

The logo features a stylized purple graphic on the left, resembling a rising sun or a series of curved lines, followed by the letters 'ACC' in a large, bold, purple serif font. Below this, the words 'MORTUARY SCIENCE' are written in a smaller, purple, all-caps serif font, and '2025-2026 Program Guide' is written in a bold, black, all-caps sans-serif font.

ACC

MORTUARY SCIENCE

2025-2026 Program Guide

Please Note: Students on the pre-mortuary science track are not part of the Mortuary Science Program. Taking pre-mortuary science courses does not mean a student is in the program, nor does it guarantee future acceptance.

Admission to the Mortuary Science Program requires a separate application process. Only after formal acceptance are students considered members of the Mortuary Science Program. We strongly advise all interested students to thoroughly review our admission requirements and application procedures.

It is important to understand that meeting the minimum requirements for application does not ensure acceptance into the Mortuary Science Program. Acceptance is based on a comprehensive review of each applicant.

The ACC Mortuary Science Program recognizes Mortuary Science 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, 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

The central objective of the ACC Mortuary Science Program is to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, the program has the following Learning Outcomes:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

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 <https://www.bls.gov/ooh/personal-care-and-service/funeral-service-occupations.htm>

Program Ethics Statement

Our mortuary science program is committed to upholding the highest ethical standards in all student-related matters whether the student attends in person classes or online. We prioritize transparency, fairness, and respect in our interactions with students, ensuring a supportive and equitable educational environment.

We adhere to strict confidentiality policies, safeguarding personal information and respecting the privacy of all students. Our admissions, assessment, and disciplinary procedures are conducted impartially and consistently, aligned with the principles of integrity and justice.

We aim to prepare our students not only for professional success but also for ethical leadership in their careers. Our dedication to ethical practices reflects our commitment to the well-being and development of every student, ensuring that they receive a quality education grounded in respect and fairness.

Accreditation Status

The Mortuary Science associate degree program at Arapahoe Community College is
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accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org. National Board Examination scores, graduations rates, and employment rates for this program and other ABFSE- accredited programs are available at <http://www.abfse.org/> www.abfse.org in the directory of programs.

Transfer Credit

General Education courses required by the program with a grade of "C" or better can be transferred in from a regionally 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, email transfers@arapahoe.edu

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 [Financial Aid and Assistance - Arapahoe Community 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 based on 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 that the lack of English language skills will not be a barrier to admission and participation in vocational education.

For more information, students should email askhr@arapahoe.edu . 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

Courses are to be taken in the order listed for each track. Deviation from the course sequence is not allowed. The Mortuary Science Program is available in two track formats. Refer to the college catalog for course descriptions.

General Education Classes that are REQUIRED:

Class Number	Class Title	Credits Per Class
ACC 1011	Fundamentals of Financial Accounting	3 credit hours
BIO 2101*	Anatomy & Physiology I	4 credit hours
BIO 2102*	Anatomy & Physiology II	4 credit hours
BUS 2016	Legal Environment of Business	3 credit hours
MAN 1028	Human Relations in Organizations	3 credit hours
ENG 1021	English Composition	3 credit hours
PSY 1001	General Psychology	3 credit hours
COM 1250	Interpersonal Communications	3 credit hours

FULL-TIME TRACK

This specially designed curriculum is for full-time students who have finished ALL General Education and Related Courses from the Curriculum Requirements. Outstanding General Education classes may be taken the spring semesters prior to fall program start. If you have met these requirements, you can complete the entire program in three semesters.

Fall Semester 17 credit hours:

Course Number	Class Title	Credits Per Class
MOR1000	Intro to Funeral Service	3
MOR 2010	Embalming Theory I and Lab	4
MOR 2015	Funeral Service Merchandising	3
MOR 2020	Mortuary Law and Compliance	3
MOR 2024	Thanatobiology/Pathology	4

Spring Semester 17 credit hours:

Class Number	Class Title	Credits Per Class
HPR 1058	Role of Death and Bereavement in Society	3
MOR 2025	Embalming Theory II and Lab	4

MOR 2030	Restorative Arts and Lab	4
MOR 2035	Funeral Directing and Counseling	3
MOR 2043	Thanatochemistry	3

Summer Semester 5 credit hours:

Class Number	Class Title	Credits Per Class
MOR 2080	Funeral Service Internship	4
MOR 2060	National Board Exam Review	1

The student is responsible for the out-of-pocket costs for travel to Colorado during the semesters that embalming and restorative arts labs take place, for approximately one week both of those semesters. The college does not pay for nor arrange travel for students. **The student is also responsible for the cost of taking their National Board Exam upon graduation, which is approximately \$600.**

PART-TIME TRACK

This specifically designed curriculum is for students to complete the program in 2 years. To apply for this option, you must be near completion of all General Education and Related Courses. The part-time course sequence is as follows and may not be deviated from.

First Year

Fall Semester 7 Credit Hours, plus any outstanding Gen Ed Classes:

Class Number	Class Title	Credits Per Class
MOR 1000	Introduction to Funeral Service	3
MOR 2024	Thanatobiology/Pathology	4

Spring Semester 6 Credit Hours, plus any outstanding Gen Ed Classes:

Class Number	Class Title	Credits Per Class
HPR 1058	Role of Death and Bereavement in Society	3
MOR 2043	Thanatochemistry	3

Second Year:

Fall Semester 10 Credit Hours:

Class Number	Class Title	Credits Per Class
MOR 2010	Embalming Theory I and Lab	4
MOR 2015	Funeral Service Merchandising	3

MOR 2020	Mortuary Law & Compliance	3
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Spring Semester 11 Credit Hours:

Class Number	Class Title	Credits Per Class
MOR 2025	Embalming Theory II and Lab	4
MOR 2030	Restorative Arts and Lab	4
MOR 2035	Funeral Directing and Counseling	3

Summer Semester 5 Credit Hours:

Class Number	Class Title	Credits Per Class
MOR 2080	Funeral Service Internship	4
MOR 2060	National Board Exam Review	1

PLEASE NOTE:

As of Spring 2025, MOR1000 and HPR1058 are no longer available to students prior to acceptance into the Mortuary Science Program.

Those who have taken these courses before being accepted into the program may see impact to ability to qualify for financial aid in future semesters. This is particularly important for part-time students who need to maintain a certain course load to remain eligible for financial aid. We strongly recommend that part-time students consult with both their academic advisor and the financial aid office. This consultation will help ensure that your course selection aligns with both your academic goals and financial aid requirements.

The student is responsible for the out-of-pocket costs for travel to Colorado during the semesters that embalming and restorative arts labs take place, for approximately one week both of those semesters. The college does not pay for nor arrange travel for students. **The student is also responsible for the cost of taking their National Board Exam upon graduation, which is approximately \$600.**

OPTIONS FOR METHOD OF DEGREE DELIVERY

On-Campus:

Many required mortuary science courses are available on campus in a classroom setting. Students may take both on-campus and online asynchronous courses. Per college policy, if there are less than 12 students enrolled in an on-campus course, those students may be required to drop the course and enroll in the online asynchronous section.

Online:

The required mortuary science courses are also available as online asynchronous courses. There are weekly office hours that students may attend. Students must complete reading, assignments, and discussion posts with weekly due dates.

Application Requirements

It is the student's responsibility to ensure all application materials have been received by February 28, for the first application period. This is a competitive program with limited seats that accepts on average less than half of all applicants. Ranking criteria used for admissions to the program can be found [on the Program Page](#). Students will be informed by e-mail if acceptance into the program has been granted, declined, or if they have been waitlisted by March 15.

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.
- An official high school transcript must be uploaded by the applicant to the Mortuary Science application. Unofficial transcripts are not acceptable.
- Transcripts of completed General Education courses. Transcripts must be sent to the ACC Records division and evaluated with transfer credits awarded BEFORE February 28. Unofficial transcripts are not sufficient, the applicant must work with ACC Records & Enrollment to have any general education credits awarded before February 28. Any possible transfer credit that has NOT been posted to the applicant's transcript by February 28 will not be counted in the ranking criteria. 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 – the Mortuary Science Program does NOT evaluate transcripts for credit. Again, the Mortuary Science Program Chair **does not** evaluate transcripts. Contact records@arapahoe.edu for transcript questions.*
- 2–3-minute Video Personal Statement - The specific topic will be provided on the MOR application (December 1-February 28).
- Students must pass a background check before classes begin. The applicant should wait until it is determined whether they have been accepted into the program before incurring the cost of the background check. Accepted applicants will be sent information on how to complete the background check. NOTE: The process can be lengthy, and the student is responsible for paying for and following up on the background check.
- Current resume highlighting industry experience.
- Applicants will only be considered for the year specified on their applications and must selected Fall on their application or it will not be considered. Those not selected must reapply if they wish to be considered for the following year. Accepted students will receive a conditional acceptance based upon successful completion of currently enrolled General Education course work and submission of vaccine records prior to June 1. Should a student not meet the acceptance conditions by June 1, they will forfeit their spot in the program, and it will be given to an applicant on the waitlist.
- Transfer students from other Mortuary Schools will be considered for admission if

space is available, but there is no guarantee that coursework will transfer as each school organizes class content differently. Mortuary Science transfer courses must be no more than 4 years old and come from an ABFSE AND a regionally accredited institution.

Admission Information

Complete the ACC application Admissions Checklist at Arapahoe Community College. The MOR Program has a Fall Semester only start date. Applications should be submitted while the student is completing their general education course work.

The MOR application is available December 1 for the following Fall semester each year. Applicants should not wait until their general education courses are completed before applying to the program.

The Mortuary Science Program is ONLY open for application from December 1- February 28 each year, and ONLY for Fall entry.

The Mortuary Science Program is selective and competitive, with less than half of applicants admitted each year. Meeting the requirements to apply is no guarantee of admission, as most applicants meet and exceed the requirements. Applicants are ranked and offered admission based on criteria that can be found on the [program webpage](#).

The following courses (or their equivalent if transferring in) **MUST** be completed and posted to your ACC Transcript by the last day of the application cycle, February 28 when applying for full-time status, or near completion. If you are applying for full-time and are currently taking general education courses at the time of application, you will be required to indicate such within the application.

Several General Education courses may be left to complete when applying for the Part-Time Track Mortuary Science Program, but ALL General Education courses must be completed before the student's second year.

Professional Licensing Disclosure:

As a student applying for or attending the Mortuary Science program, you have the right to know Colorado that, *as of July 1, 2024, mortuary science professionals must graduate from an American Board of Funeral Service Education (ABFSE) accredited school and pass both parts of the International Conference of Funeral Service Examining Boards (ICFSE) national board exam prior to the state granting their license.* Some states, including Colorado, may require provisional licensure with apprenticeship following the listed educational requirements and exams prior to "full license" status.

ACC has determined as an ABFSE accredited program, the Mortuary Science Program meets applicable state prerequisites for licensure or certification in Colorado. Additionally, our program also meets applicable state prerequisites for licensure or certification in other states and U.S. territories to include: [Alabama](#), [Alaska](#), [Arizona](#), [Arkansas](#), [California](#), [Connecticut](#), [District of Columbia](#), [Delaware](#), [Florida](#), [Georgia](#), [Hawaii](#), [Idaho](#), [Illinois](#), [Indiana](#), [Iowa](#), [Kansas](#), [Kentucky](#), [Louisiana](#), [Maine](#), [Maryland](#), [Massachusetts](#), [Michigan](#), [Minnesota](#), [Mississippi](#), [Missouri](#), [Montana](#), [Nebraska](#), [Nevada](#), [New Hampshire](#), [New Jersey](#),

[New Mexico](#), [New York](#), [North Carolina](#), [North Dakota](#), [Ohio](#), [Oklahoma](#), [Oregon](#), [Pennsylvania](#), [Rhode Island](#), [South Carolina](#), [South Dakota](#), [Tennessee](#), [Texas](#), [Utah](#), [Vermont](#), [Virginia](#), [Washington](#), [West Virginia](#), [Wisconsin](#), [Wyoming](#), [American Samoa](#), [Guam](#), [Northern Mariana Islands](#), [Puerto Rico](#), and the U.S. Virgin Islands.

Additional state requirements to practice exist in some states including additional education. To view additional requirements per state, follow the link [here](#).

Colorado Division of Regulatory Agencies: [Office of Funeral Home and Mortuary Science Services Division of Professions and Occupations](#) | 303.894.7800

National Funeral Directors Association: [Licensing Boards and Requirements](#) | 262.789.1880

The following is a list of frequently asked questions about online classes:

1. What Mortuary Science courses are offered online?
 - ALL the major core courses are offered online.
2. How are the labs completed with online classes?
 - The Mortuary Science Program at ACC has four courses that involve labs. The first course is MOR 2010 Embalming Theory I and Lab. The student must travel to the college, at their own expense, to participate in a 4 day, off-campus embalming lab. During these days the student will participate in a minimum of 5 embalmings.
 - The second course is MOR 2025 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 days the student will participate in a minimum of 5 embalmings. This will meet the requirement that the student must participate in a minimum of 10 embalmings during the school year.
 - The third course is MOR 2030 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 4 days during the fall semester and 5 days during the spring semester. These labs meet the accreditation requirements of the program and are not optional.
 - The final course requiring a lab is MOR 2080 Funeral Service Internship. These 8 week internships (180 hours) are performed in a funeral home, but it is not required to be a funeral home in Colorado. In- state students will look 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 2080 will not be counted. MOR 2080 is a course that must be registered, paid for separately and will be completed separate from any state-required internship. There is no exception to this course regardless of a student's level of experience.

- 3.** What kind of technology do I need?
 - You will need a computer, a webcam, a microphone, a printer, a modem, an Internet provider, and an ACC e-mail.
- 4.** 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 proctored using Respondus Lockdown Browser and have a time limit.
- 5.** How do I get my books?
 - Purchase your textbooks online or at the bookstore before your classes start. Books lists are available at the bookstore once registration opens for a given semester. Please visit <https://www.bkstr.com/arapahoecstore/home>
- 6.** Will there be any student interaction?
 - Yes! The technology on the website offers discussion boards for the students. Most classes have discussion board requirements as part of the curriculum.
- 7.** How much does Program cost?
 - Tuition rates are available at [Tuition and Fees](#).
- 8.** Do I need to have the General Education courses done before entering the program?
 - All General Education courses are mandatory. See Academic Plans on the MOR website [Mortuary Science Associate Degree - Arapahoe Community College](#) for more specific details.