

*FOUNDED 1926*

SERVITIUM PER SCIENTIAM.....



*A not-for-profit educational institution*

The Associate Degree in Occupational Studies at American Academy McAllister Institute is accredited by the American Board of Funeral Service Education, Inc., 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506 816.233.3747

Chartered under the membership corporation law of the State of New York

Authorized by the New York State Board of Regents to confer the degree of Associate in Occupational Studies (A.O.S.) HEGIS #5299.20

New York State Education Department  
Division of College & University Evaluations  
Office of Higher Education & the Professions  
Cultural Education Center. Room 5B28  
Albany, New York 12230

Funeral Service Program registered by the New York State Education Department

Approved by the Department of Health New York State

Approved by the New York State Education Department for the Training of Veterans

AAMI is affiliated with Servicemember's Opportunity College

Authorized under Federal law to enroll non-immigrant alien students

Member-National Association of Colleges of Mortuary Science

Member-Commission on Independent Colleges and Universities

Member-National Association of Independent Colleges and Universities

Member-American Association of Collegiate Registrars and Admissions Officers

Member-National Funeral Directors Association

Member-Cremation Association of North America

Member-Western Cooperative for Educational Telecommunications

AAMI has a non-discriminatory policy and therefore does not discriminate against applicants, students or employees on the basis of race, color, creed, age, gender, sexual orientation, national origin, disability, marital or veteran status.

**American Academy McAllister Institute of Funeral Service, Inc.**

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## CONTACT INFORMATION

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### FINANCIAL AID

AAMI 1.866.932.2264 toll-free  
212.757.1190  
866.932.2264  
www.funeraleducation.org

Federal Aid www.fafsa.ed.gov

New York State Aid www.HESC.com

### FUNERAL SERVICE ORGANIZATIONS

American Board of Funeral Service Education (ABFSE) 816.233.3747  
www.abfse.org

International Conference of Funeral Service Exam Boards (ICFSEB) 479.442.7076  
www.theconferenceonline.org

National Funeral Directors Association (NFDA) 800.228.6332 toll-free  
www.nfda.org

National Funeral Directors and Morticians Assoc. (NFDMA) 800.434.0958 toll-free  
www.nfdma.com

### NATIONAL BOARD EXAM

International Conference of Funeral Service Exam Boards 479.442.7076  
www.theconferenceonline.org  
(click on "For Students" and then "National Board Exam")

### STATE LICENSING AGENCIES

www.theconferenceonline.org  
(For a complete list of licensing agencies, go to  
www.theconferenceonline.org and click on "Regulatory Agencies")

New York State Department of Health, Bureau of Funeral Directing 518.402.0785

State Board of Mortuary Science of New Jersey 973.504.6425  
www.state.nj.us/lps/ca/nonmedical/mortuary.htm  
william.mandeville@lps.state.nj.us

Connecticut Embalmer/Funeral Director Licensure 860.509.7603  
www.ct.gov/dph/cwp/view.asp?a=3121&q=389320  
opic.dph@ct.gov

**STATE FUNERAL ORGANIZATIONS** (For a complete list of state organizations, go to www.nfda.org and click on "About Funeral Service" and then "State Associations")

New York www.nysfda.org

New Jersey www.njsfda.org

Connecticut www.ctfda.org



## MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff of American Academy McAllister Institute of Funeral Service (AAMI), may I take this opportunity to welcome you as you learn more about us in the pages of this academic catalog.

AAMI has a rich history both as a pioneer and a leader in funeral service education. Our greatest strength has been in preparing students to pass the National Board Examination successfully. The preparation, by its very nature, has allowed students to grow in their confidence as funeral service professionals. Having mastered funeral service theory, our graduates are well suited for the enrichment that comes from the practical experience of working in funeral service. To that end, the faculty of AAMI is largely comprised of licensed funeral directors who have achieved further expertise in the field of education. This combination makes for enriching academic experiences that present the theoretical elements of funeral service education with a realistic eye toward their practical application.

AAMI offers its funeral service associate degree program in two formats: (1) the campus program is for students who want to attend full-time at the campus, and (2) the online program is for students who choose to attend part- or full-time from anywhere in the world that Internet access is available.

On-campus classes are conducted in the heart of New York City. The methods of presentation include lecture, discussion, media presentations, practical laboratory exercises and simulated role play. An extensive funeral service library and computer resource center is available to students to facilitate learning and promote academic curiosity. Field trips and guided research projects take advantage of the wealth of opportunities offered by our location in midtown Manhattan. Students find adequate time for sightseeing and socializing while studying at AAMI. A healthy balance of pursuits only enhances a graduate's opportunity to find lasting success and satisfaction in the funeral service profession.

The online program is identical to our on-campus program in the courses offered, the course content and the requirements that a student must complete for graduation. Both programs require the completion of 69 credits of prescribed courses. The campus and online courses are taught by the same faculty. Students taking courses online may work on their courses anytime during the day or evening that is convenient for them! To complete the clinical embalming, restorative art lab and comprehensive review for the National Board Exam, you will be required to spend two weeks in New York City at the end of your studies.

As you read this catalog, you will come to know us at AAMI. We are committed professionals seeking to shape future professionals in the richly satisfying profession of funeral service. While you cannot "judge a book by its cover," we hope that what you read might inspire you to judge our institution as worthy of your investment of talent and interest. We stand ready to help you succeed in an environment where the student truly comes first.

Thank you and know that you are welcome at AAMI!

Meg Dunn

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## A CAREER IN FUNERAL SERVICE

According to the National Funeral Directors Association, "Today, Funeral Service has accomplished a shift in emphasis from preoccupation with death and the dead to a genuine concern for life and the living, from safeguarding the physical health of the survivors to safeguarding their mental and emotional health."

"The men and women of today who select Funeral Service as their profession will find it necessary to be adequately trained and socially sensitive to the professional responsibility required for licensure and social service." The rewards of Funeral Service are both material and spiritual. It offers stability of employment in a time-honored vocation that continues to increase in prestige from year to year.

A career in Funeral Service makes possible the utilization of a variety of special skills in such areas as counseling and public relations as well as many facets of business management. This is particularly true of many funeral homes where specialization is encouraged. Changing funeral customs have opened new areas of social service.

The following information from the most recent Occupational Outlook Handbook, which is published by the U.S. Bureau of Labor Statistics, states that "few occupations require the tact, discretion and compassion called for in the work of funeral directors and embalmers." While describing the nature of the work, the handbook states that funeral directors take great pride in their ability to provide efficient and appropriate services and the funeral director "also comforts the family and friends of the deceased." Further, "important personal traits for funeral directors are composure, tact and the ability to communicate easily with the public."

"If your knowledge of the Funeral Service field is limited or if your interest is not yet clearly defined, it would be advisable to talk to several funeral directors concerning your future as well as career opportunities available. You may develop the opportunity to affiliate with a funeral home and perhaps to serve part or all of your traineeship."

Additional qualities for prospective Funeral Service professionals are: "a reasonable emotional maturity; a sensitivity to people's feelings coupled with a desire to help others solve problems caused by bereavement; the capacity for making friends and inspiring confidence and, finally, the willingness to adjust your personal life to the needs of others."

"If you believe that you possess or can develop most of these qualities, then Funeral Service may offer you a rewarding career."

For additional information on Funeral Service as a career, the Bureau of Labor Statistics of the U.S. Department of Labor each year publishes information in the Occupational Outlook Handbook, which contains articles about each profession. For the online article on Funeral Directors, go to [www.bls.gov/oco/ocos011.htm](http://www.bls.gov/oco/ocos011.htm).

## STATE LICENSURE REQUIREMENTS

Funeral Service is a licensed vocation requiring each candidate to pass a licensing examination. The laws prescribing requirements for the license vary from state to state.

As your first step you should be familiar with the educational, legal and other requirements in the state or states in which you wish to be licensed. If you decide to make Funeral Service your career, AAMI will assist you in securing more detailed information by referring you to the appropriate state agency. For information on state licensing requirements go to [www.theconferenceonline.org](http://www.theconferenceonline.org) (click on "Regulatory Agencies").

## WHY YOU SHOULD CHOOSE AAMI FOR YOUR PROFESSIONAL TRAINING

The American Academy McAllister Institute (AAMI) was established in 1964 by the merger of the McAllister School of Embalming, founded in 1926, and the American Academy of Embalming and Mortuary Research, founded in 1933. A more extensive history is included in the back of this catalog. AAMI continues to be dedicated to the ideals these two institutions advocated, namely the careful preparation of its graduates for the obligations and responsibilities of contemporary funeral service.

AAMI's excellent faculty, modern teaching facilities and well-rounded educational program provides the opportunity for both theoretical and practical instruction in all phases of funeral service. The success of its graduates in the funeral profession has confirmed the prestige of AAMI among embalmers and funeral directors throughout the country. The roster of alumni and their achievements is clear evidence of the quality of professional training they receive as students.

AAMI's educational program conforms to the course and credit requirements of the American Board of Funeral Service Education (ABFSE), the national accrediting agency for funeral schools. The program is routinely reviewed and revised by the faculty to meet the changing needs of its students.

### **PARTNERSHIPS**

AAMI's students are offered the option to apply their AAMI credits to further their educational goals. They may receive advanced standing toward their B.S. in Funeral Service Administration at St. John's University. For more information, call 718-390-4449.

St. Joseph's College will accept 60 transfer credits from AAMI's graduates. Students may pursue a B.S. in Organizational Management; B.S. in Community Health & Human Services, or a B.S. in Health Administration. For more information call 718-399-1238.

In addition, AAMI has a special articulation agreement with LaGuardia Community College. Those students interested in this affiliation must attend LaGuardia Community College first, and then transfer to AAMI. For more information call 718-482-7200.

AAMI has formed a new partnership with York County Community College (YCCC), Wells, Maine. Residents of Maine and New Hampshire may complete up to 15 credits of coursework through YCCC and complete all of the remaining courses in the Associate Degree program in Funeral Service through AAMI's online program. Only the two-week clinical at the end of the program requires students to travel to New York City. For more information call AAMI or YCCC at 207-646-9282.

# MISSION STATEMENT

The mission of American Academy McAllister Institute of Funeral Service is to educate students so that they may reach their full potential and achieve their goal to enter the funeral service profession. AAMI is committed to creating a learning environment that supports educational excellence, encourages academic innovations and promotes the steadfastness and integrity of the funeral profession. As a leader in funeral service education for 80 years, AAMI provides and supports the educational needs of the funeral industry.

AAMI is an urban, not-for-profit, private, single-purpose academic institution that offers a campus and online associate degree program dedicated to the educational needs of the funeral industry. AAMI provides educational leadership through learning opportunities that anticipate, prepare for and meet the challenges of educating a socially and economically diverse population. AAMI provides opportunities for students, faculty and staff to study, research and observe the culture, customs and changing dynamics of the funeral profession.

## GOALS

1. To support and maintain academic excellence.
2. To educate students in:
  - a. every phase of funeral service, including its history and current trends;
  - b. the laws, regulations and guidelines at the federal, state, provincial-territorial, and local regulatory levels;
  - c. public health, safety and welfare in caring for human remains; and,
  - d. the necessary proficiency and skills in the profession.
3. To respond to and provide for the educational and academic needs of the funeral industry.
4. To actively seek, maintain and cultivate a qualified and diverse faculty and staff dedicated to accomplishing the goals of AAMI.
5. To provide quality instructional programs, appropriate technologies, support services and staff to achieve our educational goals.
6. To promote a climate that enhances diversity, teamwork and student success.
7. To be a visible and responsive leader within the funeral service industry and to promote the highest ethical standards.
8. To develop in each student a sense of responsibility and instill in each the moral obligations inherent in this time-honored vocation. In addition, it is the goal of the school to ensure that students recognize that their role in society fulfills a multi-dimensional, multi-faceted function. They will become:
  - a. Members of Society who dedicate themselves to the service of others in their hour of need. As members they learn that they will be present in the community for an extended time, often a career. As such, they learn to act with integrity so that the true nature of their work is seen for its time-honored, traditional value, and not as a windfall to be enjoyed at the loss of someone's loved one.
  - b. Managers who help to plan and organize the details for a funeral, a tribute to a life lived and an opportunity to bring the community together to pay its respects. They are hosts who provide an environment for the support of the community that brings comfort to the bereaved family.
  - c. Directors who professionally ensure the respectful disposition of a decedent and assist the bereaved family with getting back to the task of living.
9. To respond ethically and appropriately to internal and external constituents when defining standards of excellence and accountability.

10. To provide a meaningful curriculum at the postsecondary level of instruction that encourages outstanding teaching, appropriate research and a commitment to excellence.
11. To provide and maintain an environment that is welcoming, safe, functional, accessible and cost-effective.
12. To provide access to AAMI's Associate Degree program in all 50 states, the District of Columbia, U.S. territories and to the military and their dependents anywhere in the world.

**NOTE: ALL POLICIES APPLY TO CAMPUS AND ONLINE STUDENTS EXCEPT WHERE NOTED.**

## ADMISSIONS

### REQUIREMENTS FOR ADMISSION

An applicant must be a high school graduate or hold a state approved equivalent diploma.

In addition, an applicant must comply with any specific legal or educational requirement prescribed by his/her intended state of practice.

The amount of time required to complete the degree requirements at AAMI depends upon the number of transfer credits completed by the student. Applicants with a minimum of 60 credits, an associate degree or a bachelor's degree from an accredited institution will be granted advanced standing and will have satisfied their general education core. All transfer students eligible for this waiver must still meet the Professional Ethics and History of Funeral Service core requirements.

(See Transfer Credit Policy for full explanation.) Typically, campus students complete the program in 3 semesters (12 months) with advanced standing and 4 semesters (16 months) without transfer credits.

### APPLICATION REQUIREMENTS

To apply for admission to American Academy McAllister Institute of Funeral Service, the application must be completed in full (either online or printed in ink) and signed. The applicant should check with the state in which he/she wishes to be licensed to ensure that he/she meets all state requirements. The applicant should use the checklist below to ensure that all required AAMI items are included with the admissions application.

1. \_\_\_\_ Your official high school transcript or, in lieu thereof, evidence of high school equivalency acceptable to the state licensing agency (submitted from the high school or other appropriate agency directly to the AAMI Admissions office).
2. \_\_\_\_ An official transcript from each college where you have completed ANY college work (submitted from the college(s) directly to the AAMI Admissions office).
3. \_\_\_\_ A copy of your birth certificate. If your name has changed, a copy of the appropriate document verifying any change, such as a marriage license.
4. \_\_\_\_ An essay about yourself and why you chose funeral service as a career (form available on AAMI website).
5. \_\_\_\_ Two character references from responsible persons (other than relatives), preferably (but not necessarily) one from a funeral director (using forms available on the AAMI website) that must be mailed directly to AAMI by the references.
6. \_\_\_\_ The New York State Department of Health, Bureau of Funeral Directing mandates that every student register with the State of New York as a student trainee regardless of the State in which YOU plan to be licensed. Applications for registration with New York State will be supplied to you during the first two weeks of class.
7. \_\_\_\_ A copy of your DD214 if you served in the military.
8. \_\_\_\_ A statement from an attending physician indicating that you are medically capable of completing the program.

9. \_\_\_\_ A dated proof of your immunization against mumps, rubella and two (2) measles vaccinations or a Titre (Titer) test showing immunization must be submitted prior to the beginning of class. (NOTE: If you cannot afford immunizations from an attending physician, you may request them from your local public health department. If you do not comply with these immunization requirements and are not exempt for any of the subsequently stated reasons, AAMI shall deny attendance after 30 days for New York State residents and 45 days for out-of-state residents.)
10. \_\_\_\_ Sign and return the Meningococcal Meningitis Vaccination Response Form (available on the AAMI website).
11. \_\_\_\_ Sign and return the Campus Security Disclosure form with your application (available on the AAMI website).
12. \_\_\_\_ Sign and return the Clinical Embalming Disclosure and Acceptance form with your application (available on the AAMI website).
13. \_\_\_\_ A \$50 non-refundable application fee must accompany this application.

**Application Deadline:** Your admission application should be filed no later than 30 days before the opening date of classes to facilitate verification of all records and documents. A late fee of \$75 will be charged for all late applications.

**COURSE PLACEMENT EXAM**

All students are required to take an 8-minute, online exam to determine their readiness for specific AAMI courses. Students may take the exam in the Computer Lab at AAMI when they come in for the admission interview or they may take it from any location, such as home or a library, where there is access to the Internet. The exam does not require advance preparation. Once a student has been accepted for admission, he or she will receive instructions on how to log-in and take the exam.

**TRANSFER CREDIT POLICY**

**1. Transfer Policy**

- a. The applicant must submit a completed admissions application form and the required application fee.
- b. The applicant must submit an official high school transcript or evidence of high school equivalency.
- c. The applicant must submit an official transcript from each accredited college or university previously attended as well as course descriptions for each course for which transfer credit is requested.
- d. The applicant must complete through AAMI the final 35 credits required for the AAMI associate degree.
- e. Only those credits taken at AAMI are used in computing the student grade point average.
- f. If the applicant has completed 60 college credits, an associate degree or a bachelor's degree, the entire General Education core (12 credits) will be waived.

**2. General Education Transfer Credit**

Transfer credit will be awarded for General Education courses taken at an accredited institution in which a student has earned a grade of C or better. Transfer credit in general education will only be applied to the following courses:

Communication Skills	GEN 101	3 credits
Death and Human Development	SOC 102	2 credits
Health Education	GEN 103	2 credits
Introduction to Science	GEN 102	2 credits
Principles of Mathematics	BUS 101	3 credits

### **3. Credit by Examination**

AAMI participates in the College-Level Examination Program (CLEP) of the College Board. Applicants may earn up to 12 credits through CLEP. In accordance with AAMI's Transfer Credit Policy, credit will be awarded through CLEP exams for those courses in AAMI's General Education requirement.

Students may take CLEP exams at CLEP Test Centers on college campuses, Test Centers on military bases and at DANTES Education Centers.

To locate a CLEP Test Center and Register for CLEP Exams, go to:  
[http://apps.collegeboard.com/cbsearch\\_clep/searchCLEPTestCenter.isp](http://apps.collegeboard.com/cbsearch_clep/searchCLEPTestCenter.isp)

#### **CLEP for Military Personnel:**

College-Level Examination Program (CLEP®) exams are available to eligible military personnel as a way to save time and money while earning college credit. To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees.

#### **Who Is Eligible For Military-Funded CLEP Exams?**

CLEP exams are free to the following eligible military personnel and eligible civilian employees:

Military veterans can seek reimbursement from the U.S. Department of Veterans Affairs for CLEP exams and fees. For more information, visit CLEP for veterans on the web: <http://www.collegeboard.com/student/testing/clep/veterans.html>

Military personnel (Active Duty and Reserve) - Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard; visit: <http://www.collegeboard.com/student/testing/clep/military.html>

Eligible civilian employees and spouses of participating Reserve Component and Coast Guard personnel

Department of Defense Acquisition Personnel (only eligible for the following computer-based exams: Principles of Macroeconomics, Principles of Microeconomics and Principles of Marketing)

### **4. Servicemember's Opportunity College and DANTES Affiliation**

AAMI is one of 1800 SOC colleges and universities that provide educational opportunities to service members and their families. The Servicemember's Opportunity College concept was created in 1972 to provide educational opportunities to servicemembers who, because they frequently move from place to place, had difficulty completing college degrees. As a SOC institution, AAMI is committed to aiding service personnel in the quest of their funeral service education goal. AAMI's online program is currently the only funeral service program affiliated with SOC. In addition, AAMI is affiliated with the Defense Activity for Non-Traditional Education Support (DANTES) whose mission is to support the off-duty voluntary education programs of the Department of Defense. SOC students receive special advising regarding the transfer of credit, including certified military training, and a reduced per-credit-hour tuition charge.

### **5. Funeral Service Major**

Transfer credit for any course that is tested on the National Board Exam must meet the following criteria:

- a. The applicant may not have taken the course more than 4 years prior to the applicant's initial course enrollment at AAMI.
- b. The applicant must have earned a minimum grade of B in the course or courses for which he or she is seeking transfer credit.

- c. For courses in a sequence (e.g., Embalming I, Embalming II. etc.), an applicant must receive a B or higher in each course to have the courses and credits transferred. If an applicant received a grade of C or lower in a course in the sequence, that course plus all subsequent courses (regardless of the grade in a subsequent course) are ineligible for transfer.
- d. The applicant will be required to enroll and complete all assignments and examinations for each course transferred in the major (courses tested on the National Board Exam) to ensure overall mastery of the course content. A \$50 audit fee will be charged for each course.

ONLY those credits taken at American Academy McAllister Institute of Funeral Service are used in computing the student grade point average.

### **READMISSION POLICY**

It is the policy of the school to limit a student to two (2) enrollments. Students dismissed for academic or attendance deficiencies may apply only one time for readmission. All requests for readmission must be made in writing and will be reviewed and approved by the Admissions Committee and/or Academic Dean. In addition, the student must submit an essay describing the steps he/she will perform to ensure academic success.

If a student again fails to attain an acceptable grade point average or fails a course(s), he/she will not be permitted to apply for readmission for a minimum of one year from the date of dismissal under AAMI's Academic Fresh Start Program. The student is strongly encouraged to prepare thoroughly for his/her professional training. The application process for this student will be the same as for any new student.

All previous obligations (financial or otherwise) to AAMI must be met before being considered for readmission.

### **TUITION AND FEES**

A prospective student should thoughtfully assess his/her individual financial readiness to pursue a course of study at AAMI. It is the responsibility of each student to be prepared for his/her financial obligation whether it is from private resources or financial aid. If a student intends to use financial aid as a means of payment of tuition, all applications and awards must be in place by the beginning of each semester.

Students whose accounts are in arrears will not be permitted to register for subsequent semesters, be granted a diploma or degree, or be issued a transcript of academic record.

All tuition and fees are payable in advance at the beginning of each semester in accordance with the following schedule.

#### **TUITION THROUGH DECEMBER 31, 2009**

Basic tuition on campus is \$5,610 per semester payable in advance. The campus program is comprised of 4 consecutive semesters and is normally completed in 16 months by adhering to the course schedule as outlined on page 15. Students with transfer credit normally complete the program in 3 consecutive semesters.

Online students pay tuition per credit hour at \$325. Online students may complete the program in approximately 18 months by enrolling full-time, which is 14 credits per semester.

#### **TUITION - EFFECTIVE JANUARY 1, 2010**

Basic tuition on campus is for full-time enrollment and will increase on January 1, 2010 to \$5,779 per semester payable in advance.

The tuition for online students will increase to \$335 per credit hour on January 1, 2010 payable in advance.

#### **Tuition for Eligible Active and Retired Military Personnel and Family Members**

The tuition for military personnel meeting the Servicemember Opportunity College and DANTES criteria for eligibility is \$275.00 per credit.

**FEES**

Application fee	\$50.00	non refundable fee must accompany application
Matriculation fee	\$160.00	non refundable fee payable within 2 weeks of notification that application is accepted
Registration fee (per semester)	\$10.00	non refundable fee payable with tuition effective January 1, 2010
Late tuition payment fee	\$75.00	
Returned check fee	\$30.00	
Graduation fee	\$175.00	
Transcript fee	\$5.00	
Late enrollment fee	\$75.00	

AAMI RESERVES THE RIGHT TO CHANGE THE SCHEDULE OF TUITION AND FEES.

Textbooks required for the courses may be purchased online through the AAMI website. Estimated cost for student budget purposes is \$1,000.

**FEES REQUIRED BY OTHER AGENCIES**

NY State Department of Health Registration fee	\$50.00
International Conference of Funeral Service Examining Boards Fee (National Board Examination)	\$350.00

**CAMPUS REFUND SCHEDULE**

Tuition is computed with the assumption that a student will remain throughout the entire program. No part of the tuition can be refunded for withdrawal or dismissal without approval by the AAMI administration and settlement of all current financial obligations.

Students who withdraw are required to notify the administration in a signed and dated letter which becomes effective on the date of its receipt. A student may also be considered to have withdrawn by non-attendance for 30 days, in which instance the effective date of resignation is 30 days following the last date of attendance.

A student withdrawing prior to the commencement of classes will be entitled to a refund of all tuition paid in advance. Withdrawal or termination refunds occurring during any semester will be governed by the following schedule:

<b>Week</b>	<b>Refund</b>
Before the first day of the semester	100%
1st week From the first week of the semester	75%
2nd week From the second week of the semester	50%
3rd week From the third week of the semester	25%
4th week From the fourth week of the semester	15%

**There are no refunds after the 4th week of the semester.**

For first-time students who receive Title IV funds such as Stafford Student Loans, PELL Grants, etc., and withdraw before 60% of the period of enrollment has elapsed, a pro-rata calculation shall be determined using Federal regulations.

**ONLINE REFUND SCHEDULE**

Refunds are calculated in accordance with the Tuition Refund Policy for those students who officially drop a class or classes during the time frame listed below.

### Online 13 week Semester Days

Before the first day of the term		100%
1-7	From the first day of the course to the 7th day of the course	75%
8-14	From the 8th day of the course to the 14th day of the course	50%
15-21	From the 15th day of the course to the 21st day of the course	25%

### Online 9 week Semester Days

Before the first day of the term		100%
1-7	From the first day of the course to the 7th day of the course	75%
8-14	From the 8th day of the course to the 14th day of the course	50%
15-21	From the 15th day of the course to the 21st day of the course	25%

### Online 7 week Semester Days

Before the first day of the term		100%
1-7	From the first day of the course to the 7th day of the course	75%
8-14	From the 8th day of the course to the 14th day of the course	50%

The percentage of refund is determined by the official date of withdrawal posted on the official drop form. This form may be accessed online or in the Administration Office on campus. Failure to attend class, giving notice to the instructor or stopping payment on a check or credit card is not considered an official drop or withdrawal. You must file an official withdrawal form with the Administration office electronically or in person.

Tuition will be refunded 100% for those courses which, at any time, are cancelled by the College.

For first-time students who receive Title IV funds such as Stafford Student Loans, PELL Grants, etc., and withdraw before the 60% of the period of enrollment has elapsed, a pro-rata calculation shall also be calculated using Federal regulations.

### PRO-RATA REFUND POLICY

Pro-Rata refunds will be calculated by dividing the total number of weeks in the semester the student will not attend by the total number of weeks in the semester. The resulting percentage will be rounded down to the nearest 10 percent. The total tuition and fee charge for the semester will be multiplied by the adjusted percent. The result will represent the total to be refunded under this policy.

After comparing the school's refund calculation and the Federal pro-rata calculation, the total refund most beneficial to the student will be implemented. This refund will be disbursed in the following order: Federal Stafford Loan Programs, Federal PELL Grant Program, N.Y. State Tuition Assistance Program, other State's Grants Programs and lastly the student.

AAMI will make the appropriate refund within 30 days of the date it has been determined that the student was terminated.

### FINANCIAL AID

In order to maintain their eligibility for financial aid, all students who receive financial aid from the federal and/or state government are required to meet specific standards of academic progress (total number of credits passed and the student's grade point average in a specific semester). The financial aid office maintains current records on all students receiving financial aid and thereby monitors their ongoing eligibility for such aid. More detailed information about these standards is available through the financial aid office.

Students attending AAMI may be eligible for financial assistance from a number of sources. Some are federal, others are state programs. It is strongly recommended that applicants secure all available information and required forms from the Financial Aid Office prior to enrollment in order to obtain maximum financial assistance. Since this

office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Officer.

**To be eligible for financial aid consideration, a student must meet the following requirements:**

1. Be enrolled or accepted as a matriculated student;
2. Be a U.S. Citizen or an eligible non-citizen;
3. Demonstrate financial need;
4. Not be in default (or have made 6 consecutive payments) on any Title IV Programs; Federal PELL, SEOG, CWS, Perkins Loan, Stafford, Unsubsidized Stafford, SLS, PLUS or Consolidation Loan; have satisfied all Selective Service Act financial aid requirements.

A financial aid “entrance interview” is required for all students receiving financial aid. Campus students will have their interview at the AAMI campus; online students will have a phone interview.

In addition, a student must maintain a cumulative grade point average of a 2.0 in order to be considered in good academic standing. At the end of each semester, student records are reviewed and students whose semester grade point average falls below a 2.0 may be subject to academic sanctions.

When a student enrolls for the first time at AAMI, he/she is considered to be making academic progress for purposes of financial aid. However, if a student is dismissed for academic or attendance deficiency, financial aid will be discontinued. In some instances, as designated by state and federal law, waivers may be considered. This would be determined by the financial aid officer. Financial aid would automatically be restored once satisfactory academic progress is demonstrated.

A student must successfully complete the program within the given time period.

## **FINANCIAL AID VERIFICATION**

The federal government reserves the right to randomly select financial aid applications for verification. It is advised that all students planning on receiving financial aid apply far enough in advance in order to avoid delay of an award disbursement due to the verification process. Verification requires that all students who have been selected provide the financial aid officer with income and citizenship documentation.

## **PELL GRANT PROGRAM**

This program is for undergraduate students who are enrolled at least half-time and demonstrate financial need according to the Pell Grant Needs Analysis Formula. Maximum awards are established each year by Congress. Students may apply for the PELL Grant by using the Free Application for Federal Student Aid (FAFSA)\*. After the application is processed, a Student Aid Report (SAR) will be sent to the student and AAMI. The applicant should then submit the SAR to the Office of Financial Aid for advisement and processing, <http://www.fafsa.ed.gov> (School Code: 010813)

## **GUARANTEED STUDENT LOAN PROGRAM**

### **ROBERT T. STAFFORD SUBSIDIZED LOAN**

Students who have been accepted by AAMI may apply for this loan. Financial need must be demonstrated in order to receive this loan. This will be determined after the student files a Free Application for Federal Student Aid (FAFSA). Students who receive this loan pay no interest while in school and receive a 6-month grace period upon graduating or leaving school.

## ROBERT T. STAFFORD UNSUBSIDIZED LOAN

Effective October 1, 1992 the Unsubsidized Federal Stafford loan became available to all students regardless of income. Students who do not demonstrate need for a subsidized loan may apply for this loan with the difference being that the interest will not be subsidized and therefore will accumulate while the student is attending school.

Students who are designated as independent may borrow an additional unsubsidized student loan. Under certain circumstances a dependent student may be approved for this loan as well. A Free Application for Federal Student Aid (FAFSA) must be filed.

Repayment of this loan begins when the student graduates or withdraws from school unless the subsidized and unsubsidized loans are consolidated.

## PLUS LOAN

Parents of dependent students who are enrolled at least half-time may apply for loans under this program. This loan is made directly to the parent to be used for college expenses of the student. Parent loans carry a variable rate of interest with repayment schedule arranged with the lender.

Loan limits are described in The Student Guide for Financial Aid issued by the Department of Education every year. It can be obtained from the Financial Aid Office.

## NEW YORK STATE FINANCIAL AID PROGRAMS

New York State financial assistance programs are entitlement programs and are administered by the New York State Higher Education Services Corporation, with headquarters in Albany. The applicant must be a New York State resident who is enrolled full-time and is matriculated in an approved New York post secondary program. The Degree program in Funeral Service is registered and approved (HEGIS 5299.20).

TAP (Tuition Assistance Program) (School Code: 7952) is limited to legal residents of New York State who are matriculated at colleges and other post-secondary institutions located in New York State. A matriculated student is one who has been accepted as, and is registered as, a candidate for a degree.

To qualify as a New York State resident for New York State grants and scholarships you must:

1. currently reside in New York State, be an undergraduate, and have lived in New York State for the last two terms of high school; or
2. have resided in New York State for at least 12 months immediately preceding the first term for which he/she is seeking aid and have established domicile (permanent residence) in New York State; or
3. have been a resident when he/she entered military service, VISTA or the Peace Corps and have re-established New York State residency within 6 months after release from such service.

The amount of the award is scaled according to net state taxable income, tuition and related fees and to the level of study. In addition, the recipient must be in good academic standing in accordance with the Commission of Education regulations and must not be in default of any guaranteed student loans.

## OTHER NEW YORK STATE AWARDS

Awards available are the N.Y. State Regents Award for Children of Deceased or Disabled Veterans; the N.Y. State Regents Award for Children of Deceased Police Officers, Firefighters and Corrections Officers; the N.Y. State Regents Awards for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility; Vietnam Veterans Tuition Awards; Student Aid to Native American Indians. Further information can be obtained from the Financial Aid Office.

## VOCATIONAL REHABILITATION

Each State has a division of vocational and educational services operating in conjunction with their State Education Department, offering aid to qualified applicants. Eligible persons must contact their respective State vocational rehabilitation office well in advance of the desired enrollment date.

## VETERANS ADMINISTRATION EDUCATION BENEFITS

AAMI is approved to train Veterans and eligible dependents. Eligibility must be determined through direct consultation with the Department of Veterans Affairs. Applications, detailed information, and assistance in applying for benefits are available at V.A. offices.

## FINANCIAL AID DEADLINE POLICY

Students should submit their financial aid application as early as possible, but no earlier than January 1 of the year (school year) in question. The federal government must receive all financial aid applications no later than June 30 of the year (school year) in question. AAMI must receive all financial aid applications prior to the beginning of each semester.

A late fee will be applied to all students whose financial aid applications are received after the start date of each semester.

## ACADEMIC ELIGIBILITY FOR FINANCIAL AID

In order to maintain eligibility for financial aid all students who receive financial aid from the federal and or state government are required to meet specific standards of academic progress (total number of credits passed and the student's grade point average in a specific semester). The Financial Aid office maintains current records on all students receiving financial aid and monitors their eligibility for such aid. More detailed information is available through the financial aid office and the links below.

For Federal Aid	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
To find your home state website	<a href="http://www.fafsa.com/statedeadlines">www.fafsa.com/statedeadlines</a>
For New York State	<a href="http://www.HESC.com">www.HESC.com</a>
Free financial aid and financial literacy services	<a href="http://www.mapping-your-future.org">www.mapping-your-future.org</a>
Direct Student Loans	<a href="https://dlenote.ed.gov/empn/index.jsp">https://dlenote.ed.gov/empn/index.jsp</a>

## FUNERAL SERVICE SCHOLARSHIPS

### **American Board of Funeral Service Education Scholarships:**

Full information concerning these scholarships may be obtained by contact with the Scholarship Committee, American Board of Funeral Service Education, 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506. Website: [www.abfse.org](http://www.abfse.org) 816-233-3747

### **New Jersey State Funeral Directors Association:**

New Jersey applicants can obtain information from the Scholarship Committee, New Jersey State Funeral Directors Association, PO Box L, Manasquan, New Jersey 08736.

Students are also encouraged to check with their state funeral service professional association and state licensing boards for other scholarships that might be available.

## ASSOCIATE DEGREE PROGRAM

The Associate Degree program in Funeral Service was developed in 1977. It offers balanced, comprehensive academic training for future funeral service practitioners, enabling them to meet the needs of a more demanding and better educated public. AAMI has been authorized by the New York State Board of Regents to award the degree of Associate in Occupational Studies (A.O.S.) and it is accredited by the American Board of Funeral Service Education.

Funeral Service Education is not a static field. The past decade has witnessed the following: an increase in general education requirements; a minimum of an Associate Degree for licensure; and a broadening in the scope and content of the specialized education and training provided by the funeral service colleges.

Careful planning by the faculty provides a sound basic foundation for each course and integrates the various subjects into a unified program.

Individuals recognized as authorities in funeral service and its allied fields are invited to address the student body bringing a wealth of experiences to the classroom and presenting an expanded point of view to the students.

Prospective students should be prepared for a rigorous academic program in preparation for graduation and examination for professional licensure. Seriousness of purpose, combined with a committed application of each student's prior educational foundation is required for successful completion of AAMI's program.

Credits granted for the satisfactory completion of each course are semester credits. These are defined as one clock hour of lecture or one or more hours of laboratory per week for one semester. A clock hour consists of 55 minutes.

Classes are conducted five days per week between the hours of 8:50 AM and 3:45 PM.

The amount of time required to complete the degree requirements of 69 credits depends upon the number of transfer credits completed by the student. Applicants with a minimum of 60 credits or higher, an associate degree or a bachelor's degree from an accredited institution will be granted advanced standing and will have satisfied their first semester general education core. All transfer students eligible for this waiver must still meet the Professional Ethics and History of Funeral Service core requirements.

## CAMPUS PROGRAM

AAMI is located in the heart of New York City on the West Side. The Port Authority Bus Terminal, Penn Station, Grand Central Terminal and PATH trains are easily accessible and provide convenient transportation for the many students who commute from Connecticut, New Jersey, Long Island, Pennsylvania and elsewhere.

Bus and subway lines are within easy walking distance of AAMI and provide transportation to every part of the city. The many museums, Lincoln Center for the Performing Arts, the Theater Center of Times Square, Madison Square Garden and the United Nations are easily accessible and provide unlimited cultural and recreational opportunities for students. Houses of worship are located nearby.

The world-famous Bellevue Medical Center, where students receive their clinical instruction in embalming, is located about two miles from AAMI.

The school is open to visitors each weekday between the hours of 9 a.m. and 3 p.m. We welcome your inspection and the opportunity to discuss your special concerns.

The AAMI campus is located in "The Movie Lab" building just one block from the Hudson River. The entire premise is well-lighted, ventilated and air-conditioned, providing a cheerful and comfortable atmosphere during all seasons of the year. Physical facilities are readily accessible for the disabled.

In addition to the usual classroom facilities for lecture and discussion, there are specially designed laboratories for Restorative Art and Computer Science which enhance the opportunities for students to learn by doing.

A range of visual and learning aids are utilized to enhance and facilitate the educational experience in the classroom. These include films, slides, charts, manikins, video equipment and Power Point presentations.

The library contains about 1,400 carefully selected books, and a growing collection of periodicals and videos. Current Funeral Service journals and bound volumes of past issues are available for reading and reference.

AAMI maintains a fully-equipped preparation room at the Bellevue Medical Center, located at 1st Avenue and 27th Street, for clinical work in embalming. Clinical instruction is conducted in small sections to provide maximum opportunity for personalized instruction.

Students physically come to the campus and attend classes five (5) days a week between the hours of 8:45 a.m. – 3:45 p.m.

Students with transfer credit must complete the program within two years. Students without transfer credit must complete within three years. (See Transfer Credit Policy for full explanation.) Typically, campus students complete the program in 3 semesters (12 months) with advanced standing and 4 semesters (16 months) without transfer credits. Online students complete the program, on average, in 30 months.

Students interested in transferring to another institution must contact that institution for an assessment of how many credits will transfer.

## CAMPUS COURSE SCHEDULE

<b>First Semester</b>	Credits
GEN 101 Communication Skills	3
SOC 102 Death & Human Development	2
GEN 103 Health Education	2
SOC 101 History of Funeral Service	2
GEN 102 Introduction to Science	2
BUS 101 Principles of Mathematics	3
LAW 101 Professional Ethics	1
Total	15
<b>Second Semester</b>	
GEN 211 Anatomy I	3
LAW 201 Business Law	2
SOC 201 Funeral Service Psychology & Counseling	3
BUS 201 Funeral Home Directing	2
GEN 212 Introduction to Microbiology	2
PHT 201 Principles of Embalming I	2
BUS 202 Small Business Management	2
SOC 202 Sociology of Funeral Service	1
Total	17
<b>Third Semester</b>	
BUS 311 Accounting I	2
GEN 312 Anatomy II	2
BUS 312 Funeral Home Management & Merchandising	3
GEN 313 Introduction to Chemistry	2
GEN 311 Introduction to Pathology	2
PHT 312 Microbiology for Embalmers	3
PHT 301 Restorative Art I	2
PHT 313 Principles of Embalming II	2
Total	18
<b>Fourth Semester</b>	
BUS 411 Accounting II	2
GEN 411 Anatomy III	2
PHT 411 Chemistry for Embalmers	2
PHT 412 Clinical Embalming	2
SOC 411 Comprehensive Review	1
LAW 411 Mortuary Law	2
PHT 413 Pathology for Embalmers	2
PHT 414 Principles of Embalming III	2
PHT 415 Restorative Art II	3
LAW 412 State Rules & Reg.	1
Total	19
<b>Total Degree Credits</b>	69

## ONLINE ACCESS TO FUNERAL SERVICE EDUCATION

Request our Online Program Brochure by calling 1-866-932-2264 or go to [www.funeraleducation.org](http://www.funeraleducation.org) and select Online Program for more information.

Funeral service is one of the many professional fields that has been plagued by limited access opportunities. Potential students encounter significant access barriers in their desire to attend a funeral service education degree program. Currently, in the United States, there are 56 Accredited Funeral Service Programs located in 31 out of 50 states.

Even in those states that have one or more funeral service programs, there are large numbers of students who live too far from a campus to enroll. This lack of access to funeral service education programs nationally has led to a growing shortage of funeral directors/embalmers. It is projected that there will be a significant shortage of funeral directors over the next 5-10 years.

## AAMI OFFERS A NEW OPPORTUNITY TO ATTEND ITS ACCREDITED FUNERAL SERVICE PROGRAM ONLINE

AAMI has chosen to offer its entire associate degree in funeral service education online in order to help solve this national access problem. In January 2006, AAMI began offering the first online courses. Now, all but two of its courses are being offered online. As required by the national accrediting association for funeral service education (The American Board of Funeral Service Education) the clinical portion of two courses (i.e., Restorative Art and Embalming) must be taken on-site in New York City. To accommodate online learners, these courses will be compressed and intensified into a two-week CAPSTONE experience in the student's final semester.

The Online Program is identical to our Campus Program in the courses offered, the course content and the requirements that a student must complete for graduation. Both programs require the completion of 69 credits of prescribed courses. Students taking courses online may work on their courses anytime during the day or evening that is convenient for them.

## IS ONLINE LEARNING FOR YOU?

There are a number of studies that have analyzed the characteristics of successful online learners. In all cases, the single most critical criteria for success is that the student be able to work independently. Working independently does not mean working alone. There will be plenty of support from the course instructor and from other students. But, it does mean that you must be disciplined enough to sit down at your computer and work through the readings, assignments, email from the instructor and other students, and participate in work groups and other activities.

The greatest difference between the traditional classroom and online learning is that on-campus classes meet at a prescribed time and place, while in the online class students have more flexibility with regard to when and where they participate in class.

## ONLINE PROGRAM

A student must have a minimum of a high school diploma or hold a state approved high school equivalency diploma. In addition, you must comply with any specific legal or educational requirement(s) prescribed by your intended state of practice. You can apply online or by contacting our Admissions Office Toll-Free 1-866-932-2264 (1-866-WEB-AAMI). After you complete the application online, you may register online and purchase books for your courses.

**AAMI's distance learning courses run on the Blackboard Learning Management System.**

**The following are the minimum system requirements for Blackboard:**

<b>Microsoft Windows</b>	<b>XP</b>	<b>Vista</b>
	Internet Explorer 6.0	Internet Explorer 6.0
	Internet Explorer 7.0	Internet Explorer 7.0
	Mozilla Firefox 2.0	Mozilla Firefox 2.0
<b>Apple Mac OS X</b>	<b>OS 10.4</b>	<b>OS 10.5</b>
	Firefox 2.0	Firefox 2.0
	Safari 2.0	Safari 2.0
	Safari 3.0	Safari 3.0

**Browser Settings:**

Requires JavaScript Enabled	Yes	Yes
Requires Java Enabled	Yes	Yes
Requires Cookies Enabled	Yes	Yes

- *If using IE 7.0 the computer in use MUST have the Java JRE 1.6.0\_10 version installed as the latest version.*
- *Firefox 2.x can be installed on the computer that is being used, regardless of the Java version.*

**To see if your browser meets the course requirements, go to [www.ctdlc.org/help/browsercheck.cfm](http://www.ctdlc.org/help/browsercheck.cfm)**

Tuition is \$325 per credit hour both online and on campus (See Tuition and Fees in the AAMI catalog or check our AAMI website: [www.funeraleducation.org](http://www.funeraleducation.org)). The tuition for campus and online students will increase to \$335 per credit hour on January 1, 2010 payable in advance. Federal financial aid and in some cases State aid is available if you qualify.

The online courses at AAMI have the same requirements and content as those offered on-campus. You will take all of the courses online except the final two clinical courses in Restorative Art and Embalming and the Comprehensive National Board Exam Review. These courses will require you to come to New York City.

AAMI estimates that it will cost a student approximately \$2,500 to complete this final two-week clinical part of the program. This estimate includes airfare, transfers to and from the airport, hotel room, meals and taxis. If a student is willing to room with one or more other students, it is estimated that these costs could be lower. This estimate does not include your tuition for the semester.

AAMI will assign an adviser to work with you to help you make all of your arrangements for your stay in New York City. You will be provided with information about transportation to and from airports, hotel options (including the opportunity to room with one or two of your fellow students), transportation in the City (i.e., bus, subway and taxi), restaurant options, and interesting and fun things (especially those that are free) to do in the City.

The number of credits a student takes per semester will determine the length of the program. For example, the program can be completed in approximately 20 months by enrolling full-time which is 14 credits per semester or it may be completed in approximately 30 months by enrolling part-time and taking 8 credits a semester.

Many prospective students wonder if they will have an opportunity for communication with other students. We encourage online interaction and communication with the faculty and other students. Each course is built with online conferences and discussions as a central component of the course. There will be many team projects and other opportunities to get to know your fellow students.

## ONLINE POLICIES

### CLINICAL REQUIREMENTS

You will be required to travel to New York City once in the last semester of your program for approximately two weeks for the Capstone. During your stay in New York you will complete your 10 Clinical Embalming, Restorative Art Lab and Comprehensive Review requirements.

### FOUR YEAR POLICY FOR COMPLETING THE ASSOCIATE DEGREE

All online courses and degree requirements must be completed within four years beginning the first day of class in your first course at AAMI. If you do not complete the required coursework within the 4 year timeframe, you must repeat the **course(s) beyond the 4 year limit**. Since all students must take the National Board Exam in order to successfully complete this program, all coursework must be current and timely in order to pass the NBE exam.

### MINIMUM NUMBER OF CREDITS

There is no minimum number of credits you must take each semester, however, you must complete the degree requirements in four years. There are 69 credits required in the Associate Degree Program.

Semester Plan - (Actual start dates will vary year-to-year and are posted on the website)

Fall	Spring	Summer
September-December	January-April	May-August

### MAXIMUM NUMBER OF CREDITS

An online student may not take more than 14 credits per semester.

### SPECIAL STUDENT POLICY

You may be enrolled as a Special Student and take up to 5 credits before fully matriculating into the funeral service associate degree program. The Special Student Policy allows you to submit an admissions application, the application fee (\$50) and a copy of your high school diploma or GED certificate and begin classes before submitting transcript(s), other supporting documentation and the admissions matriculation fee (\$160). This allows you to determine if online courses and funeral service are right for you. Once you decide to fully matriculate, you must submit the required documents and the matriculation fee. Your credits will be counted toward the completion of the program and the 4-year clock starts at that time. You may select any of the following courses up to a maximum of 5 credits:

Course	Credits	Course	Credits
Sociology of Funeral Service	1	Funeral Ser Psy. & Counseling	3
Professional Ethics	1	Health Education	2
Funeral Home Directing	2	Communication Skills	3
Small Business Management	2	Business Law	2
History of Funeral Service	2	Principles of Mathematics	3
Introduction to Science	2		

### TESTING POLICY

Most of your exams will be taken over the Internet. Midterms and final exams will be scheduled for specific dates and you will need a password to access them. Most password protected tests will have a time limit requirement. Some exams will require travel to a secure site where the exam will be proctored.

### PROCTORING POLICY FOR ONLINE STUDENTS

In compliance with Federal Guidelines and American Board of Funeral Service Education (ABFSE) accreditation guidelines, AAMI requires all students to take both midterm and final exams in a proctored environment. The AAMI Proctoring Policy defines a proctored environment as one of the following two options.

The first option allows students to take exams at home or at work using a special electronic device name Remote Proctor. Remote Proctor plugs into a USB port on your computer and authenticates that you are the enrolled student each time you take a test. It does this by authenticating facsimiles of your fingerprint (it is not a fingerprint record) and your photo that are captured by the device during the initial installation. Through the use of a 360-degree camera and a noise activation system, any unusual activities during the exam will be captured on video. The video can then be reviewed by AAMI to ensure every student is taking the exam without the help of written materials or another individual. Remote Proctor may be purchased from the AAMI bookstore and it may be used in every course for the duration of your AAMI degree program.

The second approved proctoring option requires a student to travel to one of the following approved test sites and requires the student to request approval from AAMI's Director of Proctoring prior to taking an exam: (1) an approved college or university testing center; (2) a Sylvan Learning Center or other approved commercial testing site; (3) a military testing center; or (4) a proctored exam at AAMI if you live close enough to travel to the campus.

For detailed information, see the Proctoring Policy in the online section of the AAMI website at [www.funeraleducation.org](http://www.funeraleducation.org).

## **ONLINE SCHEDULE**

All courses in the curriculum are offered each semester. Online semesters start in September, January and May. A two-week Capstone experience in New York City to complete clinical and comprehensive review requirements is offered three times a year: April, August and December. See the AAMI website for start dates for courses each semester and also the dates for each Capstone.

## **ONLINE COURSE WITHDRAWAL POLICY**

Students may drop a course or courses within a specified time during the first several weeks of class. Withdrawing from a course(s) is limited to the following schedule:

- ? Online 6/7 week course – drop a course up until the end of the 3rd week of class;
- ? Online 8/9 week course – drop a course up until the end of the 4th week of class;
- ? Online 12/13 week course – drop a course up until the end of the 6th week of class.

Eligibility to drop a course is determined by the number of weeks of the course and the date the request is initiated.

Online students must contact the Academic Dean or Academic Advisor to process the withdrawal form. Students who receive financial aid must check with the Financial Aid Office to determine how the withdrawal affects their financial aid.

Courses dropped during the period of eligibility will be issued a grade of “W.”

Students who stop attending classes online and do not file the proper paperwork will receive a grade of “F” or “NC” for that class.

## **ONLINE SEMESTER AND/OR DEGREE PROGRAM WITHDRAWAL POLICY**

Students who withdraw from the degree program and all courses before the semester begins will not be penalized or charged for the semester. Students should notify the Academic Dean or an Academic Advisor before the start of the semester.

Students who completely withdraw from the program or all courses after classes start should notify the Academic Dean immediately by phone or email. Due to the staggered start dates of the online courses, each request for a full semester withdrawal will be treated individually. Consideration will be given to the start date of the semester and the circumstances regarding the request for withdrawal. This policy only applies to a full semester withdrawal for online courses.

Students may apply for withdrawal at any point during the semester for serious medical reasons. Medical documentation must accompany the student request for withdrawal. Each request for a medical withdrawal is considered individually.

The student is responsible for any financial obligations incurred as a result of registration.

In order to maintain eligibility for financial aid, all students who receive financial aid from the federal and/or state government are required to meet specific standards of academic progress (total number of credits passed and the student's grade point average in a specific semester). Students must check with the Financial Aid office to evaluate the impact the withdrawal will have on the student's financial aid.

## **ACADEMIC STANDARDS**

All currently enrolled students can see the Student Handbook by going to [www.funeraleducation.org](http://www.funeraleducation.org). Click on Associate Degree then click on Student Handbook.

## **TEST AND EXAMINATIONS** (See Student Handbook)

Students should be prepared for an intensive program of study with frequent written, oral and practical tests given during the semester along with a final semester examination given in each course.

In courses extending beyond a single semester, subsequent testing generally includes the work of previous semesters. Final examinations are usually comprehensive, concerning all of the subject matter of the course; this procedure aids the student in preparing for National Board and licensure examinations.

Students are required to take all tests and examinations at the scheduled dates and times.

## THE GRADING SYSTEM

Grade reports are issued at the end of each semester in accordance with the following system:

Grade	Descriptive Equivalent	Numerical Equivalent	Quality Points
A	Excellent	90-100	4
B	Very Good	80-89	3
C	Satisfactory	76-79	2
D	Passing	70-75	1
F	Failure	below 70	0
F*	Failure due to non-attendance	0	0
NCP	No Credit Passing	0	0
NCF	No Credit Failing	0	0
W	Withdrawal without penalty		
WP	Withdrawal with penalty		
TR	Transfer credit		
-R	Repeat course		
P	Pass		
I	Incomplete		

ONLY credits earned at AAMI are used in computing the student grade point average.

A grade point average is computed each semester by dividing the total number of quality points achieved by the number of semester credits attempted, including a grade of "F" or "F\*" "NCP/F" but not grades of "W" "WP" "TR" or "P." After 6 months an Incomplete converts to an F.

## PRESIDENT'S LIST, DEAN'S LIST, AND GRADUATION HONORS

(See Student Handbook)

To qualify for the President's List, a student must achieve a semester Grade Point Average of 3.80 – 4.00.

To qualify for Dean's List, a student must achieve a semester Grade Point Average of 3.50 – 3.79.

To graduate with honors, a student must achieve the following Cumulative Grade Point Averages for all courses taken at the Institute:

Summa cum Laude	3.90 – 4.00
Magna cum Laude	3.75 – 3.89
Cum Laude	3.50 – 3.74

## GRADUATION REQUIREMENTS

(See Student Handbook)

In order to qualify for graduation, the student must meet the following requirements:

1. Satisfactory completion of all required courses.
2. An earned cumulative grade point average of a minimum of a 2.0.
3. Satisfactory record of attendance (as described elsewhere in this catalog and the Student Handbook).
4. All indebtedness to AAMI to be paid in full.
5. Satisfactory compliance with regard to financial aid and/or student loans.
6. Students receiving any form of Title IV federal financial aid must participate in an exit counseling session with the Financial Aid Administrator.
7. Successfully complete all requirements of the Clinical Embalming Program and be certified by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
8. Attend and actively participate in the semester and end of semester National Board Review.
9. Take AAMI's Comprehensive Examination and pass with a grade of 75.
10. Take the National Board Examination.

Graduation is held once a year in August.

## **NATIONAL BOARD EXAMINATION (NBE)**

Students who have satisfied all requirements for graduation from AAMI are required to take the National Board Examination. This examination is administered by the International Conference of Funeral Service Examining Boards. Successful candidates receive a certificate attesting to their proficiency. Once a student takes the NBE exam, they are certified by AAMI as a graduate.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website ([www.abfse.org](http://www.abfse.org)).

The following represents the most recent six (6) year period for AAMI.

### **National Board Exam**

Year	# of Takers	# Who Passed	% Who Passed
2008	59	49	88%
2007	61	51	84%
2006	77	68	88%
2005	71	68	96%
2004	29	26	90%
2003	59	59	100%

In 2008, AAMI had a 96% pass rate in the sciences and an 89% pass rate in the Arts.

## **ACADEMIC PROGRESS**

In order to be in good academic standing, you must maintain a cumulative grade point average of 2.00 or higher, or you will be placed on academic probation or be academically dismissed. At the end of each semester the Academic Dean reviews the records of students whose grade point average is below 2.00. If a student receives one or more grades of "F" or "F\*," the student will be academically dismissed or dismissed due to non-attendance.

At the end of each semester, those who have not demonstrated acceptable academic progress toward a 2.00 average will be placed on academic probation or be academically dismissed by the Dean. Those students who have not made acceptable progress may be continued on probation for one or more semesters. A student who is on probation for two consecutive semesters may be considered for academic dismissal.

### **REPEAT COURSE / ACADEMIC FORGIVENESS POLICY**

(See Student Handbook)

This policy allows a student to repeat coursework once in which they received grades of "F" or "D." The purpose of this policy is to "forgive" a student's past poor performance and allow the student to demonstrate his/her current ability. It also allows the student not to be permanently penalized for poor past performance.

If a student must repeat "F" work, the failure will not be calculated in the subsequent cumulative grade point average once the course work has been successfully repeated. Although the first grade will not be calculated in the final grade point average, it will remain on the transcript.

A student who was academically dismissed due to a failing grade or low grade point average must apply for reinstatement to AAMI. If the student is allowed to re-enroll, he/she must follow the terms and conditions outlined by the Academic Dean at the time of reinstatement.

Repeated course(s) are indicated on the transcript by adding the suffix "-R" (i.e. A-R; B-R etc.)

### **SATISFACTORY PROGRESS**

(See Student Handbook)

In order to move forward academically to succeeding semesters, a student must achieve at least a minimum passing grade of "D" in each course AND a minimum grade point average of 2.00 together with satisfactory attendance.

At the end of any semester, a student deficient in grade point average or attendance will be placed on probation or considered for dismissal, depending on the extent of the deficiency. A student on probation who does not meet the conditions of probation will be considered for dismissal by the Academic Dean.

A student with a grade of "F" in one or more subjects will be automatically dismissed from AAMI.

Failure to maintain "good academic standing" may jeopardize a student's eligibility for certain financial aid awards.

### **ACADEMIC WARNING**

(See Student Handbook)

Students who fail a course during any semester are sent an academic warning notice regardless of their cumulative grade point average (GPA). Students are reminded of the conditions for academic probation and cautioned to take appropriate steps to achieve academic success. Students whose semester average falls below a 2.00 are also sent an academic warning letter.

### **ACADEMIC PROBATION**

(See Student Handbook)

A student whose cumulative GPA falls below a 2.00 is placed on academic probation. This means the student must achieve a semester GPA of 2.00 for every semester thereafter. If a student does not achieve the minimum academic requirements, he/she risks being suspended from AAMI. The student will remain on probation until the cumulative GPA is raised to at least 2.00.

Students may also be placed on academic probation for the following reasons:

1. Failing any course for the second time;
2. Failing one-half or more of a semester's work.

### **ACADEMIC SUSPENSION AND ACADEMIC DISMISSAL**

(See Student Handbook)

Continued academic probation is an indication of very serious academic difficulty that may result in suspension from AAMI. Students who do not improve while on probation risk being suspended for failure to demonstrate academic progress.

Students who have been suspended must wait one full semester from the time of suspension before being considered for readmission. Students who have been readmitted after being suspended are in a Pending Dismissal category. If the student does not keep a semester average of 2.00 or fails any course after suspension, the student will be dismissed from AAMI. Academic dismissal results in permanent separation from AAMI.

Student eligibility for financial aid is also determined by GPA. Students whose cumulative GPA drops below 2.00 are not eligible for financial aid.

Students are also reminded that they must earn a cumulative grade point average of a minimum of a 2.00 in order to graduate.

### **ATTENDANCE**

(See Student Handbook)

Regular attendance and class participation are essential for successful scholarship. Moreover, the habit of attending all scheduled classes and meeting all assignments promptly are attributes that a student will carry over into his/her professional career.

Unless students are confident of their academic aptitude, they are urged not to take an outside job during the early weeks of the school year. They should first make a satisfactory adjustment to school life. Success in school is the paramount consideration and outside activities should be subordinated to this end.

### **CAMPUS ATTENDANCE POLICY**

To receive credit, a campus student must attend at least 80% of all scheduled hours in each course. Those students who do not meet this requirement will receive

“NC” (No Credit) on their transcript and will be required to repeat the course the next time it is offered and attend classes on a regular basis.

#### **ONLINE ATTENDANCE POLICY**

Attendance in an online course is measured by work submitted. Students are expected to submit all assignments, including class participation (if applicable), and take all assessments according to the schedule posted. Failure to do so may result in academic penalty or withdrawal from the class.

Missing a scheduled activity, for any reason, including illness, late registration or technical problems does not relieve the student of the responsibility for completing all work for credit in the course to the satisfaction of the instructor according to the approved schedule. The student is responsible for taking assessments at the approved time and place and for submitting assignments on time.

Most students selecting this form of instruction have busy schedules with many unexpected interruptions. PLAN AHEAD. WORD AHEAD. Allow yourself time in your schedule for problems. YOU MAY submit activities BEFORE they are due. If you anticipate or experience any problems, contact your instructor immediately and discuss your concerns.

#### **ADD/DROP POLICY**

(See Student Handbook)

Students are allowed to drop or add a course, for which prerequisites have been met and course capacity permits, during the first week of class. Additional tuition charges are due when a student adds one or more credits. Students wishing to add/drop a course should contact the Academic Dean or an Academic Advisor.

#### **ACADEMIC WITHDRAWAL**

(See Student Handbook)

A student may voluntarily withdraw from the program without being penalized (e.g. counted as an enrollment or receive a failing grade) up to the end of the 6th week of a semester. The student must notify the school, in WRITING of his/her intent to voluntarily withdraw. A notation of a “W” will appear on the transcript indicating formal withdrawal. If the school does not receive written notification, the student will then be dismissed due to non-attendance. A student will receive a notation of “F” in all course work and the enrollment will be counted.

If, after the beginning of the 7th week, a student wishes to withdraw from AAMI, a “WP” (withdrawal with penalty) will be noted on the transcript. This will be counted as an enrollment only.

## **STUDENT SERVICES AND RESPONSIBILITY**

#### **ORIENTATION**

Orientation for all new campus students will take place during the first week of classes of a new semester. Orientation for all new online students will be ongoing before and during the first week of the student’s first semester. The purpose of this orientation is to familiarize the new student with the policies and procedures of AAMI. Each student will receive a Student Handbook and policies will be reviewed. A copy of the Student Handbook is available on the AAMI website. As required in Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, a drug and alcohol abuse program will be presented, as well as the Policy Against Discrimination including sexual harassment.

#### **BOOKSTORE**

All AAMI students, whether campus or online, should order textbooks for their classes through Akademos, our online bookstore. To order your textbooks, have a credit card ready and click on the following: [www.aami.textbookx.com](http://www.aami.textbookx.com)

## **CONDUCT**

(See Student Handbook)

College matriculation assumes maturity, seriousness of purpose and self-discipline. This is particularly true of students who will dedicate themselves to this important field of human service. Students are expected to conduct themselves in a manner that reflects credit to the Funeral Service profession and AAMI.

Each member of the faculty has full authority to take disciplinary action in cases of misconduct. Repeated infractions or serious misconduct are handled by the Dean and Faculty Council. AAMI reserves the right to suspend or terminate the training of any student, by the action of the Faculty Council, when such action is deemed in the best interest of AAMI.

AAMI is a registered member of the U.S. Department of Education's Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse and as such has set forth specific disciplinary policies in the Student Handbook, which is distributed to each student during the orientation program.

At the time of graduation, the students are called upon to take the Funeral Service Oath. This oath should serve as a code of conduct throughout the school year. The commonly accepted rules of good behavior are required of the student not only on the school premises but in daily contacts with the public. Common courtesy, dignity, honesty and respect for the rights of others are attributes which are essential to a successful career.

## **DRESS CODE**

(See Student Handbook)

AAMI expects you to take pride in your personal appearance and hygiene by presenting a clean, neat appearance and to dress and adhere to the requirements as outlined in the Student Handbook. Personal grooming and a businesslike appearance are vital to each student's success in the funeral service profession.

Students are not allowed to wear jeans, sweatpants, sweatshirts, tee shirts, spandex and athletic wear while on campus or engaged elsewhere in AAMI activities. A detailed description is enclosed with the application packet and the Student Handbook.

## **NON-ACADEMIC DISMISSAL, SUSPENSION**

(See Student Handbook)

Students may be suspended or dismissed if they violate any of the American Academy McAllister Institute's code of conduct as outlined in this Catalog and in the Student Handbook. Students suspended or dismissed for non-academic reasons may request a hearing within 10 working days of the suspension or dismissal. The decision of the Faculty Council may be appealed to the Executive Committee, whose determination is final.

## **STUDENT RETENTION**

In the last 3 years AAMI enrolled 461 new and continuing students and 151 students graduated. This represents a retention rate of 57%. This compares to a national two-year degree or certificate completion rate of 38% as cited by the U. S. Department of Education, [www.ed.gov](http://www.ed.gov).

## **PUBLIC INFORMATION POLICY**

The Family Educational and Privacy Rights Act of 1974 specifically states that a school may provide what is “directory information” to third parties when a legitimate request is made in writing. AAMI may occasionally release “directory information” and only this information, without the student’s consent. Directory information includes the following: the student’s name, address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Other information not in the “directory information” will not be released without written authorization of the student. Any student who wishes any or all of his/her directory information to remain confidential may inform the Director of Admissions in writing, at any time. In addition, the Family Educational and Privacy Rights Act guarantee all students access to their own academic records. Detailed information concerning specific points regarding confidentiality of students’ records can be found in AAMI’s Student Handbook or can be obtained by inquiring at the Administrative Office.

Transcripts of academic records are sent only upon the written request of the student. No transcript will be furnished for any student or graduate whose financial obligations to AAMI have not been met or whose records are not complete.

### **CAMPUS SECURITY**

In accordance with Public Law 101-542, in addition to the security disclosure form provided to each prospective student in their application packet, information regarding on-campus crimes occurring at all colleges may also be found by visiting the following web address: <http://OPE.ED.GOV/SECURITY>.

Anyone requiring an additional hard copy of AAMI’s Campus Security Disclosure form may obtain one by contacting AAMI at (212) 757-1190 or by e-mailing us at [info@funeraleducation.org](mailto:info@funeraleducation.org). You will receive the information within ten (10) business days of making your request.

AAMI has adopted regulations in accordance with the provisions of the Campus Security Act of 1990. This information is updated annually and kept on file in the Library and in the Administrative office.

### **SUBSTANCE ABUSE AND ALCOHOL POLICY**

AAMI is required by the United States Department of Education to implement the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. Annually, AAMI distributes in writing, the following information concerning the possession, use or distribution of alcohol and illicit drugs at the school:

1. AAMI’s policies on substance abuse and alcohol;
2. College sanctions for violation of these policies;
3. Criminal sanctions for the illegal possession or distribution of drugs and alcohol;
4. Health risks of drugs and alcohol;
5. Places where one can receive help concerning the illicit use and abuse of alcohol and drugs.

In addition, each student must view educational videotapes discussing the health risks associated with drug and alcohol abuse as part of our drug and alcohol abuse prevention program.

### **STUDENT ACTIVITIES**

Extracurricular activities are encouraged and often provide the necessary stimulus for improved scholarship. These activities are initiated through students and vary from year to year according to student interests. Class planning and organization of social functions and other activities offer opportunity for development of leadership qualities which can be extended into future professional life. For online students, extracurricular activities are available in their communities and during Capstone.

# COURSE DESCRIPTIONS

**BUS 101 Principles of Mathematics** 3 credits

This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percents. An emphasis is placed on problem solving skills, especially in the determination of the mathematical calculation of the cost of a Funeral Service contract including the calculation of percentage discounts, and interest determination on time payments.

**BUS 201 Funeral Home Directing** 2 credits

Introduction to basic services performed by the funeral director from first call to final disposition of the deceased; survey of ceremonies and procedures of various religious, fraternal and other organized groups; inter-professional relationships with clergy, medical personnel and public agencies; the dual role of the funeral director as an effective caregiver and manager; business, social and ceremonial etiquette.

**BUS 202 Small Business Management** 2 credits

Topics include, planning, organizing, staffing and directing a successful business. Management issues affecting the funeral director are discussed including the use of computers and applicable software packages. Other topics include: business problems and risks; market analysis; layout requirements; advertising; yee relations. Emphasis is placed on business decisions regarding client family needs.

**BUS 311 Accounting I** 2 credits

*Prerequisite:* BUS 101

This course introduces the fundamental accounting equation and its application to accounting theory. The accounting equation and the accounting cycle are presented as well as the format and preparation of the books of account, and the presentation of financial statements.

**BUS 312 Funeral Home Management & Merchandising** 3 credits

*Prerequisite:* BUS 201

Federal Trade Commission regulations; filing of death certificates and other legal forms; special consideration from medical examiner cases; glossary of accepted funeral service terminology; funeral service merchandise including caskets and other burial containers; merchandising definition, purpose, pricing, displays, service and price quotations; funeral home management and insurance and funeral service practice. Tests will include material from Funeral Home Directing.

**BUS 411 Accounting II** 2 credits

*Prerequisite:* BUS 311

This course discusses areas of special journals, subsidiary ledgers, banking procedures, payroll procedures, petty cash and other cash procedures. The course concludes with a study of ratio analysis. Tests will include material from Accounting I.

**GEN 101 Communication Skills** 3 credits

Fundamentals of English composition coupled with business theories and practices that underlie effective correspondence; the student receives practice in composing many types of business letters with emphasis on letters of inquiry, reply, acknowledgement, adjustment and collection. Emphasis is also placed on career specific communications such as resume preparation and industry-related communications including but not limited to Veteran's Administration, Social Security, and various insurance companies.

**GEN 102 Introduction to Science**

2 credits

This introductory course provides the student with a working knowledge of the basic concepts and principles of scientific terminology. Students will become familiar with terms to be used in all the required science courses with emphasis on the human body and circulatory system.

**GEN 103 Health Education**

2 credits

This is an introductory survey course. Topics include: nutrition, circulatory systems and cardiovascular care, common diseases, communicable diseases and an understanding of how stress affects us mentally and physically.

**GEN 211 Anatomy I**

3 credits

*Prerequisite:* GEN 102

Introduction to terminology and terms of reference used in anatomical description; preliminary discussion of tissues, organs and organ systems; vascular system, including heart, blood vessels, lymphatic system; musculature system.

**GEN 212 Introduction to Microbiology**

2 credits

*Prerequisite:* GEN 102

Study of the structure and functions of microorganisms; influence of environmental factors on their growth and their role in disease; survey of the pathogens and diseases they cause; factors concerned with infection and the defense mechanisms of the human body.

**GEN 311 Introduction to Pathology**

2 credits

*Prerequisite:* GEN 102

Introduction to general pathology; nature of disease and its effect on the human body, including inflammation, degenerative changes, necrosis, disturbances in circulation and neoplasms.

**GEN 312 Anatomy II**

2 credits

*Prerequisite:* GEN 211

A detailed study of the skeletal system including the histology of bone, splanchnology of the digestive system in terms of its gross anatomy with some discussion of histology and physiology. Tests will include material from Anatomy I.

**GEN 313 Introduction to Chemistry**

2 credits

*Prerequisite:* GEN 102

Basic concepts such as structure and forms of matter; the nature of chemical changes, chemical nomenclature; use of symbols; formulas and equations, consideration of selected topics such as oxidation - reduction, solutions, ionization, acidity and alkalinity, diffusion and osmosis.

**GEN 411 Anatomy III**

2 credits

*Prerequisites:* GEN 312

Study of the respiratory, excretory, nervous, endocrine, integumentary, and reproductive systems. Introduction of pre-natal development. Each system is described in terms of its gross anatomy with some discussion of histology and physiology. Tests will include material from Anatomy I & II.

**LAW 101 Professional Ethics**

1 credit

Individual development and evaluation of funeral service professional system of ethics; professional ethics in community relationships; ethics in regard to the deceased; ethics within funeral service operations; factual and dignified publicity and promotion procedures; pre-arrangement ethics; pre-finance ethics; education; competitor relationships; associations.

- LAW 201 Business Law** 2 credits  
Nature and development of law, emphasizing the broad field of contracts, their nature, classification, operation and effects; negotiable instruments and sales.
- LAW 411 Mortuary Law** 2 credits  
*Prerequisite:* LAW 201  
Bailments, agency, partnership, insurance, wills, burial rights and obligations, rights and wrongs concerning the body and burial; cemetery law, zoning restrictions and damages. Tests will include material from LAW 201 Business Law.
- LAW 412 State Rules and Regulations** 1 credit  
*Prerequisite:* BUS 312  
Introduction to the specific laws, rules and regulations governing the practice of embalming and funeral directing; licensing procedures. This course is customized based on the State in which the student intends to be licensed.
- PHT 201 Principles of Embalming I** 2 credits  
Introduction to embalming; historical and contemporary perspectives; moral, ethical and legal consideration; definitions and objectives of embalming; terms associated with death; types, signs and tests for death; pre-embalming changes; pre-embalming diagnosis and techniques; instruments and equipment utilized in basic embalming procedures.
- PHT 301 Restorative Art I** 2 credits  
Principles of color theory in pigments, vision and illumination; principles of cosmetology; consideration of cosmetic media; complexion types and deviations from normal complexion types; introduction to the influence of bony structures upon surface forms; facial proportions and variations in head form and their effect upon physiognomy.
- PHT 312 Microbiology for Embalmers** 3 credits  
*Prerequisite:* GEN 212  
Study of yeasts, molds, protozoa and viruses and their role in disease and decomposition; methods of communicable disease control and prevention; the role of the practitioner in promotion of Public Health; basic concepts in vital statistics; death rates and their impact on funeral service; major causes of death, emphasis given to types of disinfection and sanitary safeguards in the preparation room; consideration of other health measures such as water purification and waste disposal. Tests will include material from Introduction to Microbiology.
- PHT 313 Principles of Embalming II** 2 credits  
*Prerequisites:* PHT 201 and GEN 211  
Factors influencing fluid distribution and drainage; types of embalming fluids; composition and usage; vascular anatomy including linear and anatomical guides.
- PHT 411 Chemistry for Embalmers** 2 credits  
*Prerequisite:* GEN 313  
Introduction to organic chemistry including a survey of the classes of organic compounds of concern to the embalmer; the nature of decomposition; formulation of embalming fluids and function of the various components; introduction to toxicology and its importance. Tests will include material from Introduction to Chemistry.
- PHT 412 Clinical Embalming** 2 credits  
*Prerequisite:* PHT 201  
Demonstrations and practical applications of Principles of Embalming under the supervision of faculty at the Bellevue Morgue facility. Students are required to participate fully in a hands-on experience involving the completion of a minimum of 10 embalmings.

**PHT 413 Pathology for Embalmers** 2 credits

*Prerequisites:* GEN 311

Principles of special pathology applied to the study of disease of the various organ systems, emphasizing those creating specific embalming problems; introduction of forensic pathology and the importance of the autopsy as a tool in medical instruction and research. Tests will include material from Introduction to Pathology.

**PHT 414 Principles of Embalming III** 2 credits

*Prerequisites:* PHT 313

Case analysis and treatment of special problem cases; local, state, and national (OSHA) regulations and requirements examined.

**PHT 415 Restorative Art II** 3 credits

*Prerequisite:* PHT 301

Practical consideration of restorative techniques; special problems caused by abrasions, burns, lacerations, excision, etc. are discussed and treatment presented; modeling techniques and practical application. Tests will include material from Restorative Art I.

**SOC 001 Orientation** 0 credits

This course is designed to introduce the student to the learning environment online and on campus. Topics covered include AAMI policies and procedures and guides to successful learning. This course covers study skills, time management, stress management and creating an effective learning environment. The course for online students also enables the student to understand different online elements. Topics include correspondence, communication, navigating an online course, online testing and understanding your own technology.

**SOC 101 History of Funeral Service** 2 credits

Early mortuary behavior including funeral customs of ancient civilizations; death and burial through the middle ages and renaissance; medical embalmers and the rise of the English undertakers; rise of American funeral behavior from early colonial practices to the development of embalming and funeral transportation; pattern of late nineteenth century funerals; associational development among funeral directors; institutional growth and contemporary funeral practice.

**SOC 102 Death & Human Development** 2 credits

An examination of death and coping skills which are developed at each stage of life; the special problems surrounding the loss of a member of the nuclear family and those major supporters of the bereaved; a major focus of the understanding of grief by the funeral director to cultivate a sensitivity to those in mourning at each stage of development; discussion and review of the funeral service profession in assessing and fulfilling the needs of the bereaved.

**SOC 201 Funeral Service Psychology & Counseling** 3 credits

The bereavement process and special life problems associated with it; definitions of counseling, grief reactions; goals of counseling; types of counseling; the funeral director as a counselor; crisis intervention counseling including types, developments and characteristics of a crisis; the ABC method of counseling, family typology; qualities of effective counselors; self-actualization; facilitating communication; grief counseling; grief of the counselor; referrals and visual aids.

**SOC 202 Sociology of Funeral Service**

1 credit

Historical growth and development of death concepts, mourning and funeral practices from early to modern western civilization; contemporary social attitudes toward death and the funeral; consideration of different customs, reactions, beliefs and expressions of grief; salient concepts relevant to funeral service are explored and related to the daily practice of the funeral director.

**SOC 411 Comprehensive Review**

1 credit

*Prerequisite:* All Courses

This course is designed to review course work previously taken as well as to prepare students to take AAMI's Comprehensive Exam and the National Board Exam.

**THE FUNERAL SERVICE OATH**

I do solemnly swear by that which I hold most sacred;  
That I shall be loyal to the Funeral Service Profession,  
and just and generous to its members;  
That I shall not let the constant relationship  
and familiarity with death  
give me cause to yield to carelessness  
or to violate my obligation to society or  
to the dignity of my profession.  
That I shall obey the Civil Laws;  
That I shall not divulge professional confidences;  
And that I shall be faithful to those who  
have placed their trust in me.  
While I continue to keep this oath inviolate,  
may it be granted to me to enjoy honor in  
my life and in my profession;  
and may I be respected by all people for all time.

## HISTORY OF AMERICAN ACADEMY McALLISTER INSTITUTE (1926–Present)

### **McALLISTER SCHOOL OF EMBALMING (1926-1964)**

The career of Professor John McAllister was marked by two dominant principles: study and teaching.

Dr. McAllister graduated from Albany Medical College in 1879 as a Doctor of Medicine. He thereafter devoted most of his time to post graduate study and surgery in Eastern American Hospitals. From 1886 to 1889 he continued his professional education in London, Paris and Vienna under the renowned Anatomists and Surgeons of that day. He later returned to Europe from 1899 to 1901 for additional research and study.

In 1890 he founded the New York School of Pathology and Operative Surgery and was instrumental in the training of many of the leading surgeons in this country. He continued this institution until 1926.

Dr. McAllister became Professor of Anatomy and Dissection at the first Institute of Podiatry in 1914, and remained there for 15 years. He held the position of Local Surgeon to the New York Central Railroad for 20 years and was the Acting Coroners' Physician and Special Pathologist at the New York City Mortuary for 20 years, until the present Medical Examiner's Office was established in 1919.

During this time, he completed over 10,000 autopsies. This afforded him a tremendous opportunity for research into the many causes of death and their various effects on the body.

It was during these years, that Dr. McAllister discovered the need for thorough education of Embalmers and Funeral Directors. This need was finally met in 1926 when he founded the McAllister School of Embalming. He had the courage and vision to establish an educational institution with a lengthened program and rigorous faculty supervision at a time when there were minimal or non-existent standards for the licensing of funeral directors. He continued to direct the program and expand the activities of the School until shortly before his death in 1942.

His son, John McAllister was called to active duty in October of 1940 as a reserve lieutenant and was sent to Fort Dix with the 44th Division. While on duty with this division, war was declared and Captain McAllister was assigned coastal defense duties along the Atlantic. Following this, he was transferred to Foreign Service and joined the 3rd Infantry Regiment in Newfoundland. He was later promoted to Colonel.

During his period of active duty, Col. McAllister graduated from infantry school at Ft. Benning and the Command and General Staff School at Fort Leavenworth. He was awarded the bronze star medal for meritorious service, ETO ribbon with two stars.

Col. McAllister was associated with his father, for many years in the operation of the McAllister School of Embalming. He reopened the institution to carry on the traditions which World War II interrupted.

Lt. Col. John McAllister received his education at New York University and New York Law School, receiving the degrees of LL.B. and LL.M. He died December 27, 2003 at the age of 95.

### **AMERICAN ACADEMY OF EMBALMING AND MORTUARY RESEARCH (1933–1964)**

The history of the Academy, as it was known to many of its graduates, is a little sketchy and sparse.

After the dark days following the great depression of 1929-30, the American Academy of Embalming and Mortuary Research opened its doors to students in the embalming field in 1931. The first recorded class graduated in October 1933. This class had only four

students who attended school for six months. Classes at this time started every three months.

The Academy was conceived and sponsored by George A. Dodge. He gathered together the foremost teachers of the day to serve on the Board of Education. Through the years such notable men as Clifford G. Askins, Joseph R. Parker, William Collier, Ray E. Slocum, Francis E. Dolan, Dr. Ernest W. Lampe, Lloyd W. Howe and William H. Crawford were affiliated with American Academy. Under their guidance, and as a result of their ability, the American Academy forged ahead to a leadership position in this profession.

In 1947 the Academy was purchased by Mrs. Helene Carpenter Craig, owner of the St. Louis College of Mortuary Science. It was during her administration that the Academy enrolled the largest classes in their history. After many years of aspirations to maintain a sister-school in New York City, the Directors of the Pittsburgh Institute of Mortuary Science purchased the American Academy from Mrs. Craig. The Directors of the Academy at that time were Dr. Otto S. Margolis, Professor John Rebol, and Dr. Emory S. James. The administration of the school had been conducted by Dr. Margolis as its President and Dean from January 1957 until 1964.

### **AMERICAN ACADEMY McALLISTER INSTITUTE (1964 – present)**

It was decided in 1964 that the American Academy of Embalming and Mortuary Research and the McAllister School of Embalming should merge to form the American Academy McAllister Institute of Funeral Service (AAMI). With both Dr. Margolis and Mr. McAllister leading the school, one was assured that success would follow.

Over a span of more than 75 years, AAMI, together with our forefather schools, educated and trained over ten thousand great men and women. For many years, we have enrolled many second and third generation students. Today, many of our students are first generation.

AAMI has had the privilege and honor to have many distinguished individuals who have served as Academic Deans: William Tari, William A. McDonald, Meg Dunn, and Regina T. Smith. Meg Dunn has also served as AAMI's President from 1994 to present.

In January, 2005, the AAMI Board approved the recommendation of President Dunn that AAMI expand access to its funeral service associate degree by offering the entire program online. Following a year of planning and development, the first six online courses were offered in January 2006, to the first 15 students. Today, all courses except the clinical are offered online each semester and online enrollments have soared to 200 students in the first three years.

We have a long history and tradition in the field of funeral service education and we intend to continue well into the future.

# BOARD OF DIRECTORS

MEG DUNN, President  
WILLIAM A. McDONALD, Vice President  
MARY-ELLEN CHIFFRILLER, Secretary/Treasurer  
SAUNDRA HONIG, LIZABETH KONOPKA, THEODORE LEE, MARION F. MASTERSON,  
DANIEL B. McMANUS, SHARON P. TAYLOR

## LEGAL COUNSEL

CHARLES D. MAURER

# ADMINISTRATION AND FACULTY

## ADMINISTRATION

MEG DUNN President & Chief Executive Officer	Long Island University – M.S. St. Francis College, NY – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Certified Funeral Service Practitioner Appointed 1984
GEORGE CONNICK, PhD Interim Executive Vice President	University of Colorado – Ph.D. San Jose State University – M.A. Sanford University – B.A. Appointed 2005
REGINA T. SMITH Academic Dean & Chief Academic Officer	Iona College – M.S. New York University – M.A. Hunter College – City University of NY – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2005
NORMAN PROVOST Bursar & Director of Admissions	New York University – M.A. Catholic University – B.A. Appointed 1992
MARK P. FAZIOLI, Ph.D. Dean of Instructional and Administrative Technology	Capella University – Ph.D. Southern Connecticut State University – M.S. Charter Oak State College – B.S. Johnson & Wales University – A.S. Appointed 2009
JAWAY TSO Financial Aid Officer	Baruch College – B.B.A. Appointed 2002
MARY MOON Librarian	Queens College – City University of NY – B.A.; M.L.S. Appointed 2000
DOROTHY E. HUTCHINS Technology Consultant	Southern Illinois University – M.B.A. Drexel University – B.S. American Academy McAllister Institute – Diploma Appointed 1990
CHARLES BECHTOLD Computer Consultant	School of Visual Arts – B.F.A. American Academy McAllister Institute – Diploma Certified Funeral Service Practitioner Appointed 2000
KERRIAN WILLIAMS Registrar	Katharine Gibbs School – NY A.O.S. Appointed 2003
ANNA MARIE LANZA Online Academic Advisor	St. John's University – B.S. American Academy McAllister Institute – Diploma Appointed 2006
PAMELA MacBRAYNE, Ed.D. Online Consultant	University of Maine – Ed.D. State University of New York at Albany – M.S. St. Lawrence University – B.A. Appointed 2005
CHARLOTTE RERRICK Online Academic Advisor	University of Maine – A.S. Appointed 2007
CANDICE VU Administrative Assistant	The American University of Paris – B.A. Appointed 2008

## FACULTY COUNCIL

NANCY COFFEY, I. MARTIN GOLDSTEIN, LaVONE HAZELL,  
KATHLEEN McDONALD, REGINA T. SMITH

### FACULTY

MATTHEW R. BAILEY* Small Business Management Funeral Home Directing	Catholic University – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2005
CHARLES BECHTOLD* Restorative Art	School of Visual Arts – B.F.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Certified Funeral Service Practitioner Appointed 2000
KENNETH CATTENHEAD* Death & Human Development	New Jersey City University – B.A. American Academy McAllister Institute – A.O.S. Licensed Funeral Director Appointed 2004
LAWRENCE J. CHARLTON* Professional Ethics	St. Francis College, PA – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2008
MARY-ELLEN CHIFFRILLER* Microbiology	Adelphi University – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 1977
NANCY COFFEY* Professional Ethics History of Funeral Service Restorative Art State Rules & Regulations	Marymount College – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 1996
ELISSA DeBENEDICTIS, D.C.* Introduction to Science Microbiology Anatomy	Manhattan College – B.S. New York Chiropractic College – D.C. Appointed 1998
MEG DUNN Anatomy Chemistry Pathology	Long Island University – M.S. St. Francis College, NY – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Certified Funeral Service Practitioner Appointed 1984
MARK P. FAZIOLI, Ph.D.* Funeral Service Psychology & Counseling	Capella University – Ph.D. Southern Connecticut State University – M.S. Charter Oak State College – B.S. Johnson & Wales University – A.S. Appointed 2009
WILLIAM FLOOKS JR.* Clinical Embalming	LaSalle College – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 1994
REV. JOHN FRASER* Funeral Home Directing Funeral Home Management & Merchandising	St. Joseph's Seminary – M.A. St. John's University – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2001
LINDA GANGLOFF* Introduction to Science	Montclair State College – M.A. Bucknell University – B.S. Appointed 2005
I. MARTIN GOLDSTEIN, ESQ.* Mortuary Law Business Law State Rules & Regulations Accounting	NYU School of Law, Graduate Division – LL.M.(Corp.) Widener University School of Law – J.D. Babson College – B.S., B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 1999
LaVONE HAZELL* Funeral Service Psychology & Counseling Death and Human Development	Fordham University – M.S. Howard University – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Certified Family Therapist Certified Funeral Service Practitioner Appointed 1989

DOROTHY E. HUTCHINS*	Southern Illinois University – M.B.A. Drexel University – B.S. American Academy McAllister Institute – A.O.S. Licensed Funeral Director Appointed 1990
BRIAN KASLER*	St. John's University – M.B.A. Wagner College – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Certified Funeral Service Practitioner Appointed 2005
ANNA MARIE LANZA*	St. John's University – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2005
KURT D. LARSEN*	University of Connecticut – B.S. American Academy McAllister Institute – A.O.S. Licensed Funeral Director – (pending) Appointed 2009
TRACY LENTZ*	State University of New York at Stonybrook – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2008
KATHLEEN A. McDONALD*	University of Bridgeport – B.S.N. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 1995
MARY MOON*	City University at Queens College – B.A., M.L.S. Appointed 2000
KEVIN MORAN*	St. Francis College, NY – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2000
ANDREA L. MORVILLE, Ph.D.*	New York University, Medical Center – M.S.; Ph.D. New York University – B.A. Appointed 2009
JAMES F. PARISI*	St. John's University – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2005
PAUL C. PROVOST*	Stevens Institute of Technology – M.S. St. Anselm College – B.A. Appointed 2006
GEORGE RAYMOND, DDS*	New York University College of Dentistry – DDS SUNY Purchase – B.S. American Academy McAllister Institute – A.O.S. Licensed Funeral Director Appointed 2009
EUGENE SANTOMAURO*	American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2005
REGINA T. SMITH*	New York University – M.A. Iona College – M.S. Hunter College – City University of NY – B.A. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2005
ROBERT STOBO*	St. Thomas Aquinas College – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 2008
MONICA VALVANO*	Columbia University – M.P.H. Seton Hall University – B.S. American Academy McAllister Institute – Diploma Licensed Funeral Director Appointed 1989
MARGARET VERHAGEN, DC*	New York Chiropractic College – D.C. American Academy McAllister Institute – Diploma Appointed 1986
HOLLY WARCO*	Duquesne University – B.A. Pittsburgh Institute of Mortuary Science – Associate Degree Licensed Funeral Director (PA) Appointed 2008

\*Adjunct

## **ACADEMIC CALENDAR 2009-2010**

### **Campus Academic Calendar**

Summer 2009	May 4 - August 14, 2009
Fall 2009	August 31 - December 11, 2009
Spring 2010	January 4 - April 16, 2010
Summer 2010	May 3 - August 13, 2010
Fall 2010	August 30 - December 10, 2010

### **Online Academic Calendar**

Summer 2009	May 4 - August 14, 2009
Capstone in New York	August 3 - 14, 2009
Fall 2009	August 31 - December 11, 2009
Capstone in New York	November 30 - December 11, 2009
Spring 2010	January 4 - April 16, 2010
Capstone in New York (if needed)	April 5 - 16, 2010
Summer 2010	May 3 - August 13, 2010
Capstone in New York	August 16 - 27, 2009
Fall 2010	August 30 - December 10, 2010
Capstone in New York	November 29 - December 10, 2009

### **Holidays:**

New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Recess (Thursday and Friday)  
Christmas Break

Please note: For online courses, check the individual semester calendars for holiday observance. Not all holidays are observed for online courses.