged information concerning examinations that gives unfair advantages to those students.
- C. The members are expected not to seek privileged information concerning examinations in addition to that information that is disseminated to the entire class.
- D. The members are expected not to participate in any conduct that intentionally obstructs or disrupts a member's education, teaching, or research; and they are expected not to intentionally cause destruction or deprivation of the property of a member or the school.
- E. The members are expected not to slander or anonymously accuse each other.
- F. The members are expected not to publicly or privately accuse any member through any channel other than one in which such person may have the opportunity to defend himself or herself.

RESPONSIBILITY

The establishment of a relationship based on trust is the responsibility of every member of the community. The members should, therefore, take positive steps to maintain this atmosphere and to correct any situation that might damage it.

INSTITUTION

This document will be the official statement of the community of students and faculty of the Dallas Institute of Funeral Service.

PROMULGATION

The Dallas Institute of Funeral Service will provide all new members of the community with a copy of this document as part of the Student Handbook. In addition, the Administration of the Dallas Institute of Funeral Service shall explain the provisions of this document each school year during the orientation of the incoming freshman class.

PROCEDURES

Within the Dallas Institute of Funeral Service, the pursuit of allegations through the following outlined channels is strictly voluntary. The proper channels, open to any member of the community who is aware of activity that might damage this trust, are:

1. privately consult the individual in question;
2. consult the student's faculty advisor, if this be appropriate; and/or the Administrative Assistant;
3. consult the President of the school or write directly to the Board of Trustees.

Associate of Applied Science Curriculum

The Associate of Applied Science curriculum at Dallas Institute of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. It fulfills the requirements of the accrediting and approval agencies. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study.

PUBLIC HEALTH AND TECHNICAL - (FSS)

	Quarter Hours
Anatomy	6
Chemistry	5
Embalming	7
Microbiology and Public Health	4
Pathology	4
Restorative Art	7
Total Credit Hours in Division	33

COURSES of INSTRUCTION

Quarter Hours

BUSINESS MANAGEMENT (FSM)

Accounting	4
Computer Applications	1
Funeral Service Administration	2
Funeral Service Management	3
Funeral Service Merchandising	3
Funeral Directing	2
Small Business Management	<u>6</u>
Total Credit Hours in Division	21

SOCIAL SCIENCE (FS)

Communications/Speech	2
Communications/Written	2
Funeral Service Counseling	2
Funeral Service Sociology	2
Grief Psychology	2
History of Funeral Service	<u>2</u>
Total Credit Hours in Division	12

LEGAL, REGULATORY, and ETHICS (FS)

Business Law	4
Funeral Service Ethics	1
Funeral Service Law	2
State Funeral Service Law	<u>1</u>
Total Credit Hours in Division	8

GENERAL EDUCATION

College Mathematics	5
English Grammar and Composition	5
General Psychology	5
United States History Before 1877	5
United States History Since 1877	<u>5</u>
Total Credit Hours in Division	25

Total Credit Hours in AAS Degree Program **99 QCH**

FUNERAL DIRECTOR'S PROGRAM CURRICULUM

The Funeral Director's Program curriculum at Dallas Institute of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service as a Funeral Director in the States of Texas, Louisiana and Missouri. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education since it does not include instruction in the following areas: embalming and related science courses and the general education courses. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

BUSINESS MANAGEMENT (FSM)

Accounting	4
Computer Applications	1
Funeral Service Administration	2
Funeral Service Management	3
Funeral Service Merchandising	3
Funeral Directing	2
Small Business Management	<u>6</u>
Total Quarter Hours in Division	21

SOCIAL SCIENCE (FS)

Communications/Speech	2
Communications/Written	2
Funeral Service Counseling	2
Funeral Service Sociology	2
Grief Psychology	2
History of Funeral Service	<u>2</u>
Total Credit Hours in Division	12

LEGAL, REGULATORY, and ETHICS (FS)

Business Law	4
Funeral Service Ethics	1
Funeral Service Law	2
State Funeral Service Law	1
Total Credit Hours in Division	<u>8</u>

Total Credit Hours in FUNERAL DIRECTOR'S Program	41 QCH
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PROGRAMS OF INSTRUCTION

Academic Programs

Dallas Institute of Funeral Service offers two programs of instruction; the Associate of Applied Science in Funeral Service and the Funeral Director's Program.

ASSOCIATE OF APPLIED SCIENCE IN FUNERAL SERVICE

The minimum requirement for the Associate of Applied Science Degree is ninety-nine (99) quarter hours of credit. This requirement may be fulfilled by successfully completing quarters one through five including the General Education component as well as the Funeral Service core. A transfer student having sufficient General Education credits may fulfill the requirement by completing quarters one through four of the Funeral Service core. Each academic quarter consists of eleven weeks of study.

Prefix & Number	Course Title	General Education and Funeral Service Core					Credit Hours
		Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs		
QUARTER ONE:							
ENG 105	English Composition	5	0	0	55	5	
HST 105	U.S. History before 1877	5	0	0	55	5	
HST 205	U.S. History after 1877	5	0	0	55	5	
MAT 105	College Mathematics	<u>5</u>	<u>0</u>	<u>0</u>	<u>55</u>	<u>5</u>	
	Totals	20	0	0	220	20	
QUARTER TWO:							
FSM 104	Basic Accounting	4	0	0	44	4	
FS 104	Business Law	4	0	0	44	4	
FS 132	Counseling	2	0	0	22	2	
FSM 112	Fun. Serv. Admin.	2	0	0	22	2	
FS 102	History of Fun. Serv.	2	0	0	22	2	
FS 152	Fun. Serv. Sociology	2	0	0	22	2	
FS 112	Speech Communications	2	0	0	22	2	
FS 122	Written Communications	<u>2</u>	<u>0</u>	<u>0</u>	<u>22</u>	<u>2</u>	
	Totals	20	0	0	220	20	



QUARTER THREE:

FSS	102	Human Anatomy I	2	0	0	22	2
FSS	112	Chemistry I	2	0	0	22	2
FSS	211	Embalming I & Clinical Exp	1	0	1	22	1
FSM	103	Small Business Mngt. I	3	0	0	33	3
FS	101	Fun. Serv. Ethics	1	0	0	11	1
FSM	203	Fun. Serv. Mngt.	3	0	0	33	3
FSM	303	Fun. Serv. Merch.	3	0	0	33	3
PSY	105	General Psychology	5	0	0	55	5
FSS	131	Restorative Art I	<u>1</u>	<u>0</u>	<u>0</u>	<u>11</u>	<u>1</u>
		Totals	21	0	1	242	21

QUARTER FOUR:

FSS	203	Human Anatomy II	3	0	0	33	3
FSS	223	Chemistry II	3	0	0	33	3
FSS	303	Embalming II & Clinical Exp	3	0	1	44	3
FSS	311	Embalming II - LAB	0	2	0	22	1
FS	142	Fun. Serv. Law	2	0	0	22	2
FSS	122	Microbiology I	2	0	0	22	2
FSS	141	Pathology I	1	0	0	11	1
FSS	233	Restorative Art II	3	0	0	33	3
FSS	201	Restorative Art II-LAB	<u>0</u>	<u>2</u>	<u>0</u>	<u>22</u>	<u>1</u>
		Totals	17	4	1	242	19

QUARTER FIVE:

FSS	301	Human Anatomy III	1	0	0	11	1
FSS	402	Embalming III	2	0	0	22	2
FSM	101	Computer Applications	1	1	0	22	1
FSM	402	Funeral Directing	2	0	0	22	2
FSS	242	Microbiology II	2	0	0	22	2
FSS	213	Pathology II	3	0	0	33	3
FS	202	Psychology of Grief	2	0	0	22	2
FSS	321	Restorative Art III	1	0	0	11	1
FSS	341	Restorative Art III-LAB	0	2	0	22	1
FSM	213	Small Business Mngt. II	3	0	0	33	3
FS	301	State Fun. Serv. Law	<u>1</u>	<u>0</u>	<u>0</u>	<u>11</u>	<u>1</u>
		Totals	18	3	0	231	19

						Quarter Contact Hours	Credit Hours
						1155	99
		Total AAS Program					

Funeral Director's Program

The minimum requirement for the Funeral Directors Program is forty-one (41) quarter hours of credit. This requirement may be fulfilled by successfully completing quarters one and two of the Funeral Service core relating only to the Funeral Director. Each academic quarter consists of eleven weeks of study. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education since it does not include instruction in the following areas: embalming and related science courses and the general education courses. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

The program is designed to prepare a person to be a licensed Funeral Director in Texas, Louisiana, or Missouri. The graduate will meet or exceed the education requirements for licensure in Texas, Louisiana, or Missouri and be eligible to sit for the state licensing examinations. Graduates may serve internship requirements while employed in a funeral home.

The skills a graduate will have learned are: arranging and directing a funeral, arranging for the transport of the deceased to funeral home for embalming, interviewing family or next-of-kin to arrange details of funeral, selecting the pallbearers, procuring the religious officiant, arranging for transportation for all to the place of service and to the cemetery or crematory, completing the necessary legal documents as required by law.

Additional skills that will be learned are good interpersonal skills, learning to work with others, communicating orally and in writing, reasoning logically to resolve problems, and learning to set goals and working towards meeting these goals.

FUNERAL DIRECTOR'S PROGRAM

QUARTER ONE:

Number	Course Title	Lec Hrs	Lab Hrs	Cont Hrs	Credit Hrs
FSM 104	Basic Accounting	4	0	44	4
FS 104	Business Law	4	0	44	4
FS 132	Counseling	2	0	22	2
FSM 112	Fun. Serv. Admin.	2	0	22	2
FS 142	Fun. Serv. Law	2	0	22	2
FS 102	History of Fun. Serv.	2	0	22	2
FS 152	Fun. Serv. Sociology	2	0	22	2
FS 112	Speech Communications	2	0	22	2
FS 122	Written Communications	2	0	22	2
Totals		22	0	242	22

QUARTER TWO:

Number	Course Title	Lec Hrs	Lab Hrs	Cont Hrs	Credit Hrs
FSM 101	Computer Applications	1	1	22	1
FS 101	Fun. Serv. Ethics	1	0	11	1
FSM 203	Fun. Serv. Mngt.	3	0	33	3
FSM 303	Fun. Serv. Merch.	3	0	33	3
FSM 402	Funeral Directing	2	0	22	2
FS 202	Psychology of Grief	2	0	22	2
FSM 103	Small Business Mngt. I	3	0	33	3
FSM 213	Small Business Mngt. II	3	0	33	3
FS 301	State Fun. Serv. Law	1	0	11	1
Totals		19	1	220	19

				Contact Hours	Quarter Credit Hours
Total Funeral Director's Program				462	41

COURSE DESCRIPTIONS

The course descriptions provide a summary of the material covered in each course. The first digit of the course denotes basic courses, starting at the 100 level and progressing to the next larger first digit in the course number for each succeeding quarter. The last digit in the course number indicates the number of quarter hours in the course or the number of quarter hours in a quarter. (Weekly Lecture Hours-Weekly Lab Hours-Weekly External Hours) (QH – Quarter Hours) (SH – Semester Hours are listed for comparison purposes only)

PUBLIC HEALTH AND TECHNICAL Funeral Service Science (FSS)

FSS 102 Human Anatomy I (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course is an introduction to anatomy, basic terminology, embryology, and the integumentary system. Included is a detailed discussion of hematology and cardiology.

FSS 112 Chemistry I (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course consists of a brief introduction to the following subjects: fundamental concepts, atomic structure, and classification of the elements, chemical equations, solutions, acids, bases, and salts.

FSS 122 Microbiology I (2-0-0) (22 Clock Hours) (2QH) (1.4 SH)
The first quarter of microbiology is an introduction to the study of microorganisms, and their anatomy, physiology, and methods for control. A fundamental approach to the mechanisms of pathogenicity and host response to infection through a study of immunology is also presented.

FSS 131 Restorative Art I (1-0-0) (11 Clock Hours) (1QH) (0.7 SH)
The student is taught the basic fundamentals of restorative art in regard to case evaluation and procedures needed for proper restoration. The course includes such areas as bones of the head and bony landmarks affecting surface form, muscles, facial markings, and tissue thickness. Facial proportions, profile shapes, and front view head shapes are discussed. The features of the head and its individual parts are integral in aiding the student in restoring a complete face as required in the laboratory. Throughout the course, emphasis is placed on the use of proper terminology as well as terms of position and direction.

FSS 141 Pathology I (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)
This class is designed to provide sufficient knowledge to understand the need for public health regulations. It includes a study of general pathology, as well as an introduction to the terminology. The fundamentals to the disease processes throughout the body are also discussed.

FSS 201 Restorative Art II - Lab (0-2-0) (22 Clock Hours) (1 QH) (0.7 SH)
Each student is supplied with a modeling skull, restorative wax, and modeling tools. Here the student learns the basics of modeling the face, including the main features.

FSS 203 Human Anatomy II (3-0-0) 33 Clock Hours) (3 QH) (2.1 SH)
This course is a very extensive study of the circulatory system, including the blood vascular and lymphatic system. It includes a detailed study of the skeletal system, including landmarks and points of articulations, as well as a study of the muscular system.

FSS 211 Embalming I and Clinical Experience (1-0-1) (22 clock hours) (1 QH) (0.7 SH)
This is an introductory course in embalming; concentrating on professionalism, accountability, and responsibility, as well as legal regulation. Students learn the overall value of embalming. Physical and chemical changes that occur in the body and the terminology of death are studied. Embalming instruments, preparation room equipment and supplies are discussed. Students are required to assist in the preparation of six dead human bodies during this quarter. These cases are completed under the direct supervision of embalming lab preceptors. Embalming takes place either on-campus in the school's preparation facility or in licensed off-campus facilities. Students must provide their own transportation to off-campus sites.

- FSS 213 Pathology II (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)**
 This is a continuation of the study of the disease process on the body with an emphasis on special pathology, a study of disease of specific organs and organ systems, with emphasis on the structural changes involved.
- FSS 223 Chemistry II (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)**
 This course involves the study of organic chemistry, carbon, and its related compounds as well as an overview of biochemistry, the chemistry of life. The course also includes a study of embalming chemistry, the chemistry of decomposition and the preservation and disinfection of the dead human body.
- FSS 233 Restorative Art II (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)**
 This portion of the restorative art course covers such areas as restorative art waxes and their adaptation to various restorative cases. Methods of attachment and support for the ear and nose, as well as problem cases with the mouth and eyes, are also included. Color theory and the importance of color in the industry are covered at length. This discussion of color leads directly into the study of cosmetics and their application for viewing in the funeral setting.
- FSS 242 Microbiology II (2-0-0) (22 Clock Hours) (2QH) (1.4 SH)**
 The second quarter of microbiology concentrates on specific bacteria, rickettsia, chlamydia, viruses, fungi, and protozoa, along with the infections they cause. Portals of entry and exit of each microorganism and their modes of transmission are particularly emphasized in this section.
- FSS 301 Human Anatomy III (1-0-0) (11 Clock Hours) (1QH) (0.7 SH)**
 This course is a study of the basic anatomical structures and physiological principles of the digestive, respiratory, endocrine, excretory, reproductive, and nervous systems. The quarter ends with a review of all systems of the body.
- FSS 303 Embalming II and Clinical Experience (3-0-1) (44 clock hours) (3 QH) (2.1 SH)**
 A continuation of FSS 211, this course presents an in-depth study of embalming case analysis, beginning with pre-embalming, embalming, and post-embalming procedures. Proper procedures and techniques are presented in preparation for professional practice. The student is required to assist with the embalming and preparation of a minimum of six dead human bodies during this quarter. These cases will be completed under the direct supervision of embalming lab preceptors. The embalming experience takes place either on-campus in the school's preparation facilities or in licensed off-campus facilities. Students must provide their own transportation to off-campus sites.
- FSS 311 Embalming II - Lab (0-2-0) (22 Clock Hours) (1 QH) (0.7 SH)**
 Embalming laboratory covers an in-depth look at the preparation room and the components of an adequate embalming facility including a detailed look at OSHA guidelines and how they affect the embalming procedure. Anatomical and linear guides are also discussed as they relate specifically to embalming. The remainder of the course is devoted to studying the components of embalming fluids and how the chemicals are used for treating the dead human body. Calculation of embalming solution strengths is also discussed.
- FSS 321 Restorative Art III (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)**
 Hypodermic tissue building, hair restorations, burns, abrasions, and the decapitation case are but a few of the many special cases considered in this section of the course. The student is instructed in proper methods of Restorative Art for each of three phases: pre embalming; embalming, and post embalming periods.
- FSS 341 Restorative Art III - Lab (0-2-0) (22 Clock Hours) (1 QH) (0.7 SH)**
 Each student is supplied with a specially prepared cosmetic mask and a complete mortuary cosmetic kit. Here the student learns the basics of cosmetizing the face, including the practical application of cosmetics to the cosmetic mask for both normal and problem cases.
- FSS 402 Embalming III (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)**
 This course is devoted to the handling of special cases and the proper embalming procedure of each. Attention is devoted to the many unique challenges facing the modern embalmer.

BUSINESS MANAGEMENT
Funeral Service Management (FSM)

FSM 101 Computer Applications (1-1-0) (22 Clock Hours) (1 QH) (0.7 SH)
This course is an introduction in computer literacy, terminology, basic computer concepts, and the application of the computer to funeral service, including the computer as a business tool, financial tool, word processor, marketing device, and sales analysis tool. The course will enable students to intelligently shop for a computer system and to determine what type software they need.

FSM 103 Small Business Management (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)
This course discusses the principles of management applicable to small business. The major areas of study include planning for a new or existing business, organization, location, and marketing strategies.

FSM 104 Basic Accounting (4-0-0) (44 Clock Hours) (4 QH) (2.8 SH)
This course is an introduction to the basic theories of accounting and the application of theories in preparation of accounting records and financial statements. Additional emphasis is placed on accounting for the single proprietorship type of business organization.

FSM 112 Funeral Service Administration (2-0-0) (22 Clock Hours) (2QH) (1.4 SH)
This course includes history and orientation, terminology and organizations, psychological and influencing factors of funeral service, and professional ethics. Also included is a study of Social Security and Veterans Administration benefits

FSM 203 Funeral Service Management (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)
This course includes a study of telephone techniques, first call, pre embalming information, vital statistics, professional relationships and funeral service forms. It includes Federal Trade Commission rules and regulations along with General Price List rules and regulations.

FSM 213 Small Business Management II (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)
This course is a continuation of small business management, with emphasis upon financial planning, capital asset management, personnel management, and elements of sound business management.

FSM 303 Funeral Service Merchandising (3-0-0) (33 Clock Hours) (3 QH) (2.1 SH)
This course is a study of the principles of buying and selling merchandise, caskets and vault construction, cremation merchandise and containers, cemetery merchandise and property and inventory and pricing methods.

FSM 402 Funeral Directing (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course includes a study of the funeral arrangement, funeral procedure, and types of services, including religious, fraternal organizations, and military services.

SOCIAL SCIENCE
Funeral Service (FS)

FS102 History of Funeral Service (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
Both funeral service and embalming are included in this history course from the beginnings to modern funeral practices. It covers the history of such cultures as the Egyptians, Hebrews, Greeks, Romans, and early Christians. Historical contributions by influential individuals to both funeral service and the art of embalming are also covered.

FS 112 Speech Communications (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course is an introduction to public speaking. The funeral professional is often asked to speak about the funeral business. Students in this class will learn about audience analysis, organizing a presentation, persuasive speaking, and informative speaking. Each student will have the opportunity to deliver a speech.

FS 122 Written Communications (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course is an overall study of the elements of the communication process, types of communication, language, non-verbal communication, and listening. Communication skills are discussed in relation to letter writing, advertising, resumes, and obituaries.

FS 132 Funeral Service Counseling (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course will promote greater understanding for what takes place during an "at need" arrangement conference. Basic skills and techniques utilized in counseling will be discussed, along with what qualities and characteristics a counselor needs.

FS 152 Funeral Service Sociology (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course is a general survey of sociology, including orientation, definitions, application and purpose, culture, customs, family, funeral customs, ethnic and minority groups.

FS 202 Psychology of Grief (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course includes the study of dying and death, along with the grief of the adult and child.

LEGAL, REGULATORY AND ETHICS

Funeral Service (FS)

FS 101 Funeral Service Ethics (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)
Ethical beliefs and the types of beliefs will be discussed in this course. Focus will be placed on the ethical beliefs of the individual as well as the ethical behavior that a funeral service practitioner should exhibit.

FS 104 Business Law (4-0-0) (44 Clock Hours) (4 QH) (2.8 SH)
This course is an introduction to business law, courts and court procedure, contracts, property sales, and bailments. It also includes the study of commercial paper, agency and employment, risk bearing devices and the nature of property.

FS 142 Funeral Service Law (2-0-0) (22 Clock Hours) (2 QH) (1.4 SH)
This course is structured to acquaint the student with the legal instruments that apply to funeral service. It also includes an introduction to wills and estates, death and disposition rights, torts, state board rules, licensure of persons and establishments.

FS 301 State Funeral Service Law (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)
Laws, rules and regulations pertaining to funeral service for the state in which the student anticipates pursuing his/her professional practice are covered in this course. The students are divided into groups representing their respective states. The students are then quizzed in the specific state laws and regulations for their particular state.

GENERAL EDUCATION

ENG 105 English Composition (5-0-0) (55 Clock Hours) (5 QH) (3.4 SH)
This course is designed to improve students' English writing skills, emphasizing thesis support and development, Standard English grammar, sentence structure, paragraph development, mechanical correctness, spelling, punctuation, and vocabulary. Students will be required to read several selections and to respond analytically and critically to the reading. Students will write various styles of compositions and essays. This course introduces research skills and conventions of documentation.

HST 105 United States History before 1877 (5-0-0) (55 Clock Hours) (5 QH) (3.4 SH)
This course presents an introduction to the political, social, economic, and cultural history of the United States to the end of reconstruction of the South following the Civil War. The course is designed to help students understand and evaluate their society and to comprehend the historical experience.

HST 205 United States History since 1877 (5-0-0) (55 Clock Hours) (5 QH) (3.4 SH)
This course is an intensive analysis of the history of the United States after the reconstruction of the South following the Civil War, and ends with the current events of historical significance. After completing this course of study, the student will be able to discuss and recognize the problems and the attitudes that have shaped our present day events.

MAT 105 College Mathematics (5-0-0) (55 Clock Hours) (5 QH) (3.4 SH)
The course begins with a study of set theory and number theory progressing to linear and quadratic equations and inequalities, roots of polynomials, exponential and logarithmic functions, and systems of equations. Other topics include complex numbers and the theory of equations. It concludes with the application of algebraic principles to solve problems in funeral service.

PSY 105 General Psychology

(5-0-0) (55 Clock Hours) (5 QH) (3.4 SH)

The course overviews the major theories and scientific research examining the human mind and behavior. The topics range from studies of perception, cognition, memory, language, and thought to studies of development, personality, relationships, motivation, abnormal patterns of thought and behavior, and cultural differences.



STATE FUNERAL SERVICE LICENSING AGENCIES

Prior to enrollment, new students should contact the state funeral service licensing agency in which they intend to practice following graduation. Each applicant for a professional funeral service license must meet the requirements of the state issuing the license. Some states have requirements that should be met before attending a funeral service college. Internet web addresses, mailing addresses and telephone contacts for all States and Canadian provinces may be found at <http://www.theconferenceonline.org/reg-agencies.shtml>.

