

ARAPAHOE COMMUNITY COLLEGE

MORTUARY SCIENCE PROGRAM INFORMATION

Dear Potential Mortuary Science Student,

Thank you for your interest in the Mortuary Science Program at Arapahoe Community College (ACC). This program guide has been designed to provide you with information about the program, and about Mortuary Science Practitioners in general. Read the information and follow the instructions carefully.

Description of the Profession

Mortuary Science Practitioners, also known in the industry as Funeral Directors and Morticians, have the rewarding opportunity to provide counsel, service, and emotional support for those who have experienced the loss of a loved one. Practitioners have a variety of responsibilities such as helping families plan necessary details, directing funeral services with dignity and respect, and preparing the deceased through embalming, restorative, and cosmetic arts. The program's strong theoretic basis is complemented with practical training, resulting in a well-rounded curriculum. Upon completion, you will have earned two things:

- Associate of Applied Science in Mortuary Science Degree
- Eligibility to sit for the National Board Exam

The ACC Mortuary Science Program recognizes Mortuary Science Personnel

- 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, and local regulatory guidelines
- professional's sensitive to the responsibility for public health, safety, and welfare in caring for human remains

The mission of the Mortuary Science Program is:

- to expand the background and knowledge of students about the funeral service profession
- to educate students in every phase of funeral service to enable them to develop the social and technical skills necessary to be successful in the profession
- to educate students concerning the responsibilities of the funeral service profession to the community at large
- to emphasize high standards of ethical conduct
- to provide curriculum at the post-secondary level of instruction
- to encourage research in the field of funeral service

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- **Job Opportunities**

The national employment demand for qualified Mortuary Science Practitioners (MSP's) continues to rise annually. Currently, the demand for MSP's exceeds the number of graduates entering the field. More information on median pay and job outlook can be found at <http://www.bls.gov/ooh/personal-care-and-service/funeral-service-occupations.htm>.

- **Accreditation Status**

The Mortuary Science Program at ACC is accredited by the American Board of Funeral Service Education (ABFSE). The Board can be reached at 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, 816-233-3747, www.abfse.org.

National Board Examination scores, graduations rates, and employment rates for this program and other ABFSE-accredited program are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to the office of the Mortuary Science Program Chair, M4935 or by email at robert.dean@arapahoe.edu, or by telephone at 303-797-5954.

- **Transfer Credit**

General Education courses required by the program with a grade of "C" or better can be transferred in from an accredited college or university. To transfer general education courses a student must submit official transcripts to the admissions and records office and complete an application to the college. **NOTE:** Prior degrees do not transfer, only the course work applicable to the Mortuary Science degree requirements may transfer. If you have questions about which credits are transferable please call Transfer Services at 303-797-5621. Transfer out of ACC 303-797-5805 <https://www.arapahoe.edu/advising-support/transfer-services>.

- **Financial Aid**

ACC participates in both State of Colorado and federal student aid programs. Many grants, loans and employment opportunities are available. If you would like to be considered for financial assistance or for other financial questions please call (303) 797-5661, or access our web site at <https://www.arapahoe.edu/admissions/paying-college>. There is a six-week processing time, so we recommend that you submit your application as soon as possible to be considered.

- **Non-Discrimination Statement**

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure

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that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity/Title IX Coordinator and Jennifer Husum, Associate Dean of Students for Equity and Compliance, as its Deputy Title IX/ Deputy Equal Opportunity/ADA Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, please contact Angela at 303.797.5715 or Jennifer at 303.797.5674, email eoandtitleIXcoordinator@arapahoe.edu, or Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, CO 80120.

Students may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417.

• Title IX: Sexual Misconduct, Harassment, Discrimination

Under Title IX of the Education Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” In addition to protecting students, faculty, and staff from discrimination and harassment based upon sex, gender identity, and sexual orientation, Title IX of the Education Amendments of 1972 also prohibits any form of discrimination based upon pregnancy or related conditions. A student cannot be treated differently based on their sex as it relates to the student’s parental, family, or marital status.

OPTIONS FOR DEGREE COMPLETION

The Mortuary Science Program is available in two track formats. Refer to the college catalog for course descriptions.

TRACK ONE - This specially designed curriculum is for **full-time** students who have finished **ALL** General Education and Related Courses from the Curriculum Requirements. If you have met these requirements you can complete the entire program in three semesters.

Fall Semester	17 credit hours
MOR 100 Introduction to Funeral Service	3
MOR 210 Embalming Theory I and Lab	4
MOR 215 Funeral Service Merchandising	3
MOR 220 Mortuary Law and Compliance	3
MOR 224 Thanatobiology/Pathology	4
Spring Semester	17 credit hours
HPR 240 Role of Death and Bereavement in Society	3

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MOR 225 Embalming Theory II and Lab	4
MOR 230 Restorative Arts and Lab	4
MOR 235 Funeral Directing and Counseling	3
MOR 243 Thanatochemistry	3

Summer Semester 5 credit hours

MOR 280 Funeral Service Internship	4
MOR 260 National Board Exam Review	1

TRACK TWO -This specifically designed curriculum is for **part-time** students. To enroll in this option, you must have completed or be near completion of all General Education and Related Courses. Students may not start this track if more than two General Education and Related Courses need to be completed.

First Year

Fall Semester 7 Credit Hours

MOR 100 Introduction to Funeral Service	3
MOR 224 Thanatobiology/Pathology	4

Spring Semester 6 Credit Hours

HPR 240 Role of Death and Bereavement in Society	3
MOR 243 Thanatochemistry	3

Second Year

Fall Semester 10 Credit Hours

MOR 210 Embalming Theory I and Lab	4
MOR 215 Funeral Service Merchandising	3
MOR 220 Mortuary Law & Compliance	3

Spring Semester 11 Credit Hours

MOR 225 Embalming Theory II and Lab	4
MOR 230 Restorative Arts and Lab	4
MOR 235 Funeral Directing and Counseling	3

Summer Semester 5 Credit Hours

MOR 280 Funeral Service Internship	4
MOR 260 National Board Exam Review	1

OPTIONS FOR METHOD OF DEGREE DELIVERY

On-Campus Program

The On-Campus Program allows the student to take all the required mortuary science courses on-campus in a classroom setting. Students are accepted to the on-campus or online program only. If

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a student would like to take both on-campus and online courses they should put their request in writing to the program chair and attach it to his/her application.

If there is not enough student interest to warrant having classes on-campus (less than 12 students) then those students may be required to either drop the course and enroll in an online section or may be required to participate in the course as a Hybrid delivery method, which is both on-campus and online.

Online Program

The Online Program also fully accredited by the ABFSE is specifically for out-of-state students and students with a strong background in funeral service.

The following is a list of frequently asked questions about the Online Program:

- **What Mortuary Science courses are offered online?**

ALL the major core courses are offered online.

- **How are the labs completed with distance learning?**

The Mortuary Science Program at ACC has four courses that involve labs. The first course is MOR 210 Embalming Theory I and Lab. The student must travel to the college, at their own expense, to participate in a 3 day, off-campus embalming lab. During these 3 days the student will participate in a minimum of 5 embalmings.

The second course is MOR 225 Embalming Theory II and Lab. The student must travel to the college, at their own expense, to participate in a 3 day, off-campus embalming lab. During these 3 days the student will participate in a minimum of 5 embalmings. This will meet the accreditation requirement that the student must participate in a minimum of 10 embalmings during the school year.

The third course is MOR 230 Restorative Art and Lab. This lab is done during the same week as the Embalming II lab, will add 2 days to the student's visit, and will be done on campus. The student will be in Littleton, Colorado for 3 days during the fall semester and 5 days during the spring semester. These labs are done to meet the accreditation requirements of the program and are not optional.

The final course requiring a lab is MOR 280 Funeral Service Internship. These 4 ½ week internships are performed in a funeral home, but it is not required to be a funeral home in Colorado. In-state students will be placed for their internship if they are not already employed by a funeral home.

Most out-of-state students, who are already employed by a funeral home, are eligible to complete their internship with that funeral home. Any hours worked in a funeral home prior to enrolling in MOR 280 will not be counted. MOR 280 is a course that must be registered, paid for separately and will be completed separate from any state-required internship.

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- **What kind of technology do I need?**
You will need a computer, a printer, a modem, an Internet provider, and an ACC e-mail.
- **How will I take a test?**
Quizzes and exams are taken in D2L. There will be a minimum of a mid-term and a final exam for each course. The quizzes and exams will be available on specific dates, they are password protected, and have a time limit.
- **How do I register?**
You register online at <https://www.arapahoe.edu/admissions/paying-college>
- **How do I get my books?**
[Buy Books](#)
Purchase your textbooks [online](#) or at the [Bookstore](#) before your classes start. Bring a copy of your class schedule if purchasing books at the Bookstore.
- **Will there be any student interaction?**
Yes! The technology on the website offers discussion boards and chatrooms for the students. Most classes have discussion board requirements as part of the curriculum.
- **How much does the Internet Program cost?**
Refer to a current course schedule for the complete list of tuition and fees.
<https://www.arapahoe.edu/admissions/paying-college>
- **Do I still need to have the General Education courses done before entering the program?**
All General Education courses still apply. See Academic Plans on the MOR website for more specific details.

Admission Information

- Due to the college's commitment to student success, the Mortuary Science Program has a selective admissions policy.
- **The program has a fall only start date.**
- Applications should be submitted while the student is completing their general education course work.
- Applicants **should not wait** until their general education courses are completed before applying to the program. The deadline for submitting applications for the program beginning Fall Semester is March 31.

The following courses (or their equivalent if transferring in) **MUST be completed by the first day of the fall semester** when applying for full-time status in the program or near completion.

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Two or fewer **General Education courses** may be left to complete when applying for the Part-Time Track Mortuary Science Program.

ACC 121	Accounting Principles	4 credit hours
BIO 201*	Anatomy & Physiology I	4 credit hours
BIO 202	Anatomy & Physiology II	4 credit hours
BUS 216	Legal Environment of Business	3 credit hours
MAN 128	Human Relations in Organizations	3 credit hours
ENG 121	English Composition	3 credit hours
PSY 101	General Psychology	3 credit hours
COM 125	Interpersonal Communications	3 credit hours

*BIO201 is a required General Education course to enter the program part-time or full-time.

Application Requirements

It is the student's responsibility to ensure all application materials have been received by March 31st, for the first application period. If there is still space available after March 31st, students will be accepted on first come, first serve basis until the first day of classes. Students will be informed by e-mail if acceptance into the program has been granted. To be considered for admission into the Mortuary Science Program, each applicant must submit the following:

- Application for admission to Arapahoe Community College, which meets all college admission requirements.
- Transcripts of completed General Education courses. This is a requirement of the uploads with the documents to be uploaded on the MOR application.
- The process of course evaluation and transferring credit can be lengthy and therefore should begin immediately. To complete a transcript evaluation the student must apply to the college and have official transcripts sent directly to the ACC Records Office.
records@arapahoe.edu
- **NOTE:** The Mortuary Science Program Chair does not transfer in General Education courses. <http://www.arapahoe.edu/applyregister/admissions/transfer-evaluations.html>
- One letter of recommendation. References may be from employers, co-workers, or Funeral Directors you have worked with or volunteered with and have known for at least one year. References from close friends and family members will not be considered.
Letters of recommendation must be uploaded into the Mortuary Science Program application directly from the individual completing the recommendation form.
- Students must pass a background check before classes begin. This process can begin during the application process, or the applicant may wait until it is determined whether

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they have been accepted into the program before incurring the cost of the background check. [ACC Background Check](#).

- **NOTE:** The process can be lengthy, and the student is responsible for following up on the background check.
- Qualified applicants may be requested to participate in a personal interview. If requested this becomes part of the process and compliance will be required for final consideration in the selection process. **Letters of acceptance will be e-mailed on May 15.**
- Students not accepted will also have a letter e-mailed to them on May 15. Applicants will only be considered for the year specified on their applications. Those not selected must reapply if they wish to be considered for the following year. Most students will receive a conditional letter of acceptance based upon successful completion of currently enrolled General Education course work.
- Transfer students from other Mortuary Schools will be considered for admission if space is available.

Professional Licensing Disclosure

- Students enrolling or continuing at Arapahoe Community College (ACC) have a right to certain information that the college is required by law to provide. As a student applying for or attending the Mortuary Science Program you have the right to know it meets the criteria for Colorado. It is possible that the degree may count toward licensing or certification in states other than Colorado. If you are planning to seek professional certification or licensure, it is strongly recommended that you contact the State Board of Funeral Directors/Embalmers in the state in which you are located or plan to locate in order to seek information and guidance regarding licensure or certification requirements before you begin this program.
- ACC has not determined if the Mortuary Science Program meets applicable state prerequisites for licensure or certification in states other than Colorado. Other states include (Alabama, Alaska, Arizona, Arkansas, California, Connecticut, District of Columbia, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and U.S. Territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands).

Remember that acceptance to Arapahoe Community College does not guarantee acceptance into the Mortuary Science Program.