

ARAPAHOE COMMUNITY COLLEGE

MORTUARY SCIENCE PROGRAM INFORMATION

GUIDE

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. Please take your time and read the information provided here. It is very important that you follow the instructions carefully for your best chance to be accepted to the program quickly.

Description of the Profession Mortuary Science Practitioners, also known in the industry as Funeral Directors, Reconstruction Artists, Embalmers, and Morticians, have the rewarding opportunity to provide counsel, service, and emotional support for their community, and those who have experienced the loss of a loved one. Members of the death care industry have a variety of responsibilities such as helping families plan necessary details involving decedent care, directing funeral services with dignity and respect for a variety of different people and cultures, 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 where you will not only understand the history of this profession, but also receive education in decedent care in your choice of an in person or online environment, take courses on law, and merchandising, as well as embalming, and reconstruction, with instructors who have been in the industry for decades.

Upon completion, you will have earned two things: An Associate of Applied Science in Mortuary Science Degree, and the eligibility to sit for the National Board Examination. It is important to note here that the licensing in each state is different and you are encouraged to explore your state's requirements before you apply so you know what you need to get licensed in your home state.

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 as adopted 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 <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 may be contacted 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 programs are available at www.abfse.org. Request a copy of program's scores and rates at this email address mortuaryscience@arapahoe.edu. 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, call Advising at 303-797-5651. Transfer out of ACC 303-797-5805 Records and Enrollment 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 [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 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. Outstanding General Education classes may be taken the spring and summer semesters prior to fall program start. If you have met these requirements, you can complete the entire program in three semesters by taking the following classes:

Fall Semester 17 credit hours:

Class 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 2030 Restorative Arts 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:

MOR 2080	Funeral Service Internship	4
MOR 2060	National Board Exam Review	1

TRACK TWO: -This specifically designed curriculum is for students to complete the program in 2 years. To enroll in this option, you must be near completion of all General Education and Related Courses. Outstanding General Education classes may be taken the summer prior to fall program start, as well. Suggested part-time schedule:

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

MOR 1000	Introduction to Funeral Service	3
MOR 2024	Thanatobiology/Pathology	4

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

HPR 1058	Role of Death and Bereavement in Society	3
MOR 2043	Thanatochemistry	3

Second Year:

Fall Semester 10 Credit Hours, plus any outstanding Gen Ed Classes:

MOR 2010	Embalming Theory I and Lab	4
MOR 2015	Funeral Service Merchandising	3
MOR 2020	Mortuary Law & Compliance	3

Spring Semester 11 Credit Hours:

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:

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 student is also responsible for the cost of taking their National Board Exam, which is \$600.

OPTIONS FOR METHOD OF DEGREE DELIVERY:

On-Campus Program:

The On-Campus/Hyflex Program allows the student to take all the required mortuary science courses on campus in a classroom setting or attend live class remotely if not local. Students may take both on-campus/hyflex and online asynchronous courses. Per college policy, if there are less than 12 students enrolled in an on-campus/hyflex course, those students may be required to drop the course and enroll in the online asynchronous section.

Online Asynchronous Program:

The Online Asynchronous Program also fully accredited by the ABFSE is specifically for out-of-state students and students with a strong background in funeral service. There are no live class times or lectures, however students must complete reading, assignments, and discussion posts with weekly due dates.

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 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 4 day, off-campus embalming lab. During these 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. *Students who work in a funeral home may be allowed to complete their embalmings in their funeral home under a licensed, willing preceptor.* 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. *ALL students must come to campus for the Restorative Art Lab, even if they complete their embalmings in their funeral home.* The student will be in Littleton, Colorado for 4 days during the fall semester and 5- 6 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 2080 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 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.**

- 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 Admissions Checklist - Arapahoe Community 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. Tuition, Fees, and Costs for Arapahoe Community 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 Mortuary Science Associate Degree - Arapahoe Community College for more specific details.

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 deadline for submitting complete applications for the Mortuary
Science Program is March 31.**

The following courses (or their equivalent if transferring in) **MUST** be completed and posted to your ACC Transcript by the first day of the Fall Semester when applying for full-time status, or near completion. Several General Education courses may be left to complete when applying for the Part-Time Track Mortuary Science Program, but BIO 2101 **MUST** be completed before taking the Embalming classes.

Prerequisite Classes that are REQUIRED:

ACC 1021	Accounting Principles	4 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

*BIO2101 is a required General Education course to take Embalming 1 and 2.

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. If there are more qualified applicants than available seats, students will be waitlisted according to their ranking. Ranking criteris 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 April 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.
- Transcripts of completed General Education courses. This is a requirement of the uploads with the documents to be uploaded on the MOR application. Unofficial transcripts are acceptable for the application, but official transcripts must be received before program start.

- 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.*

NOTE: The Mortuary Science Program Chair does not transfer in General Education courses. Contact [Records and Enrollment Services | Arapahoe Community College for assistance.](#)

- 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.

- Completed Personal Essay - The specific topic will be provided during the MOR application open enrollment cycle (December 1-March 31).

- 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. To download the information on the background check visit ACC Background Check. NOTE: The process can be lengthy, and the student is responsible for paying for and following up on the background check. Vaccine records must be received before students can attend embalming labs.

- 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.

- 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 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.**