

# Malcolm X College Mortuary Science Program Program Rules & Procedures and Laboratory Education Handbook



Originated: 1996 Revised:

5/98,	5/00	5/03	9/05
3/07,	5/07,	11/07	3/08
6/10	6/11	8/13	1/15





## *Letter from the Director*



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Hello and Welcome to all Mortuary Science Students:

On behalf of the faculty and staff of the Mortuary Science Program, I welcome you to what will be a challenging and rewarding academic endeavor. We, the Mortuary Science faculty and staff are looking forward to assisting you in becoming the future funeral service professionals of tomorrow. Since the inception of the Mortuary Science Program, MXC has produced and graduated successful funeral service professionals.

This handbook has been created and revised to assist you with your matriculation and address policies and procedures of the Mortuary Science Program. If you have any questions, comments, or concerns regarding the Program after you have read this handbook, please feel free to contact any of the Mortuary Science faculty and staff for clarification. You will find a dedicated faculty that have proven themselves in the funeral service profession and are willing to assist you as you advance on your educational journey. Again, welcome to the Mortuary Science Program!

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Scott'.

Karen Scott, LFD/E

Program Director  
Mortuary Science Program

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## **Mortuary Science Program Mission Statement**

Malcolm X College's Mortuary Science Program is the only accredited program within the City of Chicago and the City Colleges of Chicago. Its mission is consistent with the mission of the college. It strives to empower each individual to be all that he/she can be. In this endeavor, it supports the theme of the college, "Empowerment through Education". The program provides educational opportunities to individuals regardless of race, sex, social economic environment, whereby students can gain knowledge and skills necessary to become entry-level funeral director and embalmer trainees. It provides graduates with a level of preparation to become licensed, and employed immediately upon completion of all program requirements.

**Mission:** Mortuary Science, a comprehension and assessment-centered program, empowering students of diverse backgrounds and abilities to achieve academic, career, and personal success.

**Goals:** The program is committed to:

- Providing a relevant, current and comprehensive ABFSE curriculum.
- Providing comprehensive public safety and technical experiences through laboratory education.
- Establishing mastery levels at which students can successfully complete all program requirements and pass the National Board Examination.
- Providing students with the necessary academic preparation to become licensed by the Illinois Department of Financial and Professional Regulations.
- Establishing and maintaining program policies that contribute to the student becoming a well-rounded and gainfully employed professional.

**Learning Outcomes:**

- Students shall be able to complete the following at a level of 80% or better.
- Complete all course offerings
- Master affective, psychomotor and cognitive learning experiences in the laboratory area
- Pass the final comprehensive exit examinations
- Successfully complete the critical and problem-solving labs through case study scenarios (unless otherwise denoted in the syllabi)

**Aims: Recognize funeral service education personnel as:**

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

**Objectives:**

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

**Code of Ethics:**

- You must adopt an awareness of the important role you will assume as a funeral service person in the community.
- The intimacy that you will establish in your relationship with bereaved families must be held in confidence
- It will be your responsibility to recognize and practice all aspects of caring for human remains to insure the health, safety, and welfare of the public.
- You will be expected to practice the highest standards of ethical conduct to uphold the dignity of funeral service.

**Conduct:**

You were accepted by a Mortuary Science Program to be educated for a future in a respected profession. This requires Maturity, Self-Discipline, and Seriousness of Purpose. It is the responsibility of all students to conduct themselves in a manner that permits the college to maintain an environment of friendship, equality, and educational value. All students are to confirm to the classroom rules set forth by the faculty.

## **Attendance:**

An official record is kept of each student attendance. The instructor takes roll at the beginning of every scheduled session. The Instructor/Director will notify the student for scheduled instruction if the instructor is delayed or unable to teach the class. Any alterations will be explained or a substitute instructor will be arranged. It is the responsibility of the student to discuss any problems relating to attendance with the instructor of the class in question. The attendance record must be satisfactory.

**A.** Because of the structure of the Program, classroom and laboratory practicum attendance is vital to providing a well-rounded education and a continuing knowledge of Mortuary Science. Students, therefore, are expected to attend classes and laboratory practicum regularly and promptly.

**B.** Students who are absent from any particular class or laboratory periods are held responsible for all the requirements of the course. The degree to which classroom absences will affect the total grade for that course will be at the discretion of the instructor and the guideline adopted on each course syllabus.

**C.** **Attendance is mandatory at review sessions by all students!** It is best for a student to work part-time while attending the program due to the detailed volume of Mortuary Science content. The retention level of all subjects must be comprehended and retained in order to make preparation for the National Board Exam. When scheduling work around courses, it is recommended for the student **NOT** to schedule to start work an hour after the last class session due to probable tutoring sessions, review sessions, class assignments, etc.

## **Academic Requirements**

Students are encouraged to adopt a serious attitude towards their academics and strive to achieve the highest possible scholastic grades. All courses must be passed with a grade of 80%. Students completing the program, during the last semester must take a battery of Exit Examinations. The Exit Examinations are comprehensive exams of all subjects for the National Board Examination. The Exit Examinations must be passed in order to receive an authorization letter to take the National Board Examination, the capstone course final examination, at the designated test site selected by the student.

**A student will not be authorized to take the National Board Examination until all Curriculum Courses, Review Sessions and the Exit Examinations have been successfully fulfilled.** All students who have accomplished all requirements of the program must register to take the National Board Examination to establish program completion. (01/2015 Revised)

## **Course Load**

The Mortuary Science Program is a one/two-year program that must be taken on a full time schedule. There are no part-time schedules offered at any time during the duration of the program. All students



accepted into the program are expected to enroll for the normal course load scheduled during each semester. No student may register for more than 18 semester hours of courses without specific permission from the Director and Dean of Health Career Programs.

Courses within the curriculum of the program that were fulfilled prior to acceptance into the program must be audited if the course was taken more than two years before acceptance into the Mortuary Science Program at Malcolm X College. All courses taken more than five years ago to date that are a part of the Mortuary Science Curriculum must be audited in order to recapture the content level that will assist studies in current Mortuary Science courses and especially for the National Board Examination. Optional testing is available.

### **Dress Code**

Students are expected to dress in an appropriate professional manner as defined by the needs of safety, order and discipline in the program. No headscarves, hats, excessive make-up, facial and tongue piercings, “extender” ear piercings may be worn. No very short skirts/ shorts or other clothing and/or attire that may be construed as unethical, unprofessional, or immoral may be worn.

**All Program students are required to dress in funeral profession attire and lab jacket on all days, with the exception of lab days;** in which appropriate lab attire must be worn.

All body piercing must be removed during laboratory practicum! There are no alternatives to this rule, a student will not be admitted into the practicum site until the piercing ornaments are removed and the area safely covered to reduce the transfer of pathogens that may cause bacterial infections. Appropriate laboratory coats are to be worn in assigned laboratory areas and are to be cleaned of all stains and dirt. The laboratory coats may be stored on campus in the restorative art class.

In the embalming laboratory facility, surgical scrubs must be worn and special shoes that will not be worn in the homes after a lab session. Head/hair coverings, shoe covers, disposable non-latex/rubber gloves/gown, respirator masks, and eye/ face shields must be worn in the embalming laboratory at all times. (Revised 03/2008)

### **Bulletin Board - VII**

It is the student's responsibility to check the bulletin board on a daily basis for information pertaining to the program.

## **General Rules and Regulations**

Rules and regulations are essential to the efficient and successful operation of any organization. These rules have been established to provide a common barrier guideline governed for student behavior in the classrooms and special laboratory areas. These rules also govern the student's academic performance in the program. All provisions of these rules and regulations apply equally to all students.

**Physical Examination:** It is a requirement of the Mortuary Science Program and the sponsoring agencies that all students have a physical examination and complete a series of Health Occupational Immunizations after acceptance into the program and must be completed prior to registration for the Embalming Laboratory Course. It is the student's responsibility to obtain the physical examination and submit the requisite form to the program office prior to the laboratory course. Failure to submit the completed documentation in a timely manner will prevent the student from registering during the embalming laboratory course semester. Missing the semester will place the student one-year behind, which is not permitted by the program. Therefore, students continuing in the program must have the immunization documents completed by mid-term session of the third semester.

**Health Insurance:** All students must show proof of Health Insurance while in the program! (Appendix H: Insurance Waiver Form)

**Warning and Dismissal Policy:** a breach of established rules will be dealt with fairly, but firmly under school standards. Unless the particular circumstances of a rule or policy infraction otherwise warrants the intent of this policy is to use disciplinary action as a means to assist and encourage students to correct their conduct and to achieve satisfactory learning performance. These procedures assure that the best interest of the students; program, visitors and employees are always paramount in our concerns.

### **The procedures in this policy apply to all students in the Mortuary Science Program**

**Policy:** Appropriate discipline for misconduct cannot be reduced to rigid standards automatically applied in all circumstances. Misconduct may be divided into two categories:

- A.** Actions which for a first or single offense may result in termination or suspension.
- B.** Actions, which for a first or single offense may result in an initial oral/written warning but which, if repeated, would warrant more severe discipline.

In determining the severity of discipline to be applied for misconduct, the Program Director will investigate and consider the following:

- Nature and seriousness of the misconduct, including actual or potential impact upon the program, college or off campus laboratory practicum site.

- Extenuating or mitigating circumstances related to the students' involvement in the misconduct.
- Circumstantial, hearsay or unsubstantiated evidence as it relates to the misconduct.

Disciplinary action once determined will be communicated to the student in writing. Copies of the Disciplinary action report shall be sent to the Dean of Health Career Programs, Security, and the Dean of Student Services, and will become part of the student's educational file.

### **Misconduct**

The following is a list of some, but not all of the acts which if committed by a student will result in disciplinary action being taken against him/her:

- Leaving an assigned classroom or laboratory during regularly assigned hours without notification to the instructor.
- Failure to carry out assigned task in laboratory course work or group assignments enumerated by the instructor.
- Using materials, equipment, and supplies in the laboratory course in a careless, wasteful or dangerous manner.
- Failure to meet program attendance requirements.
- Failing to begin scheduled laboratory work at designated start time.
- Past disciplinary record, including time that has lapsed since a former disciplinary action.
- Stopping assignment or leaving workstation before the scheduled quitting time.
- Smoking in unauthorized areas. Smoking is strictly prohibited!
- Eating or drinking in the classrooms or laboratories.
- Solicitation during school hours. Conduction of personal business without permission.
- Unauthorized personal use of college supplies, equipment, office telephones, copying facilities, or maintenance supplies.
- Disobeying instructions, procedures, and policies. Inappropriate class behavior, disrespect, insults or threats to any faculty will result in immediate termination without re-admittance privilege.
- Unauthorized possession or concealing of firearms or other weapons while on the premises of MXC or any off campus laboratory practicum site.
- Coming to school under the influence of alcohol, narcotics or non-prescribed drugs; or the use or possession of drugs or alcohol while on the premises of MXC or any off campus laboratory practicum site.
- Jeopardizing the health and safety of others students or employees through carelessness or neglect.
- Deliberately mishandling cadavers or human tissues and fluids /laboratory supplies. Handling of cadavers or human tissues and fluids without all PPE's
- Forging, altering or falsifying any document, authorization or educational record that is to be used for student evaluation.

- Stealing personal property or property that belongs to MXC or any off campus laboratory practicum site.
- Destroying, stealing or abusing property that belongs to MXC, any off-campus laboratory practicum site, visitor or fellow classmate.
- Misuse of or exposing confidential information concerning cadavers or academic matters related to student records or grades.
- Disruption of the work routine of the staff due to fighting, arguing or horse playing among students.

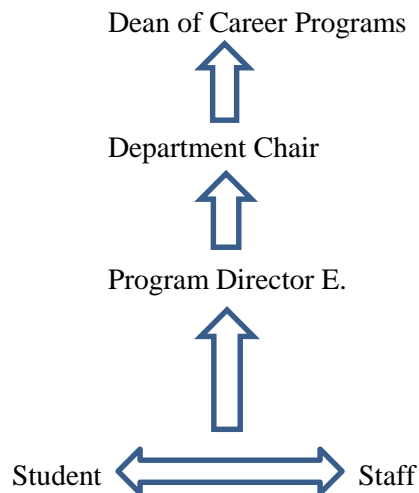
**Student Grievance Procedure**

For "student rights and school guidelines" refer to the Student Handbook of the City Colleges of Chicago supplied by the College in Student Services

[http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015\\_Jan\\_CCC\\_Student\\_Policy\\_Manual\\_APPROVED.pdf](http://www.ccc.edu/menu/Documents/Student%20Policy%20Manual/2015_Jan_CCC_Student_Policy_Manual_APPROVED.pdf) (1/2015 Revised)

Any student having a problem with an instructor in the program may file for conference time (Appendix A). A conference date will be arranged with the student, instructor and the director. The student must submit a typed letter to the Program Director outlining the problem. An appointment will be set with the instructor to hear the student's grievance. (See also Appendix L)

**Channels of Administration:** The student must first attempt to resolve the issue with the instructor. If unsuccessful, the student is to follow the procedures listed below.



**Admission**

New students are accepted into the program during the spring semester of each year, with the program starting date during the month of May & August. All students admitted into the program must successfully complete ALL COURSES, Prerequisites, General Education, and Mortuary Science, prior to graduation.

See Program Director for academic advising and academic counseling.

01/2015 Revised

### **Re-Admission**

Program re-admission **IS NOT** an automatic process. A student, if terminated for academic failure must petition for re-admission by submitting a request stating the reason(s) for re-applying and the reason(s) for the first time removal/withdrawal. The Faculty, Dean of Health Career Programs and Advisory Board will evaluate the applicants' request. A final report will be given to the student of the program's decision. Students **WILL NOT** be allowed to reenter the program more than two times. (Appendix B)

\*Competency and skill development in laboratory (technical/practical) education; must be maintained! Therefore, as a condition of readmission, students who passed their laboratory course at the time of academic failure **MUST** audit the theoretical course offered at the time of readmission (Appendix C).

### **Withdrawal Re-admission Criteria**

A student who withdraws from the program during their first semester or second semester (first year) must completely withdraw. If re-admission is granted courses that have been successfully completed must be audited and the student must take courses offered during that timetable only. The student cannot progress and continue where they were at the time of withdrawal. The retention of courses taken must be at a mastery level. Therefore, course auditing is required.

If a student withdraws from the program during their first semester, the student must petition for readmission for the next spring/evening or fall/day enrollment. If a student withdraws from the program during their second semester, the student must petition for re-admission for the next spring/fall enrollment and begin in the first semester, registering as an auditor to all course offerings in the first semester time-table. The same regulations apply for student withdrawal in the third/fourth semester.

Course auditing is mandatory after withdrawal from the program!

### **Course Withdrawal Policy:**

Each semester the college has an official last day for class withdrawal. If a student withdraws from a Mortuary Science class during their first and/ or second semester, the student is **NOT** allowed to progress in the program. Course withdrawal will terminate enrollment status in the program.

If a student withdraws from a Mortuary Science class during the third and/or fourth semester the student will terminate enrollment status in the program. To be re-admitted into the program after student initiated withdrawal, student must petition for re-admission (See withdrawal Re-admission Criteria). Student must begin program from the first semester regardless of which semester withdrawal activity occurs, unless there are extenuating circumstances beyond student control that requires immediate withdrawal.

If re-admitted, the student must (1) attend every review session, when offered (2) register for the withdrawn course during the semester in which, that course is being offered and (3) audit the course offerings previously taken for review for the Exit Examinations and National Board Examination. Student **MUST** seek Academic Advisement from Program Director.

10/2001 Revised

\* **AUD - Audit** auditors must follow all registration procedures and pay all appropriate charges. If space is available in the class after all credit earning students have been placed, a student may register for the course as an auditor (that is, without receiving credit). A student who audits a class will be issued the final grade of ADD. This grade will not be calculated in the student's grade point average or as registered hours.

09/2005 Revised

### **Academic Regulations**

All course offerings consist of 16 weeks of instruction. The instructor will schedule written midterm and final examinations. The time and dates will appear on your syllabus, course calendar, Blackboard course or verbatim. The material to be covered on the examination should be announced by the instructor and should follow syllabus content.

Some instructors conduct short quizzes during the semester. Such assessments may or may not be announced prior to scheduled class. The instructor of the course submits all mid-term grades to Records and the judgment of the instructor is FINAL. Errors may be corrected at the time the examination is reviewed with the student.

All students must take all scheduled examinations. If the student is absent from the examination, arrangements to take a make-up examination must be made with the instructor at the earliest possible time. Make-ups are based on the instructor discretion. When the mid-term and final examinations are distributed, students are given a seating arrangement. All books, notes, and other written material must be placed in the front of the testing room. Once a student finishes the examination and leaves the testing room, the instructor will not permit re-entry for any reason. During testing, the student is not allowed to leave the room to use the bathroom, take a break, etc. to deter the appearance of cheating practices. After leaving, the student must not linger in adjacent hallways or disturb others who have not completed the examination once any other student has completed it and left the testing room.

### **Policy concerning dishonesty during examinations**

The purpose of scheduling examinations is to determine for the instructor and student the percentage of material learned by the student. Unless complete honesty and integrity is applied, the true value of academic accomplishment is immeasurable.

If the instructor suspects or has evidence that a student is displaying dishonesty during an examination, the student must forfeit the examination paper upon the request of the instructor. If the student was displaying dishonesty, this can result in termination from the program.

**Students WILL REFRAIN from requesting grades until the academic reports are distributed. If the student feels that an error has been made on the grade report, the instructor should be notified in writing and the report will be examined for possible error and correction.**

All mid-term and final examinations will be reviewed in class, but not returned to the students for retention. They will be filed in the students' file to create an academic portfolio that will remain the property of the Mortuary Science Program. The students, for exam preparation will review quizzes during the semester. All quizzes will be filed in the students' academic portfolio.

Revised 09/2005

## **I. Program Academic Policies**

In order to maintain acceptable academic standing in the Mortuary Science Program:

### **1. Retention**

#### **A. Didactic Phase of the Program**

1. Students are required to maintain a minimum grade point average of 2.0 at the end of each semester.
2. Students **will not** be permitted to continue in the program if a grade of "C" or better is not maintained in each Mortuary Science course.

*Note: Failure to meet the above program academic standards will prohibit continued promotion in the program. (Refer to XI - Re-admission section)*

#### **B. Performance-Based Phase of the Program**

1. If a student's performance in any given area at the laboratory practicum site is below the acceptable competence level, the laboratory staff will counsel the student.
2. If a student is terminated from the laboratory practicum site, the program does not have any responsibility for reassigning a student to an alternative course during that semester. Termination from the laboratory practicum site is tantamount to failure of the laboratory course.

### **2. Termination**

Any student who has academic difficulty in the Mortuary Science Program will be notified in writing from the Program Director. The notification will serve as an academic warning. An appointment will be requested with the student to discuss the situation. Academic difficulty is receiving a "D" as a Midterm grade in any Mortuary Science course. When a "D" or "F" is received as a final grade, the student is terminated from the program immediately.

The program is designed to matriculate the student into the next phase each semester on time, so that at the end of the fourth semester the student will have completed all academic requirements, the exit

examinations and obtained authorization for the National Board Examination, the final exam. The objective is to successfully pass every course with a ~"B" or higher (Mid range "C" 80%) in order to make preparation for the National Board Examination. Without maintaining at least a "B" average in every course a student may experience difficulty on the exit exams and the National Board Examination in mostly every subject via the program, Biology and Business Department, and the Campus Academic Support Center.

***NOTE:*** Program completion time is 14/18-months. Academic deficiency that leads to re-admission attempts may result in program completion within 24-months. If a student does not complete all program courses within 24-months from original start date, the student will be required to audit courses (subjects) where scores are below 75% on the exit exams. Student must follow curriculum requirements (sequencing) and catalog at the current time of enrollment if registration has been interrupted and approval has been granted to withdraw and seek re-entrance at a later date.

**II. Grading System and Grade Point Average**

The following Grading Symbols and Points are used

Grading Symbols	Grading Points	Explanation of Grading Symbols
A	4	Superior Average



<b>B</b>	3	Above Average
<b>C</b>	2	Average
<b>D</b>	<b>1</b>	<b>Not Passing</b> Below Average
<b>F</b>	0	Unsatisfactory
<b>I</b>	0	Incomplete
<b>W</b>	0	Student Withdrawal
ADW	0	Administrative Withdrawal

The Mortuary Science Program is an intense Medical Program that demands the best from the students selected into the Program. Malcolm X College is on a 4.0 scale. Students that obtain a GPA above 3.0 are encouraged to apply for the Honor Society "Phi Theta Kappa" Academic Fraternity. "MAAPP" - Maturity, Application, Accountability, Preparation and Performance are key ingredients for your success in the Mortuary Science Program.

All methods of assessment will be given a specific point value. The mid-term and final letter grades will be determined by the total point value earned from each quiz, exam, homework, class assignment and attendance. The student will not be able to advance to the next semester until he or she has satisfied all of the competencies in the current semester.

#### Grade Breakdown

Grades of A, B and C will be arrived by the following methods:

**A = 100 - 94%**                      **B = 92 - 87%**                      **C = 86 - 80%**

Students will not be permitted to continue in the program if a grade of ~'C' or better is not maintained.

### **III. Computer Center - Email Accounts - Blackboard Courses (BbOC)**

All students are provided with a 'CCC' email account at the time of registration.

<http://ccc.blackboard.com> tutorials online.

09/2005 Revised - 01/2015 Revised

### **XIII. Evaluations**

- A. Student evaluation of classroom and laboratory instruction Students are expected to evaluate each instructor at the end of the semester. This information will be used to improve the quality of education.
- B. Evaluation of student performance
- a) Daily /weekly quizzes
  - b) Assignments
  - c) Homework
  - d) Blackboard assignments/homework
  - e) Mid-term grade
  - f) Final grade
  - g) Didactic and Laboratory exercises
  - h) Successful completion of laboratory performance objectives
  - i) Successful completion of Capstone Course Exit Examinations"

09/2005 Revised - 03/2007 Revised

### **XIV. Program Evaluation**

The program provides an opportunity for all graduates to evaluate the program. The program offers 16 courses in its curriculum that covers both the didactic and laboratory components. The graduates from the program will assist in the assessment of the program's mission, aims and objectives.

### **XV. Program Completion**

The program consists of 14/18 months. Students are considered as having completed all program requirements when they have: (Fees subject to change)

- Achieved a grade of "C" or better in all courses listed on the Mortuary Science Curriculum
- Laboratory Coat w/MXC patch (mandatory - approximately \$25)
- Successful completion of review components for National Board Examination (\$100 Practice National Board exit exam). (if applicable)
- Participation in class Composite (picture) (\$20 estimate) (optional)
- Participation in class Awards Ceremony (student activity fund raisers) (optional)
- Participation in Commencement Ceremony (optional)
- Student initiated application for graduation (February) (no application fee)
- Restorative Art-Laboratory fee (\$150)
- Embalming Laboratory fee (\$170)
  
- Embalming Laboratory fee for Personal Protective Equipment: gloves, shoe-wear and scrubs. (\$50 estimate)
- National Board Examination Fee (\$500)
- State Licensure application fee (\$50) (optional)

- Malcolm X College Mortuary Science Alumni Scholarship Fund
- Internship/Workforce interview, resume submission or placement (optional)

09/2005 Revised - 01/2015 Revised

Students must complete program within 24 months from initial enrollment. Statute of limitation for a student who has voluntarily withdrawn, been terminated, or failed to successfully complete Capstone course are not exempt. Failure to successfully complete all program requirements within 24 months from initial enrollment will require student to audit the entire first year of the program and the Capstone Course.

Revised 11/2007

## **XVI. Courses - Didactic/Laboratory Components**

### **Microbiology for Embalmers (0128-0102) 3 credits**

The basic principles of microbiology related to the principles of funeral service education, especially as they pertain to embalming sanitation, morgue disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation is discussed. The methods of transmission of infectious diseases, control procedures of these diseases with special emphasis on protection to the embalmer are described to differentiate between indigenous microorganisms and pathogens and/or opportunists causing diseases commonly associated with the human host and dead human remains. Blackboard Course (BbOC): computer skills recommended but not required. Typically entails writing assignments as appropriate to the discipline. Prerequisites: Biology 121 (111), 120/Health Science 102

### **Chemistry for Embalmers (0128-0103) 3 credits**

The basic principles of chemistry related to the principles of funeral service education. Especially stressed are the principles and precautions involved in the sanitation and disinfection of dead human remains, focusing strictly on chemistry and embalming chemicals, modifying agents, supplemental fluids and autopsy compounds. Potentially harmful chemicals used in the preparation room and their regulations are emphasized along with the essential characteristics of fermentation, and putrefaction in the area of the chemistry of decomposition of dead human remains. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Bio 121 (111)

### **Pathology for Embalmers (0128-0104) 3 credits**

This course in Pathology is designed to study the pathological condition of the human body in its postmortem state and how those pathological conditions affect various parts of the body, with particular emphasis on those conditions, which relate to or affect the embalming or restorative art process.

Pathological conditions discussed will dictate the embalming procedures, methods and chemicals for preservation demand required by the embalmer. Blackboard Course (BB) computer skills recommended but not required. Also involves writing assignments as appropriate to the discipline. Prerequisites: Bio 121 (111), 120

### **Sociology of Funeral Service (0128-0109) 3 credits**

Sociology studies family structures, social structures, and the factors of change within those groups. This course relates those factors of change to the impacts of death and the relationship of the roles of the funeral director in providing closure through funeral rites, ceremonies, customs, religion and rituals. Emphasis is placed on the cultural requirements and diversities of each family the funeral director is privileged to serve and an awareness of the changing social factors, which affect American Funeral Rites and the families served. Blackboard Course (BB) computer skills recommended but not required. Also entails writing assignments as appropriate to the discipline. Prerequisite: Acceptance into the Mortuary Science Program

### **History of Funeral Service (0128-111) 3 credits**

Survey of current expectations in American Funeral practice with emphasis on task and personality of the practitioner. Trends and issues in embalming practice from ancient Egyptian burial rites to current American practices and foreign procedures. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Acceptance into the Mortuary Science Program

### **Accounting in Funeral Service (0128-0108) 3 credits**

An introduction to basic principles of accounting theory. Applications to funeral home operations are made throughout financial statements and their analysis, worksheets, journalizing, receivables, payables, deferrals and accruals. Inventory cost models for funeral merchandise, is covered along with depreciation models and payroll accounting. Accounting proficiencies will enable the understanding of funeral service records and the funeral directors guidelines of funeral arrangements as prescribed by Federal Trade Commission Regulations rule on funeral industry practices. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Acceptance into the Mortuary Science Program

### **Human Structure and Function I and II (0023 - 0226 and 0227) 8 credits**

Lectures correlating to human anatomy and physiology. This laboratory course is recommended for those contemplating a career in the health professions and emphasizes the structure and functions of the human body.

Microscopic and gross anatomy are correlated with physiology. Studies in the anatomical guides and limits for the embalmer. Prerequisites: Biology 114, 115 or 121 (111) ... Biology 226 must be taken prior to 227; (There is a Lab Fee per course)

**Human Anatomy Cadaver Laboratory I and II (0023 - 0130 and 0131) 2 credits**

Cadaver Laboratory. Student directed learning experiences designed to enhance histology and human cadaver competence. Includes osteology, articulations, skeletal muscles and neurology. Gross anatomy research on the anatomical guides and limits of the arteries, veins, organs and muscles. Prerequisites: Biology 114, 115 or 121 (111), 226 (Lab Fee \$20 per course)

**Computer Information System/Introduction to Microcomputers (0032 - 0120) 3 credits**

Fundamental concepts of computer information systems as applied to microcomputers in business and personal use; includes hands-on experience with a variety of microcomputer software. Prerequisites: See Department description

**Funeral Directing (0128 - 0203) 3 credits**

This course of Funeral Directing recognizes the wide variation of funeral customs across the country, attempting to point out some general practices that contain minimal geographic and cultural differences, including general information on: notification of death, transfer or remains, conduct of the arrangement conference, pre-funded/preplanned funerals. Included is the cross-section of religious funeral practices, fraternal and military funerals, and shipment of remains, cremation and aftercare. Guidelines for the course are designed to introduce the Federal Trade Commission and the Trade

Regulation Rule of Funeral Industry Practices. Blackboard Course (Bb) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Mortuary Science 111

**Mortuary Law/Business Law (0128 - 204) 3 credits**

Student is introduced to the sources of law, the legal status of the dead human body. The Funeral director's responsibilities are examined as practicing professionals in relationship to that of the final disposition. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisite: Completion of two semesters in the program.

**Restorative Art (0128 - 0207) 3 credits**

Study of techniques employed to bring about restoration of a deceased human being to as near a normal appearance as possible. The subject area for Restorative Art is designed to introduce the techniques and importance of creating an acceptable appearance of the deceased for the benefit of the surviving family members. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisite: Biology 226 recommended

### **Funeral Management/Merchandise (0128 - 0209) 3 credits**

This course covers the construction and features of caskets, outer burial containers, and other funeral related products such as cemetery headstones and markers. Merchandising examines methods of purchasing, pricing, display, and sale of funeral merchandise as well as services. Emphasis are placed on the component parts of funeral merchandise, including materials used, component part styles, finishes, dimensions/functions and pricing methods. General management techniques and theory as it relates to specific funeral home operational procedures and practices are emphasized. Management examines specific areas of funeral service practice and the managerial guidelines for the contemporary concepts of funeral service management as they relate to client families and community, staff personnel, and professional associates and associations/agencies. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Mortuary Science 203

### **Seminar in Advanced Mortuary Science Practices/Ethics (0128 - 0210) 2 credits**

A survey of topics presented by the Director of the Mortuary Science Program, providing an overview of various tasks and subjects a funeral director will encounter in the role of a practitioner. Legal and Moral Ethics are covered. \* An overview of the curriculum and the practical application of theory as it relates to the ethical practice of mortuary science. Exit Examinations/Core Competency Capstone Course. Prerequisites: Consent of Program Director - Final Semester Course

### **Psychology of Funeral Service and Counseling (0128 - 0211) 3 credits**

The underlying value and relevance of this course for preparing the funeral director is that the symbolic and ritualistic aspects of the funeral have a significant impact upon the emotional experience of the bereaved. Emphasis on the grief process and its variation across individuals as influenced by psychological factors aids the funeral director in becoming a facilitating agent for effective mourning through personal interactions as well as the design and implementation of the funeral service. This course will also prepare the funeral director to know when to make a referral for mental health services. Issues relating to children and death and particular theories/theorists are also stressed. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisite:

### **Embalming Theory I (0128 - 213) 3 credits**

This course involves all aspects of embalming theory, from the evaluation of features to the case analysis, embalming reports and instrumentation. A study of the phenomenon of death in the human body is detailed. Theory I includes the study of government regulations applicable to the embalming process. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Mortuary Science 102, 103 and 104

### **Embalming Theory II (0128 - 0216) 3 credits**

Course examines the difficulties encountered by the embalmer due to disease and pathological changes of the deceased, examination of the preparation of autopsied cases as well as the procedures for handling and embalming more difficult cases. Theory II includes the study of special treatments and techniques for different conditions encountered in the dead human body. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Mortuary Science 213 Biology 226,227, 130 and 131

### **Embalming Laboratory (0128 -0214) 3 credits**

Practical application of embalming techniques and laboratory procedures of the deceased human body. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Mortuary Science 102, 103,207,213,215,216 Biology 226, 227, 130, 131 (Lab and Equipment Fee)

### **Restorative Art Laboratory (0128 - 0215) 2 credits**

Applied experience in restoring damaged human remains to achieve a normal life appearance of the deceased. Blackboard Course (BB) computer skills recommended but not required. Writing assignments as appropriate to the discipline. Prerequisites: Mortuary Science 207 Biology 226 and 227 (Lab Fee)

### **Entrepreneurship (0030-0201) 3 credits**

Course focuses on building entrepreneurial attitudes and behaviors that will lead to creative solutions within the business community and other organizational environments. Prerequisite: See Department description. Revised 06/2009

### **XVII Inoculation Protection**

STATE OF ILLINOIS RULES and REGULATIONS - students in the program of Mortuary Science are expected to conform to the Rules and Regulations for Protection Against Blood-borne and Airborne Pathogens as regulated by the Illinois Department of Financial and Professional Regulations, Occupational Safety and Health Act and the Environmental Protection Agency. (See Appendix I: Immunization Form)

### **XVIII. Pregnancy**

If a student becomes pregnant during the first, second or third semester if there are no complications that will hinder the health and academic performance of the student; the student is encouraged to continue in the program. However, if a student becomes pregnant or is pregnant during the fourth semester, the student may continue in the program upon receipt of the student's written declaration of pregnancy and a written recommendation of the student's obstetrician or prenatal agency, which has the student under its care. The written recommendation must include that it is safe to participate in the embalming laboratory course.

In the event student is prohibited under Doctor's orders to continue in the laboratory course, student must withdraw due to the nature of the course and course requirements. The course attendance policy and real time case-by-case performance- based, pedagogy skills and proficiencies must be demonstrated. Upon successful completion of all other courses, student in good academic standing will be advised to register for the laboratory course during its next course offering, in spring of the following year.

### **XIX. Special Rules**

Robert J. Stein Institute of Forensic Medicine/ Cook County Medical Examiner's Office - Off Campus Laboratory Practicum Site.

- School Identification photos and laboratory clothing are required.
- Disposable gloves, aprons/gowns, shoe boots, head coverings, eye/face protection gear, respirator mask are required at all times.
- Assembly in the lobby area at the Cook County Office of the Medical Examiner. Arrive for class NO EARLIER than 10 minutes before class. You must be quiet and respectful in the waiting area as it is a public space.
- Clean up assistance is required per station
- Instruments or supplies belonging to MXC or the Medical Examiner's Office are not to be taken from the laboratory
- Appropriate social decorum is always necessary; Bereaved families may be offended.
- Remain as a group at all times. There will be No Individual Tours or wandering permitted. • No outside visitors allowed Ever! (Do not bring guest to wait on you unless they are comfortable with waiting in their vehicle)
- Lunch is to be taken prior to attending class, there will be no food breaks. Property must be respected

*NOTE: the use of the Medical Examiner's Office is a privilege, not a guarantee. Therefore, you must conduct yourself according to the rules and guidelines mentioned above. You are to report to the lobby area and remain there until an instructor comes to accompany you to the laboratory area. You must not wander around the facility. The facility is very strict because it is a business and a public place for those identifying their loved one.*

A. In order to meet the prescribed performance and technical objectives, attendance in the laboratory area is mandatory. If for any reason you are going to be absent or late, please call the course lead instructor at 312 850-7221. The call should be received prior to the starting time.

Other considerations

1. A student is considered late if they arrive after the roll of attendance
2. Authorized absence for both didactic and laboratory components
  - a) Jury duty
  - b) Military duty



- c) Funeral leave up to (5 days) in the death of a spouse, mother, father, child, sibling. (1 lab day).
- d) Medical absence (must be documented by a physician and evaluated by the department) e) Court appearances

B. Personal Days - Due to the one day a week lab (16-week session) there are 0 days allowed. However, in the embalming lab, a student is able to miss only 5 hours per grading period of the semester for a total of 10 hours. In the Restorative Art lab, a student is able to miss only 2 hours per grading period of the semester for a total of 4 hours. Lab time cannot be made up outside of the designated days of the class and time. 09/2005 Revised

## **XX. Eligibility of Registration for National Board Examination**

A. There are no exceptions to this rule. All program requirements, curriculum courses, exit exams, must be successfully completed in order to register for the National Board Examination. You will receive the grade of 'I' in the MS 210 – Advanced Practice/Ethics course and you must take both portions of the exam before the Midterm point of the following semester.

01/2015 Revised - 03/2007 Revised

## **XXI. Empowerment**

Program completion cost will be assessed at the beginning of the fall semester (second year). Noncompliance with any of the program completion requirements (see section XV) will constitute noncompletion of the program. Non-completion of the program will constitute ineligibility to receive authorization to sit for the National Board Examination (NBE). Students must take the National Board Examination to establish graduation from the institution and to become eligible in the state of Illinois to apply for the funeral director and embalmer trainee (intern) license, which is issued by the Illinois Department of Financial and Professional Regulations. Revised 09/2005

## Appendices

- A. Conference Time Request Form
- B. A. Criteria for Review/Auditing
- C. Mortuary Science Curriculum/Prerequisites
- D. Syllabus Receipt Form
- E. F. Transfer Student Data Form
- Revised: Academic Regulation - Academic Policy
- G. H. Revised: Academic Regulation - Re-Admission
- Insurance Waiver Form
- I. Immunization Form
- J. K. Program Student Health/Safety Action Form
- L. College Transcript Evaluation Form
- Student Communication/Conference Time-lines

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### Appendix A

### Conference Time Request

Requestor Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Dates Requested \_\_\_\_\_ or: \_\_\_\_\_

Course title \_\_\_\_\_ meeting time \_\_\_\_\_ meeting day \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ **Reason**

**for conference time request:**

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If more space is needed write on the back

Resolved: \_\_\_\_\_ Unresolved: \_\_\_\_\_

**Criteria for Review/Auditing**  
Re-admission Criteria

- I. Academic Failure**  
Receiving grade below C at final, readmission opportunity occurs once.
- II. Laboratory Failure**  
Receiving grade below C at final, failing to observe laboratory policy, attendance
- III. Extenuating Circumstances for Failure**

Case-by-case

#### IV. Space Availability

First time enrollee is given precedent over audit/readmit student (1:30/1:25/1:5)

#### V. Academic History

Grade Point Average, number of retakes each are factors in seeking readmission

11/2007 Revised

#### **NOTE: 24-Month Matriculation Policy**

Be mindful of the 24-month enrollment policy (from initial date of enrollment, student must complete the program within 24-months). A student who has not completed the Capstone course successfully and does not register for the course during its next offering will be required to *audit* the courses (subjects) where scores are below 75% on the exit exams in the Capstone Course, and must meet each course requirement during the *audit*. Students who withdraw for personal or academic reasons are not exempt from the 24-month completion policy (Refer to page 7). Upon re-admission petition through the Advisory Board Admissions Review Committee, student if accepted back into the program will be required to *audit* all previous courses. Student will not be allowed to start where they were last enrolled. Extended enrollment beyond the 14/18 months of instruction reduces retention for the NBE. (Refer to Page 9)

3/2008

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Appendix C

### Mortuary Science **PREREQUISITE** Courses

#### **Day Enrollment Prerequisites**

English 101

Speech 101

Mathematics 118 or higher Effective fall 2008 admissions

Biology 120 or Health Science 102 Biology  
121

#### **Evening Enrollment Prerequisites**

English 101

Speech 101

Mathematics 118 or higher Effective fall 2008 admissions

Biology 120 or Health Science 102 Biology  
 121 Biology 226 Biology  
 227 Biology 130 Biology 131  
 CIS 120  
 Entrepreneurship 201

Mortuary Science Curriculum - Day FIRST

YEAR

**Fall Semester**

**Credits**

f Human

Biology	226*	Structure & Function I	4
Mortuary Science	*102	Microbiology for Embalmers	3
		Chemistry for Embalmers	3
		Pathology for Embalmers	3
		of Funeral Service	<u>3</u>
			16

t History

i

L

**Total**

**Credits**

f Human

		Structure & Function II	4
<b>Spring Semester</b>			
Biology	227*	Accounting in Funeral Service	3
Mortuary Science	*108	Sociology of Funeral Service	3
		Restorative Art	3
			<u>3</u>
			16
		Mortuary Science 109	Embalmng Theory I
		Mortuary Science 207	
		Mortuary Science 213	

**SECOND YEAR**

f Credits

1

**Fall Semester**

Biology 130/131\*\* Human Anatomy Cadaver

Laboratory 2

<b>Entrepreneurship</b>	<b>201***Intro to Entrepreneurship</b>		3
Mortuary Science	203	Funeral Directing	3
Mortuary Science	204	Mortuary/Business Law	3

1

	Mortuary Science	215	Restorative Art Laboratory	2
£	Mortuary Science	216	Embalming Theory II	<u>3</u>
f	<b>Total</b>			16

	<u>Spring Semester</u>			<b>Credits</b>
F	CIS 120***	Introduction to Microcomputers	3 v..	
	Mortuary Science 209	Funeral Merchandising/Management	3 f	Mortuary Science 210A
	Advanced Mortuary Science Practice/Ethics	2 [	Mortuary Science 211	Psychology of Funeral Service 3
	Mortuary Science	214	Embalming Laboratory	<u>3</u>
L/	<b>Total</b>			14

**\*\* General Education Course counted in program**

**\*\*\*Business Management Course counted in program**

**A Core Competency Course Required for NBE & Graduation**

L,  
f  
iv

26 i:

### Mortuary Science Curriculum - Evening

#### FIRST SEMESTER

	<u>Spring/Summer Semester</u>			<b>Credits</b>
	Mortuary Science	109	Sociology of Funeral Service	3
	Mortuary Science	111	History of Funeral Service	3
	Mortuary Science	108	Accounting in Funeral Service	3
Science	211	Psychology of Funeral Service		<u>3</u>
	<b>Total</b>			12

Mortuary

#### SECOND SEMESTER

	<u>Fall Semester</u>			<b>Credits</b>
	Mortuary Science	102	Microbiology of Funeral Service	3
	Mortuary Science	103	Chemistry of Funeral Service	3
	Mortuary Science	104	Pathology of Funeral Service	3
	Mortuary Science	213	Embalming Theory I	3
	Mortuary Science	207	Restorative Art	3
	Mortuary Science	215	Restorative Art Laboratory	<u>2</u>
	<b>Total</b>			17

#### THIRD SEMESTER

	<u>Spring Semester</u>			<b>Credits</b>
	Mortuary Science	203	Funeral Directing	3
	Mortuary Science	204	Mortuary/Business Law	3

Mortuary Science	209 Funeral Merchandising/Management	3
Mortuary Science	<b>210A</b> Advanced Mortuary Science Practice/Ethics	2
Mortuary Science	214 Embalming Laboratory	3
Mortuary Science	216 Embalming Theory <b>II</b>	<u>3</u>
<b>Total</b>		17

□ Core Competency Course Required for NBE & Graduation

Established 03/2002 Offered Summer 2004  
Initial Sequence Offered

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Mortuary Science Curriculum - Evening Revised

FIRST SEMESTER

**THIRD SEMESTER**

3  
12

**Spring Semester**

**Credits**

Mortuary Science	203	Funeral Directing	3
Mortuary Science	204	Mortuary/Business Law	3
Mortuary Science	214	Embalming Laboratory	3

**Spring Sub-Term/Summer Semester-I**

**Credits**

Mortuary Science	109	Sociology of Funeral Service	3
Mortuary Science	111	History of Funeral Service	3
Mortuary Science	104	Pathology for Embalmers	3
		Mortuary Science 211	Psychology of Funeral Service
<b>Total</b>			

SECOND SEMESTER

3 Mortuary  
12 213  
Theory I

**Fall Semester**

**Credits**

Mortuary Science	102	Microbiology for Embalmers	3	<b>Total</b>
Mortuary Science	103	Chemistry for Embalmers	3	<u>3</u> Mortuary
Mortuary Science	207	Restorative Art	3	12 216 Theory II
<b>Total</b>				

**FOURTH SEMESTER**

**Spring Sub-Term/Summer Semester -II**

**Credits**

Mortuary Science	108 Accounting in Funeral Service	3
Mortuary Science	209 Funeral Merchandising/Management	3
Mortuary Science	210A Advanced Mortuary Science Practice/Ethics	2
Mortuary Science	215 Restorative Art Laboratory	<u>2</u>
Total		10

**□ Core Competency Course Required for NBE & Graduation**

02/2007 Revised for spring 2008 offering

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**Appendix D**

**SYLLABUS RECEIPT FORM**

**Malcolm X College - Mortuary Science**

Date \_\_\_\_\_ Semester \_\_\_\_\_ /Year \_\_\_\_\_

Course Name \_\_\_\_\_ Section \_\_\_\_\_

Print Student Name \_\_\_\_\_

This form is used in conjunction with the Faculty Agreement for providing a Syllabus to the student. It is, therefore, used to verify that the above named student has received, read, and understood the syllabus for the above mention course. The content of the syllabus included:

- Instructors contact information Course Objectives
- Method of Instruction
- Method of Evaluation



- Course/Topic Outline
- Course Assignments

Student Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Established 9/2005  
Appendix E

## TRANSFER STUDENT DATA FORM

### *Mortuary Science Program*

#### Transfer Student Data

The City Colleges of Chicago is an equal opportunity institution in accordance with Title IX of the Education Amendments of 1972. The college complies fully with the provisions of the Family Educational Rights and Privacy Act.

Name: \_\_\_\_\_ SSN \_\_\_\_\_ Date \_\_\_\_\_

Name of Institution(s) attended: \_\_\_\_\_

**Include dates of attendance. Transcripts must be presented!**

Have you ever been **convicted** of a crime in the State of Illinois or any other state?

Yes                  No

If yes, please thoroughly explain.

Have you had **disciplinary actions** from the institution(s) from which you are transferring?

Yes                  No

If yes, please thoroughly explain and give the disposition.

If pending, acceptance will not be granted until disposition

What is the rationale for transferring at this time? \_\_\_\_\_

I declare that the information I have given in this application is correct, and I understand that falsification of identification or information submitted in the application will be grounds for refusal or dismissal from the program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: This document will be forwarded to the transfer institutions) from which you have begun studies in Mortuary Science for correspondence needed to complete the evaluation process for admission into the Malcolm X College Mortuary Science Program.*

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Appendix F

## Revision - Academic Regulations Academic Policy

### Addendum: Academic Policy

September 11, 2000

Returning Mortuary Science Student;

This letter is presented to formally inform you of the summer 2000 changes made to the Academic Policy Regulations for the Mortuary Science Program. Effective immediately, all students must maintain a grade of **C** or better in all Mortuary Science Courses in order to matriculate to the next semester in the program. **D** grades are no longer acceptable as passing grades under a retake status. The grade of **D** is equivalent to the grade of **F** and will terminate a student from the program. A student must maintain a grade point average of 2.0 at the completion of each semester.

A student may request readmission. Program readmission is *not* an automatic process. A student, if terminated for academic failure must petition for readmission by submitting a request stating the reason(s) for re-applying and the reason(s) for the failure. The faculty, Dean of Career Programs and Advisory Board will evaluate the applicants' request. A final report will be given to the student of the program's decision. Students *will not* be allowed to reenter the program more than two times.

Criteria for review of readmission consist of:

- I. Academic Failure
- II. Laboratory Failure
- III. Extenuating circumstances for failure
- IV. Program Space Availability
- V. Academic History

If there are any questions regarding the addendum to the Academic Policy Regulations for the Mortuary Science Program, please forward an email notice to request a meeting day and time to address your questions and concerns, [kscott56@ccc.edu](mailto:kscott56@ccc.edu)

Best Wishes,

Karen Scott, Director

cc: Dean of Career Programs, *Alta Williams*  
Department Chairperson, *Luc Elie*  
*Student file/portfolio*

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Appendix G

## Revision - Academic Regulations Re=Admission

November 20, 2001

### **Re: ADDENDUM to program policies**

Effective immediately per the October 2001 Advisory Board meeting, changes toward the Program Withdrawal Policy are as such:

#### **Per Section XI. Re-Admission**

**Course Withdrawal Policy** each semester the college has an official last day for class withdrawal. If a student withdraws from a Mortuary Science class during their first and/or second semester, the student is NOT allowed to progress in the program. Course withdrawal will terminate enrollment status in the program. If a student withdraws from a Mortuary Science class during their third and/or fourth semester, the student will terminate enrollment status in the program. To be re-admitted into the program after student initiated withdrawal, student must petition for re-admission (See withdrawal Re-admission Criteria). Student must begin program from the first semester regardless of which semester withdrawal activity occurs.

If re-admitted, the student must (1) attend every review session, when offered, (2) register for the withdrawn course during the semester in which, that course is being offered and (3) audit all course offerings previously taken for review for the Exit Examinations and the National Board Examinations. Student MUST seek Academic Advisement from Program Director for registration.

#### **Per Section XII. Academic Regulations**

**Students WILL REFRAIN from requesting grades until the academic reports are distributed to Records.**

All mid-term grades and final examinations will be reviewed in class, but not returned to the students. They will be filed in the students' file to create an academic portfolio that will remain the property of the Mortuary Science Program. Quizzes during the semester will be reviewed in class for student review for exam preparation. All quizzes will be filed in the students' academic portfolio and may be reviewed by appointment in the Office of the Program Director. Copies of assessments are strictly prohibited at all times.

Remember the key ingredients for your success in the Mortuary Science Program: “MAAPP” Maturity, Application, Accountability, Preparation and Performance. All students progressing into the next semester of the program must register with the Program Director. Students who register without seeking proper Academic Advisement from the Director will be withdrawn from registered courses, as the system is randomly checked for wrongful registration status.

Sincerely,

**Chairman of the Advisory Board cc: Program Director  
Dean of Career Programs**

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## **Appendix H**

### *Insurance Waiver Proof of Insurance Documentation*

I, the undersigned, agree to comply with the mandatory policy by presenting proof of Health Insurance Coverage as required by the Health Science Department’s Mortuary Science Program. I understand that this form is an insurance waiver and does not exempt me from maintaining my insurance coverage.

In the event that my health insurance coverage ends, or cancellation of my health insurance coverage occurs, I have been informed of other options. I do understand that I am required to have health insurance coverage while actively attending the Mortuary Science Program.

*Below is a copy of my Health Insurance Coverage*

Signature of student \_\_\_\_\_

Print your name here \_\_\_\_\_

Witnessed on the \_\_\_\_ of \_\_\_\_\_

Signature of witness \_\_\_\_\_

Information is requested by the Program Director to be obtained and filed in the student's file located in Room 3224.



Appendix I

Mortuary Science Program
1900 West Van Buren Street
Chicago, Illinois 00612
(312) 850 -7214 Fax (312) 850 -7453

THE IS TO CERTIFY THAT: \_\_\_\_\_ AGE: \_\_\_\_\_

[Redacted address area with labels (Street), (City), (State), (Zip Code)]

Has received the following immunizations:

DIPHThERIA-TETANUS (Adult Types)

SERIES Hepatitis B Vaccinations DATE \_\_\_\_\_

DATE

DATE BOOSTER ..... DATE

T.B. PATCH TEST .....DATE

Positive Negative

Chest X-Ray required if positive

RUBEOLA Measles ..... DATE \_\_\_\_\_

Documented vaccination date given

Dated this \_\_\_\_\_ day of \_\_\_\_\_ . \_\_\_\_\_

Signed \_\_\_\_\_ M.D. License Number

Print Name \_\_\_\_\_

SO STUDENT WILL BE PERMITTED IN THE EMBLAMING LABORATORY WITHOUT THIS COMPLETED FORM

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**Appendix J**

## Program Student Health/Safety Action Plan

Program Student Health/Safety Action Plan (See also Institution Student Health Services)

If assistance is needed, student is to contact the immediate course instructor or the program director. Students' are required at all times during registration in the program to maintain current and active medical insurance in the event a need arise where immediate medical attention is warranted and the student may or may not be incapacitated.

The **program's action plan** is to:

° Make sure the students' medical insurance documentation is on file ® Make sure the students' immunization documentation is current and on file ® Make every attempt to assist the student in an emergency situation when on campus ® Escort the student from an on-campus course to the institutions designated office for medical/health assistance ® In an off-campus course, accompany the student to the County Hospital Emergency Room or to their medical institution identified from their insurance coverage

In the event an accidental occurrence exists during the off-campus embalming laboratory course, the instructional staff is prepared to provide immediate response to the potential incident. Preparation materials are based on OSHA "*Main Types of Hazards*" and "*Managing the Risk*" health and safety in funeral service information forum (Handout is located in program office and a copy is located in the storage area at the off-campus site).



## Appendix K

## Malcolm X College

*Transcript Evaluation Request Form*

To submit an evaluation request, please note:

1. You must be a current student enrolled at Malcolm X College.
2. You must be applying/accepted into a health science program at Malcolm X College.
3. Official transcripts must be on file in the Admissions Office before an official evaluation can be completed.
4. Unofficial transcripts can be used in the Advising and Transfer Center, located in room 1600 to determine which course(s) you may need to enroll in.
5. A copy of your evaluation will be mailed to you once completed (Approximately 4-6 weeks)
6. International transcripts require a course-by-course evaluation completed by an approved agency. Once Malcolm X College receives an original evaluation then your evaluation must be forwarded to our District Office for processing to determine the college credits accepted at *City Colleges of Chicago*.

(Allow additional time for this process)

Name \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Other/Maiden Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Telephone # \_\_\_\_\_

Please forward a copy of my evaluation to the Mortuary Science program/department.

I wish to pursue a/an:

Associate in Applied Science (AAS) Degree Program Choice Mortuary Science

Associate in Science (AS) Degree

Associate in Arts (AA) Degree

Associate in General Studies (AGS) Degree

Advanced Certificate (AC) Course of study \_\_\_\_\_

Basic Certificate (BC) Course of study \_\_\_\_\_

Please evaluate my transcript(s) from the following institution(s):

1. \_\_\_\_\_
2. \_\_\_\_\_

## Appendix L

## Student Communications/Conference Time lines

**Student due process is followed by the guidelines in the Student Policy Manual.**

**[http://ccc.edu/ss/files/student\\_policy\\_manual\\_final-8-16-07.pdf](http://ccc.edu/ss/files/student_policy_manual_final-8-16-07.pdf)**

**e Academic Dismissal is universal and requires the grade of C or better, e Non-academic Dismissal due process first is consulted internally with the Program's Advisory Board. The representative contact is Paula Chatham: [pchatham @ ccc.edu](mailto:pchatham@ccc.edu)**

**Resolution of grievance** shall be made within 10-days of receipt of grievance.

Timelines are as such:

- 1) . Grievance filed by student- Day 1
- 2) . Grievance received by program - Day 2 (If filed on Thursday, the following Monday is Day 2) - Instructor Notified
- 3) . Meeting scheduled - Day 3-5
  - Instructor
  - Director/Chair
  - Student
- 4) . Disposition prepared - Day 5-7
- 5) . Written notice issued/filed - Day 8-10  
(Internal/by program) Unless student complaint (non-academic) is filed with Student Services notice will take place according to Student Services timelines. Timelines provided through Student Services will take precedence over program student grievance procedure and timelines.



## **Social Media Policy**

Students enrolled in Health Sciences and Nursing programs at Malcolm X College must adhere to the Social Media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

### **Prohibitions**

Students are prohibited from taking and/or recording and/or sharing photos or videos of classroom and lab spaces while class and/or lab session held on campus or at clinical sites. Students are prohibited from taking and/or sharing photos or videos of clinical sites at any time. Students are prohibited from making any reference to any patient in their care, any patient in the care of an instructor, or any patient in the clinical facility. Students are prohibited from revealing any information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Read more about HIPAA [here](#) and HIPAA for professionals [here](#).

### **Warnings**

Students should be mindful of possible violations of HIPAA laws and the disclosure of individual identifying information. Ignorance of HIPAA laws is not a defense of violations and students who violate the law will be held to the standards of it regardless of knowledge or foreknowledge. Violating the social media policy and/or HIPAA law can result in immediate dismissal from the program and the student may be prohibited from being admitted into another MXC health sciences or nursing program.

As a student enrolled in a health care program, it is your responsibility to be aware that social media posts that reference activities in the classroom, lab, or clinical sessions of your health sciences program may inadvertently disclose protected information. Any inadvertent disclosure is subject to discipline under the prohibitions of this policy.

### **Penalties**

Students in violation of the Social Media Policy are subject to disciplinary measures from their Program and/or the Department of Health Sciences and *depending upon the nature of the violation*, up to and including dismissal from the program and/or college. The judicial process as outlined in the [Academic and Student Affairs Policy Manual](#) will be followed for disciplinary matters. If a student is dismissed from the program/college for violation of this policy, no refund will be made regarding tuition, fees, and/or other Program costs.