



# American Academy McAllister Institute

of Funeral Service...  
on Campus and Online

**Catalog 2017-2018**

FOUNDED 1926

SERVITIUM PER SCIENTIAM.....



*A not-for-profit educational institution*

The Funeral Service degree program **and** American Academy McAllister Institute of Funeral Service **are** 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](http://www.abfse.org)

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

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

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

Funeral Service Program registered by the New York State Education Department

Approved by the Department of Health  
New York State

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

A listing of all of the states in which AAMI is approved to offer online instruction is listed in the Online section of the AAMI website ([www.aami.edu](http://www.aami.edu)).

Approved by the Department of Veterans Affairs and the Department of Defense

Authorized under Federal law to enroll non-immigrant alien students

Member-National Association of Colleges of Mortuary Science

Member-Commission on Independent Colleges and Universities

Member-National Association of Independent Colleges and Universities

Member-American Association of Collegiate Registrars and Admissions Officers

Member-National Funeral Directors Association

Member-Cremation Association of North America

Member-WCET and the State Authorization Network (SAN)

Member-International Center for Academic Integrity (ICAI)

AAMI reserves the right to make such changes in curriculum, faculty, textbooks, tuition and fees, and student policies and procedures as may be deemed best for the welfare of the student body and the school.

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

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## MESSAGE FROM THE PRESIDENT

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

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

AAMI offers its funeral service associate degree program both online and on-campus and students may attend either full-time or part-time.

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

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

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

Thank you and know that you are welcome at AAMI!

Meg Dunn

## A CAREER IN FUNERAL SERVICE

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

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

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

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

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

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

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

For additional information on Funeral Service as a career, the Bureau of Labor Statistics of the U.S. Department of Labor each year publishes information in the Occupational Outlook Handbook, which contains articles about each profession.

## STATE LICENSURE REQUIREMENTS

Funeral Service is a licensed vocation requiring each candidate to pass a licensing examination. The laws prescribing requirements for the license, which vary from state to state can be found at: [www.theconferenceonline.org](http://www.theconferenceonline.org) (click on "Resources" and then "State Licensing Requirements"). If you have been convicted of a criminal offense, check with the Funeral Service Licensing Board of the state in which you wish to be licensed to ensure that the conviction will not jeopardize your ability to qualify for licensure in that state.

As your first step you should be familiar with the educational, legal and other requirements in the state or states in which you wish to be licensed. If you decide to make Funeral Service your career, AAMI will assist you in securing more detailed information by referring you to the appropriate state agency.

**BEFORE MOVING TO ANOTHER STATE:** An online student who is enrolled in the AAMI associate degree program and considers moving or moves to a state in which AAMI is not authorized to provide online education, should communicate with the state's funeral licensing board(s) and appropriate higher education agencies regarding the acceptance of the AAMI credits and associate degree for licensure.

## **WHY YOU SHOULD CHOOSE AAMI FOR YOUR PROFESSIONAL TRAINING**

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

AAMI offers students the option of attending either part-time or full-time on campus or online. Both options are identical in terms of the curriculum and course requirements and both are fully accredited by ABFSE.

AAMI also offers continuing education opportunities for the professional development of funeral service practitioners. Programs are offered in such areas as aftercare, business administration, management services, pre-need, funeral service counseling and many other topics.

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

AAMI's educational program conforms to the course and credit requirements of the American Board of Funeral Service Education (ABFSE), the national accrediting agency for funeral schools. AAMI was reaccredited by ABFSE in 2013 for a full 7-year term (2013-2020). In addition, the program is routinely reviewed and, where appropriate, revised by the faculty to meet the changing needs of its students and the funeral service profession.

### **PARTNERSHIPS**

St. Joseph's College will accept up to 64 transfer credits from AAMI's graduates. Students may pursue a B.S. in Organizational Management, a B.S. in Criminal Justice, a B.S. in Computer Information Technology, a B.S. in Human Services or a B.S. in General Studies. For more information call 718-940-5310.

## MISSION STATEMENT

The mission of American Academy McAllister Institute of Funeral Service is to educate students so that they may reach their full potential and achieve their goal to enter the funeral service profession. AAMI is committed to creating a learning environment that supports educational excellence, endorses academic integrity and promotes steadfastness and ethical behavior in the funeral profession. As a leader in funeral service education for over 90 years, AAMI provides for and supports the educational needs of the funeral industry.

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

### GOALS

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

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

## **ADMISSIONS**

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

### **REQUIREMENTS FOR ADMISSION**

An applicant must either be a graduate of an accredited four-year high school or its equivalent, such as a G.E.D., or evidence of academic achievement such as a post-secondary transcript with at least nine credits, exclusive of developmental courses, and a 2.00 grade point average from a regionally accredited post-secondary institution.

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

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

### **APPLICATION REQUIREMENTS**

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

1. \_\_\_\_ Your official high school transcript or, in lieu thereof, evidence of high school equivalency acceptable to the state licensing agency (submitted from the high school or other appropriate agency directly to the AAMI Admissions office) or other evidence of academic achievement such as a post-secondary transcript with at least nine credits, exclusive of developmental courses, and a 2.00 grade point average from a regionally accredited post-secondary institution.
2. \_\_\_\_ An official transcript from each college where you have completed ANY college work (submitted from the college(s) directly to the AAMI Admissions office).
3. \_\_\_\_ A copy of your birth certificate. If your name has changed, a copy of the appropriate document verifying any change, such as a marriage license.
4. \_\_\_\_ A copy of your DD214 if you served in the military.
5. \_\_\_\_ New York State Immunization law has different requirements for campus and online students.
  - a. **CAMPUS and HYBRID STUDENTS:** A dated proof of your immunization against mumps, rubella and two (2) measles vaccinations or a Titre (Titer) test showing immunization must be submitted prior to the beginning of class. (NOTE: If you cannot afford immunizations from an attending physician, you may request them from your local public health department. If you do not comply with these immunization requirements and are not exempt for any of the subsequently stated reasons, AAMI will dismiss New York State residents after 30 days and out-of-state residents after 45 days as per New York State Department of Health regulations. Persons born prior to January 1, 1957 are exempt from the above stated immunization requirements. Persons may also be exempt if a physician



certifies in writing that the immunizations may be detrimental to their health. Additionally, persons who hold genuine and sincere religious beliefs which are contrary to immunization may also be exempt after submitting a written statement to that effect.)

- b. **ONLINE STUDENTS:** Immunization for two (2) measles, mumps and rubella is NOT required for those students who take the ENTIRE program ONLINE, including an exemption from the immunization requirement for the two-weeks an online student is in New York for the Capstone. However, AAMI recommends all students be immunized. (NOTE: Any student, including online students, may be excluded from campus, as determined by the Commissioner of Health, if they are not able to present the required certificate of immunization during any outbreaks of the diseases enumerated in PHL 2165).
6. \_\_\_\_\_ Sign and return the Meningococcal Meningitis Vaccination Response form (available on the AAMI website).
7. \_\_\_\_\_ Sign and return the Campus Security Disclosure form with your application (available on the AAMI website).
8. \_\_\_\_\_ Sign and return the Clinical Embalming Disclosure and Acceptance form with your application (available on the AAMI website).
9. \_\_\_\_\_ A \$50 non-refundable application fee (check or money order payable to AAMI) must accompany the application.
10. \_\_\_\_\_ English Language Requirement. All applicants to AAMI whose first language is not English must submit an official Test of English as a Foreign Language (TOEFL). It can take up to three months to register, take an exam and receive official results. You are advised to register and take the test as soon as possible. Applicants must register for the TOEFL through Educational Testing Service (ETS). To get a schedule or to register for a test, please visit [www.ets.org/toefl](http://www.ets.org/toefl). Applicants who have attended a school where the primary language of instruction is English can have this requirement waived.
11. \_\_\_\_\_ Two forms of acceptable identification (ID) to prove residency. See website ([www.aami.edu](http://www.aami.edu)) for acceptable proofs of ID.

### **ADMISSION OF MILITARY STUDENTS**

All active duty, active reserve and veterans should contact the Admissions Office for specific information about the various programs and payment options available to current and former military. Veterans who have left the armed services with a dishonorable discharge are eligible to enroll in the associate degree program at AAMI. However, they are not eligible for the preferred tuition benefits offered by AAMI to active duty or retired military and spouses. Email: [military@aami.edu](mailto:military@aami.edu) or phone 1-(866) 932-2264 (toll-free).

### **ADMISSION OF INTERNATIONAL STUDENTS**

International students are persons in the United States who have a non-immigrant visa including an F-1 visa. Specific requirements must be met before being admitted to AAMI. No admission decision will be made until the AAMI admissions office receives all required documents.

### **DEADLINES FOR NEW INTERNATIONAL APPLICANTS**

All applications for Admission and supporting documents must be received NO LATER THAN 70 days prior to the first day of the semester.

If your paperwork is received after the deadline, we will process your application for the next semester.

Note: At this time, we are only able to admit international students to our full-time campus program requiring enrollment for 12 or more credits per semester.

### **REQUIREMENTS FOR NEW INTERNATIONAL APPLICANTS**

New international students will need to obtain a Certificate of Eligibility form I-20 in order to receive a student visa through the U.S. Consulate or Embassy in their country.

These documents indicate that all admission requirements have been met to enter AAMI and are issued through SEVIS, the Student Exchange Visitor Information System. The U.S. Consulate makes the final decision regarding whether students will be allowed to enter the United States to study.

International Students requesting admission and issuance of an I-20 must provide:

1. A completed and signed AAMI application for admission.
2. A completed International Student Information Form.
3. A Financial Resource Statement verifying the ability of you or your sponsor to meet all educational living expenses for sixteen months while attending AAMI. This must be signed and sealed by a notary public or accompanied by a letter or bank statement dated within six months of the application. Financial support of approximately \$10,000.00 (USD) is needed per year.
4. Payment of \$50.00 (USD) processing fee. This must be sent in the form of a bank draft or an international postal money order payable to AAMI in US currency. Payment must be made before an I-20 will be issued.
5. Official transcript to include graduation from a secondary school and transcripts from all post-secondary institutions attended. Photocopies may be accepted if they are properly notarized as true copies. Transcripts must be translated into English.  
AAMI issues an I-20 Certificate of Eligibility form to students who qualify for admission. Students present this form to the U.S. Consulate Office in the country where they are applying for a student (F-1) visa. The U.S. Consulate makes the final decision on admission to the United States for study.
6. Official evidence of English proficiency (if your native language is NOT English) by **ONE** of the following:
  - a. Official transcript from an accredited United States College or University showing successful completion ("C" or better grade) in a freshman level English composition course.
  - b. A score of 80 on the TOEFL test and a phone conversation between the applicant and the Director of Admissions of AAMI.

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

## **TRANSFER CREDIT POLICY**

### **1. Transfer Policy**

- a. The applicant must submit a completed admissions application form and the required application fee.
- b. The applicant must submit an official high school transcript or evidence of high school equivalency.
- c. The applicant must submit an official transcript from each accredited college or university previously attended as well as course descriptions for each course for which transfer credit is requested.
- d. The applicant must submit an official transcript for the evaluation of transfer credit for military course work, training and experience assessed and issued credit by the American Council on Education (ACE) or the National College Credit Recommendation Service (CCRS).
- e. The applicant must complete through AAMI the final 35 credits required for the AAMI associate degree.
- f. Only those credits taken at AAMI are used in computing the student grade point average.
- g. If the applicant has completed 60 college credits, an associate degree or a bachelor's degree, the entire General Education core (9 credits) will be waived.

### **2. General Education Transfer Credit**

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

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

### 3. Challenge Examination for Transfer Credit

For selected courses that include material tested on the NBE and that were completed at another accredited institution with a grade of B or better in the past 4 years, an accepted student may take an AAMI Challenge Examination prior to the beginning of any semester in order to determine if the course can be accepted for transfer credit. The student must receive a score of 80 or above on the Challenge Exam to have the course transferred for credit in place of the AAMI course.

A Challenge Exam may only be taken once for each course challenged. A student may request a copy of the AAMI course Syllabus and course Outline in order to determine whether he or she should take a Challenge Exam and also to assist in the preparation for an exam.

Challenge Exams are available for the following courses. This list of challengeable courses is subject to change at any time.

1. BUS 202            Small Business Management (2 credits)
2. BUS 311            Accounting (2 credits)
3. GEN 211            Anatomy I (3 credits)
4. GEN 313            Introduction to Chemistry (2 credits)
5. LAW 201            Business Law (2 credits)
6. GEN 212            Introduction to Microbiology (2 credits)

Contact the Director of Student Services for further information about the Challenge Exams and the dates they are offered.

### 4. Credit by Examination

AAMI participates in the College-Level Examination Program (CLEP) and DSST of the College Board. Applicants may earn credits through CLEP. Applicants must submit their official CLEP scores for evaluation prior to AAMI awarding credit.

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

To locate a CLEP Test Center and Register for CLEP Exams, go to the College Board website.

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

College-Level Examination Program (CLEP) exams are available to eligible military personnel as a way to save time and money while earning college credit.

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

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

Military veterans can seek reimbursement from the U.S. Department of Veterans Affairs for CLEP exams and fees. For more information, visit CLEP for veterans on the College Board website.

Military personnel (Active Duty and Reserve) - Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard; visit the College Board website.

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

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

## REINSTATEMENT POLICIES

AAMI provides two options for students seeking reinstatement. Contact the Director of Student Services for specific information and for the application for Reinstatement for Students in Good Standing.

**REINSTATEMENT FOR STUDENTS IN GOOD STANDING:** Option 1 is for students who withdrew from the AAMI Program in Good Academic Standing. While there is no limit to the number of times a student in Good Academic Standing may apply for Reinstatement, the student must comply with AAMI's Four-Year Policy for Completing the Associate Degree, included in this Catalog. Applications for Reinstatement are subject to the approval of the Director of Student Services.

**REINSTATEMENT AFTER BEING ACADEMICALLY DISMISSED OR DISMISSED DUE TO NON-ATTENDANCE:** Option 2 is for students who were dismissed for academic or attendance reasons and had to sit out one semester. The student must submit a reinstatement application and an essay describing the steps to be taken to achieve academic success. All previous financial and other obligations to AAMI must be met before the applicant will be considered for reinstatement.

## TUITION AND FEES

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

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

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

### TUITION

Tuition is \$490 per credit hour for campus and online courses.

#### **Tuition for Eligible Military Personnel (Active Duty, Reserve and Veterans)**

AAMI offers a range of program options designed to meet the needs of eligible military personnel (Active Duty, Reserves, National Guard and Veterans). Tuition levels vary according to the program chosen. Please contact the Admissions Office to determine which of the academic programs and tuition levels are appropriate for you.

### FEES

Application fee	\$50.00	non refundable fee must accompany application
Matriculation fee	\$160.00	non refundable fee payable within 2 weeks of notification that application is accepted
Registration fee (per semester)	\$10.00	non refundable fee payable with tuition
Late tuition payment fee	\$75.00	
Returned check fee	\$30.00	
Graduation fee	\$175.00	
Transcript fee	\$5.00	
Late enrollment fee	\$75.00	
Audit fee	\$100.00	(per course)
Embalming Clinical Fee (assessed concurrent with PHT 412)	\$565.00	

AAMI RESERVES THE RIGHT TO CHANGE THE SCHEDULE OF TUITION AND FEES. THERE ALSO MAY BE INSTANCES WHEN STUDENTS WILL BE REQUIRED TO COMPLETE COURSE REQUIREMENTS, INCLUDING CLINICAL EMBALMING, AT AN ALTERNATIVE SITE OR SITES (e.g., one or more funeral homes). IF A STUDENT COMPLETES EMBALMING, OR OTHER COURSEWORK, AT AN ALTERNATIVE SITE, ALL AAMI POLICIES, PROCEDURES, TUITION AND FEES ARE APPLICABLE.

AAMI reserves the right to cancel classes with low enrollment.

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

### **FEES REQUIRED BY OTHER AGENCIES (Subject to change)**

NY State Department of Health Registration fee	\$50.00
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(NOTE: Registered Student Trainee: The New York State Department of Health MANDATES that regardless of the state in which you wish to practice, you must register with its Department as a student trainee so that you may participate in Clinical Embalming. **A money order must be made payable to the New York State Department of Health in the amount of \$50.00.** (This fee is subject to change). All campus and online students MUST complete this process within 10 days of the start of your first semester. Failure to comply with this requirement WILL result in your suspension from all classes.

Practice NBE Exam	\$100.00
International Conference of Funeral Service Examining Boards Fee (National Board Examination)	\$500.00

## **INSTITUTIONAL REFUND POLICY**

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

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

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

## **CAMPUS REFUND SCHEDULE**

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

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

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

## ONLINE REFUND SCHEDULE

Refunds are calculated in accordance with the Tuition Refund Policy (unless a student's home state refund policy is different) for those students who officially drop a class or classes during the time frame listed below.

### online 13 week semester days

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

### online 9 week semester days

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

### online 7 week semester days

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

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

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

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

## PRO-RATA REFUND POLICY

For information on tuition and fee credit balances see the Student Handbook and/or the AAMI website.

## REFUNDING OF CREDIT BALANCES

A credit balance occurs whenever a student has funds credited to their account which exceeds the total amount of a student's direct charges. Refunds are not automatically generated except in cases where Federal Title IV aid exceeds tuition and fees. Regulations stipulate that a student's unpaid charges on their bill must be satisfied before a refund can be processed.

Federal Regulations also require that American Academy McAllister Institute of Funeral Service document that a student begin and attend regular classes in order to be eligible for a refund of a credit balance.

## APPLICATION OF PAYMENTS

All payments that are applied to a student account are applied by priority based on the type of payment that is received. Most scholarships are tuition specific and therefore will be applied to the student's tuition charges before any educational loans including but not limited to Stafford, PLUS & Alternative loans.

## **CREDIT BALANCE FROM PLUS LOANS**

Regulations require that any excess PLUS loan funds be returned to the parent, if the PLUS loan funds created the credit balance. Student Financial Services determines which funds create a credit balance on a student's account. In the case where the PLUS loan is the only loan on file or exceeds the total aid for a student any resulting credit balance will be refunded to the parent who took out the loan. If a parent wishes to have the funds proceeds from a PLUS loan to be given directly to the student the parent must authorize the Office of Student Accounts in writing to transfer the proceeds of a PLUS loan directly to the student. In cases where the student's non tuition specific financial aid exceeds the amount of a parent PLUS loan all resulting credit balances will be refunded to the student.

## **CREDIT BALANCE FROM EDUCATIONAL LOANS**

All payments that are applied to a student account are applied by priority based on the type of payment that is received. Most scholarships and grants aid are tuition specific therefore will be applied to the student's tuition charges before any educational loans including but not limited to Stafford, PLUS & Alternative loans.

## **FINANCIAL AID**

### **ACADEMIC ELIGIBILITY FOR FINANCIAL AID**

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

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

## **FINANCIAL AID VERIFICATION**

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

## **PELL GRANT PROGRAM**

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

## **GUARANTEED STUDENT LOAN PROGRAM**

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

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

leaving school.

#### ROBERT T. STAFFORD UNSUBSIDIZED LOAN

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

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

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

#### PLUS LOAN

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

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

#### Applying for Financial Aid

Students must complete the Free Application for Federal Student Aid (FAFSA) annually each year. Financial Aid is determined by the information provided on the FAFSA. If students are selected for verification, they will receive an email asking them to make corrections online to their FAFSA or provide verification documents. AAMI cannot award aid until all the requested corrections are completed or all documentation has been verified. See Verification Process section for more details.

To complete the FAFSA, students will need the following documents:

- Student's Federal Income Tax Return
- Parent's Federal Income Tax Return (dependent students only)
- Student's W2s
- Parent's W2s (dependent students only)
- Parent's social security number, birth date, marital status and date of marriage (dependent students only)
- Amounts of any additional income received in an entire year, such as child support, social security, welfare benefits, etc.

Students submitting FAFSAs to AAMI will receive two separate replies after submitting this application.

- From the U.S. Department of Education, the students will receive a Student Aid Report (SAR).
- From AAMI, students will receive an email to their personal email account explaining the next steps.

Please keep in mind that the complete financial aid process may require additional paperwork and/or actions by the student to offer the best financial aid package possible. Additional reminders may be sent from AAMI to obtain required documentation to complete Verification.

#### Federal Financial Aid Eligibility Requirements

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

1. Demonstrate financial need (for most aid programs);
2. Be a U.S. citizen or an eligible noncitizen;
3. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
4. Registered with Selective Service;



- a. required if you're a male (you must register between the ages of 18 and 25)
5. Be admitted to the AAMI associate degree program;
6. Enrolled at least half-time (6 credit hours/semester) for Direct Loan Program eligibility;
7. Maintain Satisfactory Academic Progress;
8. Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that:
  - a. You are not in default on a federal student loan and do not owe money on a federal student grant and
  - b. You will use federal student aid only for educational purposes; and
9. Show you're qualified to obtain a college education by
  - a. Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
  - b. Completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).

### **Satisfactory Academic Progress and Maintaining Financial Aid Eligibility**

The American Academy McAllister Institute (AAMI) monitors the academic progress of all federal student aid recipients after each semester to ensure continued eligibility for all federal aid programs. Students are ineligible for the following federal student aid programs if they do not meet the academic progress standards outlined in this policy.

- Federal Pell Grant
- Federal Direct Loans (subsidized and unsubsidized)
- Federal Direct PLUS Loan

### **Academic Standards**

The following three academic progress requirements are evaluated for federal aid recipients at the end of each semester. All measurements are at least as strict as the academic progress requirements for non-financial aid recipients.

#### **1. Grade Point Average (GPA) - Qualitative Measure**

Students must maintain a specific cumulative GPA for all semesters of attendance at AAMI based on the number of credits a student has attempted.

<b>Credits Attempted</b>	<b>Cumulative GPA Required</b>
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

#### **2. Pace of Completion (Pace) - Quantitative Measure**

Students must earn a grade of 'D' or better in 66.67% of credits attempted. Pace is determined by dividing the number of earned credit hours by the number of attempted credit hours. A grade of 'D' or better includes grades of 'A', 'B', 'C', 'D', 'NCP', '-R', and 'P'. A full listing of grades are included in the Catalog.

#### **3. Maximum Timeframe (MTF) - Quantitative Measure**

Students may attempt up to 103.5 credit hours to complete their program, which is 150% of the published program credit hours of 69 credit hours.

### **The Academic Policy vs. the Financial Aid Policy**

As described below, the Financial Aid SAP Policy measures a student's GPA, Pace of Completion, and their progress towards 150% Maximum Time Frame. The Academic Policy only monitors a student's GPA.

Measurement	Academic Policy		Financial Aid SAP Policy
<b>GPA</b>	<b>Attempted Credits</b>	<b>Cumulative GPA Required</b>	Same as the Academic Policy
	0 – 17	1.70 or higher	
	18 – 35	1.80 or higher	
	36 – 53	1.90 or higher	
	54 or more	2.00 or higher	
<b>Pace of Completion</b>	Monitored for Warning & Probation if cumulatively 66.67% of total credit hours attempted has been not met.		Cumulatively complete 66.67% of total credits hours attempted
<b>Maximum Time Frame</b>	No Requirement		Complete program within 103.5 attempted credit hours (150% of published program length)

### Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

The following chart outlines how each grade impacts the standards of the SAP Policy.

Grades	GPA	Pace/MTF	
		The MTF calculation includes attempted credit hours only, and does not consider completed credits.	
		Attempted	Completed
A, B, C, D, NCP, -R, P	Y	Y	Y
F, F*, NCF, I, WP	Y	Y	N
W, WP	N	Y	N
TR	N	Y	Y
IP, AU	N	N	N

#### Additional notes regarding grades:

Incomplete coursework (grades of 'I') is considered an 'F' grade for each requirement of the SAP calculation. If the incomplete grade changes to a passing grade after the SAP evaluation, AAMI can reevaluate a student's academic progress to include the passing grade. Students must notify the Financial Aid Office for this reevaluation to occur.

Withdrawn courses after the 100% refund period (grades of 'W' and 'WP') are not included in the GPA, but are considered attempted credit hours in the Pace and MTF calculations.

Each repeated course in which a grade of "D" or better was received is included in attempted and completed credit hours for Pace and attempted credits only for MTF. All other grades are included in attempted credit hours for pace and MTF but only the most recent grade received is included in the GPA calculation.

All transfer credit accepted by AAMI are included in the attempted and completed credit hour calculations for Pace (attempted and completed) and MTF (attempted only). Transfer credit is not included in the GPA calculation.

#### Results of the SAP Calculation

At the end of each semester, SAP is calculated against the student's academic transcript to determine the student's future federal aid eligibility. Results of this calculation that are not Satisfactory will be emailed to the student at their personal email address within seven to ten business days of the end of the term.

Students will be assigned one of the following statuses:

- **Satisfactory**  
Student meets all SAP standards and may continue to receive federal aid.
- **Financial Aid Warning**  
Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.
- **Financial Aid Suspension**  
If a student does not meet the SAP standards after the warning semester, federal aid is suspended for future semesters unless the student successfully appeals or meets the SAP standards.
- **Financial Aid Probation – Approved Appeals Only**  
Students that have an approved SAP appeal may continue on Financial Aid Probation if they are meeting the requirements of their established Academic Plan.

### **The Satisfactory Academic Progress (SAP) Appeal Process**

Students who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility. Examples of extenuating circumstances include injury or illness, death or injury of a relative, or any other unforeseen, documented circumstance.

All appeals are reviewed by the Academic Committee. The committee's decision is final, but if an appeal is denied, a student may file another appeal if there are additional documented circumstances that were not included in any previous appeal. A student can only have one approved appeal during their tenure at AAMI.

The SAP Appeal requires the following four items before it can be reviewed:

1. Completed and signed SAP Appeal form,
2. Statement explaining the extenuating circumstance(s) that prevented the student from meeting SAP requirements,
3. Explanation regarding what has changed to enable future academic success, and
4. Third-party documentation of the extenuating circumstance(s).

If a SAP appeal is approved the student is assigned a Financial Aid Probation status and may continue to receive federal aid. The probationary period is defined by the Academic Plan, which is developed by AAMI Academic representatives and agreed to by the student's signature. A student's progress is reviewed at the end of each term based on the Academic Plan requirements.

### **Reinstatement of Financial Aid**

A student that is ineligible to receive federal aid as a result of not meeting the minimum SAP standards, and one that did not file a successful appeal, will be included in the SAP evaluation at the end of a subsequent term of enrollment if AAMI has received a federally processed Free Application for Federal Student Aid (FAFSA) application for the corresponding award year. If the minimum SAP requirements are met, the student's financial aid eligibility will be reinstated for the next term.

It is the student's responsibility to contact the Financial Aid Office and request a new SAP evaluation. The student will be notified within five (5) business days at their personal email address of the SAP evaluation if the SAP status is Financial Aid Satisfactory and the student is federal aid eligible.

Note: Federal aid awards cannot be paid retroactively for the term(s) during which a

student was ineligible to receive financial aid.

### Types of Federal Financial Aid Available at AAMI

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

Name of Aid	Type of Aid	College Expenses Covered	Annual Limits	Special Requirements
Federal Pell Grant	Grant	Tuition; fees; books; educational expenses	\$5,920; award amount based on need and determined by EFC	Student may not have a bachelor's or advanced degree *Subject to lifetime limits
Federal Direct Subsidized & Unsubsidized Loans	Loan	Tuition; fees; books; educational expenses	Dependent: \$5,500 - No more than \$3,500 may be in subsidized loans; 2nd year dependent limit \$6,500 with no more than \$4,500 in subsidized  Independent: \$9,500 - No more than \$3,500 may be in subsidized loans; 2nd year independent limit \$10,500 with no more than \$4,500 in subsidized  Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC	Enroll in at least 6 credit hours Complete online entrance counseling Complete online master promissory note **Subject to lifetime limits  All loans MUST be repaid
***Federal Parent PLUS Loan (Dependent Students Only)	Loan	Tuition; fees; books; educational expenses	Parents may borrow up to the Cost of Attendance less any other aid the student receives	Enroll in at least 6 credit hours Complete online parent loan application Complete online master promissory note  All loans MUST be repaid

\* A student can receive the Pell Grant only up to 12 full-time semesters or the equivalent.

\*\* Lifetime Direct Loan Limits: Dependent - \$31,000 with no more than \$23,000 in subsidized; Independent - \$57,500 with no more than \$23,000 in subsidized.

\*\*\* Dependent students whose parents are unable to obtain a PLUS Loan may be eligible for additional Stafford Loan amounts.

All federal loans must be repaid. Repayment begins six (6) months after a student's enrollment drops below six (6) credit hours, including students attending part-time, graduating, and withdrawing. Additional information regarding loan repayment and required exit counseling is available at: <https://studentaid.ed.gov/sa/repay-loans/understand>

All loans require the completion of a Master Promissory Note, as well as Entrance Counseling. Both requirements are completed online at [www.studentloans.gov](http://www.studentloans.gov). Students will need their FSA ID and Password to complete these requirements.

Contact the financial aid office with any questions regarding federal aid. Students who are first-time borrowers on or after July 1, 2013, may not receive Direct Subsidized Loans for more than 150% of the published length of their program. Additional information on the 150% Rule for first-time borrowers is available at: <https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action>

Important Note: Aid received at another institution may affect the amount of aid a student is eligible for at AAMI and it is the responsibility of the student to only accept aid for which he or she is eligible with regard to annual limits. Students should contact the Financial Aid Office with any questions concerning aid amounts and eligibility.

### **Attendance Policy for Federal Financial Aid**

To receive credit in an AAMI course, a student must attend at least 80% of all scheduled hours. In addition to AAMI's standard attendance expectations, Federal regulations also require that students establish attendance or participation in their courses each term to be eligible for federal financial aid.

There are many ways to establish attendance. The following examples of academically related activities may constitute attendance in a course; however, this is not an exhaustive list of activities:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer-assisted instruction; or
- Participating in an online discussion about academic matters.

The following list of activities do not qualify as activities where attendance can be established because they are not academic-related activities:

- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

For more information about the college's broader attendance policy, see the Student Handbook.

### **Financial Aid Verification**

Federal verification is a process whereby institutions are required by the U.S. Department of Education (ED) to verify the accuracy of information provided on a student's FAFSA in an effort to assure federal aid is awarded to those who are eligible. The federal government reserves the right to randomly select financial aid applications for verification. It is advised that all students planning on receiving financial aid apply far enough in advance in order to avoid delay of an award disbursement due to the verification process. Verification requires that all students who have been selected provide the Financial Aid Office with income and citizenship documentation.

For the 2017-2018 award year the FAFSA information selected by ED that an institution, applicant and, if appropriate, the applicant's parent(s) or spouse may be required to verify are:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of Individual Retirement Account (IRA) Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income

- Education Credits
- Income Earned from Work
- Number of Household Members
- Number of Household Members in College
- High School Completion Status
- Identity/Statement of Education Purpose

Please note that AAMI may select FAFSA items for verification beyond the items required by ED. Students will receive notification that they have been selected for verification which will specify the actions required by the applicant and the documents (if any) required for verification that must be submitted to AAMI to complete the verification process. The applicant also receives a FAFSA processing email notification from ED. This email states that their FAFSA was processed and a Student Aid Report (SAR) was generated that indicates their eligibility status and notifies them if they were selected for verification. If the ED or AAMI selects an applicant for verification under this policy, the applicant must complete the required actions specified or provide the requested documents or information. The Federal deadline for verification completion is the earlier of 120 days from the applicant's last date of attendance or the federal deadline of September 22, 2018. This includes making any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to Sinclair.

The following consequences occur for applicants who fail to complete verification in a timely manner:

- Applicants who do not complete verification within the required deadlines will not qualify for federal financial aid.
- No federal grant or loan funds will be disbursed.
- No federal financial aid loan will be originated.
- If a loan was originated prior to the notice of verification, any undisbursed monies will be returned to the ED.
- If federal grant funds were disbursed prior to being selected for verification and there was an overpayment, the monies must be returned to the appropriate federal grant programs.
- Federal financial aid will not be disbursed, and refunds, if any, will not be available until verification is completed and corrections (if necessary) have been processed and received by AAMI from the ED.

#### **Repeat Coursework Policy for Federal Financial Aid**

Students may receive federal financial aid funding for one (1) repetition of a course successfully completed. The repeated class may be counted towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on the inclusion of the class.

- Grades of A, B, C, D, NCP, -R and P are considered course credit hours successfully completed.
- Grades of F, F\*, NCF, I, WP, and W are considered course credit hours not successfully completed, and can be repeated with federal financial aid pending the student meets all other financial aid requirements.

Students should be aware that for Satisfactory Academic Progress, all coursework attempted counts toward GPA, Pace of Completion and Maximum Timeframe hours used to determine eligibility for federal financial aid. To see the Satisfactory Academic Policy Statement, see the first section of these policy changes.

#### **Withdrawal and Return of Title IV Funds (R2T4)**

AAMI awards federal financial aid, also known as Title IV funds, with the assumption students will attend the courses for which the funds were awarded. When students withdrawal, drop out, are dismissed, or take a leave of absence after beginning attendance, a calculation is required to determine if the federal aid for which the student was previously

eligible needs reduced based on the date of withdrawal. The withdrawal date is the last date the student attended courses or participated in academically related activities. The types of withdrawals are defined below:

Official Withdrawal - A student provides official notification to the school of his or her intent to withdraw. The date the student initiates intent to withdrawal is the last date of attendance. Failure to attend class, notify the instructor, or stopping payment on a check or credit card is not considered an official drop or withdrawal. You must file an official drop form with the Registrar's office electronically or in person. Academic advisors may also notify the administration of the student's withdrawal.

Unofficial Withdrawal - A student stops attending courses without notifying the school of intent to withdrawal. AAMI is an attendance-taking institution and uses the last date of attendance reported by instructors to determine the amount of federal aid earned. Once a student stops attending courses for 14 days, and the student has not provided written intent to attend a future starting course in the same semester, the student is considered withdrawn and a return of funds calculation must be processed. Federal funds must be returned no later than 45 days from the date AAMI determined the student withdrew.

### Return of Funds

The amount of federal aid returned is determined by the lesser of:

- the amount of Title IV funds that the student does not earn, **or**
- the amount of institutional charges the student incurred as of the date of withdrawal multiplied by the unearned percentage of funds.

If a student earned less than the aid disbursed, the calculation is broken down into the student portion of the return and the institution's portion to return. AAMI returns all required funds, including the student's portion, which may result in a balance due to the student account.

Funds are returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants, if return of funds is required

Both the general AAMI refund policy and the separate federal Title IV Return of Title IV Funds policy are administered by the American Academy McAllister Institute of Funeral Service, Inc.

### Post Withdrawal Disbursement

If the federal aid disbursed to the student is less than the amount earned, and the student is otherwise eligible to receive the funds, a post-withdrawal disbursement (PWD) of the earned aid will be offered to the student. The PWD accepted by the student will first pay the balance owed to AAMI, and the excess amount is refunded in accordance with the refund policy.

Federal Grants - a PWD of grant funds will credit the student's account without the student's authorization within 45 days of the date AAMI determined the student withdrew.

Federal Direct Loans - Students eligible for a PWD will be notified via U.S. Mail within 30 days of the date AAMI determined the student withdrew. The student must accept the Federal Direct Loan within 14 days of the date the letter is mailed.

## **NEW YORK STATE FINANCIAL AID PROGRAMS**

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

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

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

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

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

#### OTHER NEW YORK STATE AWARDS

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

#### VOCATIONAL REHABILITATION

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

#### VETERANS ADMINISTRATION and DEPARTMENT OF DEFENSE EDUCATION BENEFITS

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

#### FINANCIAL AID DEADLINE POLICY

Students should submit their financial aid application as early as possible. Students who are utilizing financial aid to pay for their tuition must submit the proper applications no later than 3 weeks prior to the start date of the semester in which they are enrolling. The deadline for financial aid for a semester that has already expired is June 30 of the school year in question.

### **COST OF ATTENDANCE (UNDERGRADUATE STUDENTS) 2017-2018**

The preliminary budget shown approximates your cost of education for the academic year and includes an amount for tuition and fees, including school-based fees (depending on your course load); an allowance for room and board (which varies according to where you live); a standard amount for books, supplies, and personal expenses; and a transportation allowance. Typical budgets are presented here to help you understand how your cost of education was determined.

	<b>CAMPUS/ONLINE INDEPENDENT</b>	<b>CAMPUS/ONLINE</b>
<b>DEPENDENT</b>	(Students living away from home)	(Students living at home)
TUITION AND FEES <sup>1</sup>	\$15,697	\$15,697



BOOKS AND SUPPLIES <sup>2</sup>	\$710	\$710
TRANSPORTATION	\$1,020	\$1,020
ROOM & BOARD <sup>3</sup>	\$10,800	\$3,000
MISC. EXPENSES <sup>4</sup>	\$2,550	\$1,690

- 1) Tuition and Fees are based on a yearly average and are the same for both campus and online students
- 2) Book costs vary depending upon edition and year
- 3) Room & Board costs depend on several factors such as location, living at home, etc.
- 4) Miscellaneous educational expenses may be items such as a computer, proctoring fees, national board exams, Department of Health Fees

## **FUNERAL SERVICE SCHOLARSHIPS**

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

Full information concerning these scholarships may be obtained by contact with the Scholarship Committee, American Board of Funeral Service Education, 902 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097. Website: [www.abfse.org](http://www.abfse.org) 816-233-3747

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

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

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

## **ASSOCIATE DEGREE PROGRAM**

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

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

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

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

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

## **TWO-YEAR POLICY FOR COMPLETING THE ASSOCIATE DEGREE**

When you have completed one-half (34 credits) of the associate degree, you will have two calendar years (6 semesters) to complete all additional requirements. If you do not complete the degree before the two-year deadline, you must audit a course or courses that you took before your two-year clock began and successfully complete coursework that covers content that is tested on the NBE.

## **CAMPUS PROGRAM**

AAMI is located in the heart of New York City on the West Side. The Port Authority Bus Terminal, Penn Station, Grand Central Terminal and PATH trains are easily

accessible and provide convenient transportation for the many students who commute from Connecticut, New Jersey, Long Island, Pennsylvania and elsewhere.

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

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

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

In addition to the usual classroom facilities for lecture and discussion, there are specially designed laboratories for Restorative Art and Computer Science which enhance the opportunities for students to learn by doing. An embalming "demonstration" laboratory that reflects a functional embalming laboratory was completed in 2010.

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

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

Online students have access to all AAMI facilities.

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

### REQUIRED COURSE SEQUENCE (Campus and Online)

AAMI requires admitted students to complete all courses in the curriculum. All courses are listed on the next page with the pre-requisites (i.e., a course or courses that must be taken before another course) and co-requisites (i.e., a course required to be taken in conjunction with another course), if any. The required sequence for enrolling in courses is listed in the first column on the left of the chart. A student wishing to attend full-time or part-time, and also to be assured of completing the program in the required 4-years, should follow the course listing in the categories A through K as follows:

### REQUIRED COURSE SEQUENCE

Sequence	Course # / Course Name	Credits	Pre-requisites	Co-requisites
<b>A</b>				
1	GEN 101 Communication Skills	2	none	none
2	SOC 102 Death & Human Development	2	none	none
3	GEN 102 Introduction to Science	2	none	none
<b>B</b>				
4	SOC 101 History of Funeral Service	2	none	none
5	BUS 101 Principles of Mathematics	3	none	none
6	LAW 101 Professional Ethics	1	none	none

C				
7	LAW 201 Business Law	2	none	none
8	PHT 201 Principles of Embalming I	2	none	none
9	SOC 201 Funeral Service Psychology & Counseling	3	none	none
D				
10	BUS 201 Funeral Home Directing	2	none	none
11	GEN 213 Introduction to Chemistry	2	GEN 102	none
12	BUS 202 Small Business Management	2	none	none
E				
13	GEN 211 Anatomy I	3	GEN 102	none
14	GEN 212 Introduction to Microbiology	2	GEN 102	none
15	PHT 412 Clinical Embalming	1	PHT 201	none
F				
16	PHT 301 Color and Cosmetics	2	none	PHT 201
17	BUS 311 Accounting I	2	BUS 101	none
18	PHT 411 Chemistry for Embalmers	2	GEN 313	none
G				
19	SOC 202 Sociology of Funeral Service	1	none	none
20	PHT 312 Microbiology for Embalmers	3	GEN 212	none
21	BUS 411 Accounting II	2	BUS 311	none
H				
22	BUS 312 Funeral Home Mgmt & Merch	2	BUS 201	none
23	GEN 311 Introduction to Pathology	2	GEN 102	none
24	BUS 314 Funeral Directing Practicum	1	none	BUS 312
25	LAW 412 State Rules & Regulations	1	none	BUS 312
I				
26	BUS 313 Crematory & Cemetery Ops	3	BUS 201	BUS 312
			LAW 201	
27	GEN 312 Anatomy II	2	GEN 211	none
28	LAW 411 Mortuary Law	2	LAW 201	none
J				
29	PHT 313 Principles of Embalming II	2	PHT 201	none
			GEN 211	none
			PHT 411	none
30	GEN 411 Anatomy III	2	GEN 312	none
31	PHT 413 Pathology for Embalmers	2	GEN 311	GEN 411
K				

32	PHT 414 Principles of Embalming III	2	PHT 313	PHT 415
				SOC 411
33	PHT 415 Restorative Art	3	PHT 301	PHT 414
			PHT 413	SOC 411
			GEN 312	
34	SOC 411 Comprehensive Review	2	All Courses	PHT 414
				PHT 415
	Total Required Credits	69		

## ONLINE ACCESS TO FUNERAL SERVICE EDUCATION

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

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

Even in those states that have one or more funeral service programs, there are large numbers of potential students who live too far from a campus to enroll. This lack of access to funeral service education programs nationally has led to a growing shortage of funeral directors/embalmers. Employment of funeral directors is expected to grow about as fast as average for all occupations. Those who embalm and are willing to relocate should have the best job prospects.

Every state requires approval of out-of-state institutions delivering online learning in their state. States in which AAMI is approved are subject to change. Students should contact the Admissions Office before relocating in order to verify that AAMI is approved to offer its associate degree in that state. Students relocating to a state in which AAMI is not approved will not be permitted to continue in the program. Contact information for each state office of Higher Education or for submitting a complaint is found on the AAMI website ([www.aami.edu](http://www.aami.edu)).

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

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

## IS ONLINE LEARNING FOR YOU?

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

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

## ONLINE PROGRAM

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

Applicants are advised that they (1) must own or have 24/7 access to a computer and (2) have an appropriate email address to participate in the AAMI online program. Information about browser and computer requirements are on the AAMI website ([www.aami.edu](http://www.aami.edu)). Click on Online Learning and "technical requirements."

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

AAMI estimates that it will cost a student approximately \$3,000 to complete this final two-week clinical part of the program. This estimate includes airfare, transfers to and from the airport, hotel room, meals and taxis. If a student is willing to room with one or more other students, it is estimated that these costs could be lower. This estimate does not include your tuition for the semester.

The number of credits a student takes per semester will determine the length of the program. For example, the program can be completed in approximately 5 semesters by enrolling for 14 credits per semester or it may be completed in 9 semesters by enrolling for 8 credits a semester.

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

## ONLINE POLICIES

### CLINICAL REQUIREMENTS

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

Beginning with the semester following the successful completion of PHT 201, Principles of Embalming I, it is strongly recommended that each student identify an embalming clinical site (for example: a funeral home or other AAMI approved site) where the required 10 embalming and required tasks for PHT 412, Clinical Embalming, will be completed. Such arrangements must be coordinated with the Coordinator of Clinical Embalming to ensure that the proper documents and procedures are followed. In no instance can any embalming take place before the student has the approval of the Coordinator of Clinical Embalming.

### MINIMUM NUMBER OF CREDITS

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

Semester Plan – (Actual start dates will vary year-to-year and are posted on the last page of the Catalog and on the AAMI website)

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

### MAXIMUM NUMBER OF CREDITS

A first semester online student, without transfer credit, may not register for more than 8-credits in his/her first semester. A first-semester transfer student with 12 or more credits and a GPA of 2.5 may register for up to 14 credits.

A continuing online student may not register for more than 14 credits per semester.

## **TESTING POLICY**

Most of your exams will be taken online. Midterms and final exams will be scheduled for specific dates and you will need a password to access them. Most password protected tests will have a time limit requirement.

## **PROCTORING POLICY FOR ONLINE STUDENTS**

AAMI requires all students to take final exams and some midterm exams in a proctored environment. Students will be allowed to take exams on their computer in a location that ensures the security of the testing environment. Students may schedule exams with two approved vendors. Both services require the student to have an operational web cam, microphone and high-speed internet connection.

- Proctor U ([www.proctoru.com/](http://www.proctoru.com/)) is a live proctoring service that authenticates the identity of the student and establishes a connection with an online proctoring center via your web camera. The proctor will help you through the exam process and is available during the exam if technical difficulties arise. There is a fee for this service.
- Remote Proctor Now ([www.softwaresecure.com/product/remote-proctor-now](http://www.softwaresecure.com/product/remote-proctor-now)) authenticates the identity of the test taker and captures the entire exam session on video, which is later reviewed by certified proctors. A report is provided to AAMI with links to the actual video. There is a fee for this service.

Specifications for each vendor can be found on their websites, including appointment information and further computer specifications.

NOTE: Active duty military may use an NCO or officer to proctor exams.

## **ONLINE SCHEDULE**

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

## **ONLINE COURSE WITHDRAWAL POLICY**

Students should be aware that dropping or withdrawing from a course(s) may affect financial aid by reducing the number of credits below the minimum number of 6 credits for financial aid.

The time-frame in which you are allowed to drop a course(s) is based upon the number of course credits as listed below.

- 3 credit course may be dropped within the first 2 weeks
- 2 credit course may be dropped within the first 2 weeks
- 1 credit course may be dropped within the first week

Courses dropped by the deadline do not appear on the student's transcript.

Dropping a course may affect Financial Aid. Please speak with your Academic Advisor or Financial Aid Officer.

### **Withdrawal From Online Course Without Penalty**

The time frame for withdrawing from a course without penalty is as follows:

- 3 credit course may withdraw within the first 5 weeks
- 2 credit course may withdraw within the first 3 weeks
- 1 credit course may withdraw within the first 2 weeks

A "W" will be entered for the course on the student's transcript and does not affect student's grade point average.

During this period, approvals for withdrawal are not required; however, it is strongly recommended that students consult with their academic advisor prior to deciding to withdraw from a course.

### **Late Withdrawal From Online Course**

- 3 credit course – beginning of 6th week to end of 10th week
- 2 credit course – beginning of 4th week to end of 6th week
- 1 credit course – beginning of 3rd week to end of 4th week

If, after the close of the withdrawal period outlined above, a student wishes to withdraw from a course or AAMI, he or she must provide documentation of extenuating circumstances to warrant a grade of W. Each situation will be evaluated individually.

For any withdrawal after the above time-frame, a grade of "F" will be entered on the student's transcript.

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

Students who withdraw from the degree program and all courses before the semester begins will not be penalized or charged for the semester. Students must notify the Registrar before the start of the semester.

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

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

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

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

# ACADEMIC STANDARDS (Applies to Campus and Online Students)

## ACADEMIC INTEGRITY

AAMI is committed to creating a learning environment that supports educational excellence and endorses academic integrity. All students are required to sign the Academic Integrity Statement that will be in force throughout the student's entire program at AAMI.

## TESTS AND EXAMINATIONS (See Student Handbook)

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

In sequential courses (for example: Anatomy I, Anatomy II, Anatomy III, etc.) subsequent testing generally includes the work of previous semesters. Final examinations are usually comprehensive, concerning all of the subject matter of the course; this procedure aids the student in preparing for National Board and licensure examinations.

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

## THE GRADING SYSTEM

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

Grade	Descriptive Equivalent	Numerical Equivalent	Quality Points
A	Excellent	90-100	4
B	Very Good	80-89	3
C	Satisfactory	75-79	2
D	Passing	70-74	1
F	Failure	below 70	0
F*	Failure due to non-attendance	0	0
NCP	No Credit Passing	0	0
NCF	No Credit Failing	0	0
W	Withdrawal without penalty		
WP	Withdrawal with penalty		
TR	Transfer credit		
-R	Repeat course		
P	Pass		
I	Incomplete		
IP	In Progress		
AU	Audit		

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

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

## ACADEMIC HONORS

Both academic excellence and improvement are encouraged during the college year by means of the Highest Honors List, the High Honors List and the Honors List.

To qualify for Highest Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.80-4.00.

To qualify for High Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.50-3.79.

To qualify for Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.20-3.49.

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

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



## GRADUATION REQUIREMENTS

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

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

**Note:** For students unfamiliar with computerized testing or who wish to experience the NBE testing format, AAMI strongly recommends that students take the Practice National Board Exam during their final semester at AAMI.

The graduation ceremony is held once a year in August.

## EMPLOYMENT ASSISTANCE

Job opportunities brought to the attention of AAMI are referred to interested students and alumni. This service is maintained without expense to either the employer or employee. Availability of positions in funeral service and related fields vary with economic conditions, geographic location and other factors. Therefore, students should use their own initiative in securing job interviews.

The AAMI website ([www.aami.edu](http://www.aami.edu)) lists several websites maintained by other organizations that provide job information.

AAMI cannot guarantee placement or employment for its students or graduates.

## NATIONAL BOARD EXAMINATION (NBE)

Students who have satisfied all requirements for graduation from AAMI are eligible to take the National Board Examination. This examination is administered by the International Conference of Funeral Service Examining Boards. Successful candidates receive a certificate attesting to their proficiency.

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

The following represents the most recent three (3) year period for AAMI.

### National Board Exam

Year	Arts			Sciences			Combined Average
	Takers	Passed	%	Takers	Passed	%	%
2016	66	46	70%	67	55	82%	76%
2015	72	56	78%	68	57	84%	81%
2014	116	82	71%	114	84	74%	72%

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's pass rates, go to the AAMI Admissions Office or [www.aami.edu](http://www.aami.edu) and click on Admissions Office, where a request can be submitted, or by e-mail at [info@aami.edu](mailto:info@aami.edu) or by telephone at 1-866-932-2264 (toll free).

## **ACADEMIC PROGRESS (Applies to Campus and Online Students)**

To be in good academic standing and to move forward academically to succeeding semesters, a student must maintain a cumulative Grade Point Average (GPA) of 2.00 or higher in order to graduate the program.

Failure to maintain “good academic standing” may jeopardize a student’s ability to qualify for certain financial aid awards.

### **Summary of Satisfactory Academic Progress (SAP):**

#### GPA Requirement

The required GPA to maintain good academic standing *and* satisfactory progress for federal financial aid is based on the number of credit hours the student has attempted. See the *Cumulative GPA Required* in the policy chart.

#### SAP Requirements

Three requirements must be met to receive federal financial aid for future semesters. See the *Measurement* column in the policy chart.

#### Financial Aid SAP Warning Status

Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

#### Financial Aid SAP Appeal Process

Students failing SAP by the end of their warning semester or have reached Maximum Time frame who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility.

#### Financial Aid Eligibility

If you are not meeting the SAP Pace and/or GPA requirements, you will be assigned warning status for your next semester of enrollment, and you can receive federal aid for that semester. If SAP is not achieved by the end of your warning semester, your Federal financial aid will be suspended. Students with extenuating circumstances can appeal this suspension by submitting a Satisfactory Academic Progress Appeal with all necessary documentation.

### **Satisfactory Academic Progress**

The American Academy McAllister Institute (AAMI) monitors the Academic Progress of “*All Students*” after each semester.

### **Academic Standards**

The following two academic progress requirements are evaluated for “*All Students*” at the end of each semester. Students who are receiving or have applied for Financial Aid are subject to additional requirements, which may be found in the Catalog under Financial Aid.

#### **4. Grade Point Average (GPA) - Qualitative Measure**

Students must maintain a specific cumulative GPA for all semesters of attendance at AAMI based on the number of credits a student has attempted.

<b>Credits Attempted</b>	<b>Cumulative GPA Required</b>
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

#### **5. Pace of Completion (Pace) - Quantitative Measure**

Students must earn a grade of 'D' or better in 66.67% of credits attempted. Pace is determined by dividing the number of earned credit hours by the number of attempted credit hours. A grade of 'D' or better includes grades of 'A', 'B', 'C', 'D', 'NCP', '-R', and 'P'. For a full listing of grades, please see the Catalog.

### The Academic Policy

As described below, the SAP Policy measures a student's GPA, Pace of Completion to insure students are meeting AAMI's Academic Standards.

Measurement	Academic Policy	
GPA	<b>Attempted Credits</b>	<b>Cumulative GPA Required</b>
	0 – 17	1.70 or higher
	18 – 35	1.80 or higher
	36 – 53	1.90 or higher
	54 or more	2.00 or higher
<b>Pace of Completion</b>	<b>Monitored for Warning &amp; Probation if Cumulatively 66.67% of total credit hours attempted has not been met.</b>	

### Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

The following chart outlines how each grade impacts the standards of the SAP Policy.

Grades	GPA	Pace	
		Attempted	Completed
A, B, C, D, NCP, -R, P	Y	Y	Y
F, F*, NCF, I, WP	Y	Y	N
W, WP	N	Y	N
TR	N	Y	Y
IP, AU	N	N	N

#### Additional notes regarding grades:

Incomplete coursework (grades of 'I') is considered an 'F' grade for each requirement of the SAP calculation. If the incomplete grade changes to a passing grade after the SAP evaluation, AAMI can reevaluate a student's academic progress to include the passing grade. Students must notify the Academic Dean for this reevaluation to occur.

Withdrawn courses after the 100% refund period (grades of 'W' and 'WP') are not included in the GPA but are considered attempted credit hours in the Pace calculations.

Each repeated course in which a grade of "D" or better was received is included in attempted and completed credit hours for Pace. All other grades are included in attempted credit hours for pace but only the most recent grade received is included in the GPA calculation.

All transfer credit accepted by AAMI are included in the attempted and completed credit hour calculations for Pace (attempted and completed). Transfer credit is not included in the GPA calculation.

#### Results of the SAP Calculation

At the end of each semester, SAP is calculated against the student's academic transcript. Results of this calculation that are not Satisfactory will be emailed to the student at their personal email address within seven to ten business days of the end of the term with either an Academic Warning or Academic Probation notification.

Students will be assigned one of the following statuses:

- **Satisfactory**  
Student meets all SAP standards.
- **Academic Warning**

Students failing the SAP standards may continue to the next enrollment period if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program.

- **Academic Probation**

If a student does not meet the SAP standards after the Academic Warning Semester, the student is placed on Academic Probation for as many semesters as they do not meet SAP. Students must also agree to and sign a written "Agreed to Academic Plan" before continuing to the next enrollment period.

- **Academic Dismissal**

Students failing to maintain a satisfactory Cumulative GPA in two Consecutive Enrollments will result in the student's Dismissal. If dismissed, a student must sit out a period of one enrollment before being permitted back on Academic Probation with an "Agreed to Academic Plan." If the student fails to maintain satisfactory Earned Cumulative GPA in two consecutive enrollments, the student is dismissed permanently.

## **ATTENDANCE**

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

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

### **EXTENDED ABSENCES**

Verified extended absences due to military obligations, court appearances or extended illness may be given special consideration by the Faculty Council.

### **CAMPUS ATTENDANCE POLICY**

To receive credit, a campus student must attend at least 80% of all scheduled hours in each course. Those students who do not meet this requirement will receive "NC" (No Credit) on their transcript and will be required to repeat the course the next time it is offered and attend classes on a regular basis.

### **ONLINE ATTENDANCE POLICY**

Federal policy and AAMI online attendance policy require students to be in continuous attendance for the entire semester. To enforce these policies, AAMI maintains attendance records on all students to ensure that they are in continuous attendance.

See the STUDENT HANDBOOK for the detailed online attendance policy.

### **ADD/DROP POLICY**

(See Student Handbook)

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

### **ACADEMIC WITHDRAWAL**

#### **ACADEMIC SEMESTER WITHDRAWAL FOR CAMPUS STUDENTS**

A student may voluntarily withdraw from the program without penalty until the end of the 6th week of the semester. The student must notify the Registrar in WRITING of his or her intent to voluntarily withdraw. A notation of "W" will appear on the transcript indicating formal withdrawal. If the school does not receive written notification, a student will receive a notation of "F" in all course work. Students may appeal to drop a class after the 6th week of the term for extenuating circumstances.

If, after the beginning of the 7th week, a student wishes to withdraw from AAMI, they must provide documentation of extenuating circumstances to warrant a grade of W. Each situation will be evaluated individually.

## **ACADEMIC WITHDRAWAL FROM A CAMPUS COURSE**

Students will be allowed to drop an individual course up until the end of the 6th week of a semester. If, after the beginning of the 7th week a student wishes to withdraw from a course, they must provide documentation of extenuating circumstances to warrant a grade of W. Each situation will be evaluated individually.

## **AUDIT POLICY**

Audit is a registration status allowing a student to attend a course without receiving a grade or credit. Registration to audit a course is on a space available basis and is at the discretion of the Registrar and the instructor.

After the first week of class, a student may not change from audit status to credit enrollment.

The cost to audit is \$100 per course regardless of the number of credits.

## **STUDENT SERVICES AND RESPONSIBILITY**

### **ORIENTATION**

Orientation for all new students will take place before the beginning of each semester. The purpose of this orientation is to familiarize the new student with the policies and procedures of AAMI. Each student will receive a Student Handbook and policies will be reviewed. A copy of the Student Handbook is available on the AAMI website.

### **BOOKSTORE**

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

### **CONDUCT**

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

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

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

The Funeral Service Oath should serve as a code of conduct throughout the school year and into their funeral service career. The commonly accepted rules of good behavior are required of the student not only on the school premises but in daily contacts with the public. Common courtesy, dignity, honesty and respect for the rights of others are attributes which are essential to a successful career.

### **DRESS CODE**

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

Students are not allowed to wear jeans, sweatpants, sweatshirts, tee shirts, spandex and athletic wear while on campus or engaged elsewhere in AAMI activities.

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

(See Student Handbook)

Students may be suspended or dismissed if they violate any of the American Academy McAllister Institute's code of conduct as outlined in this Catalog and in the Student Handbook. Students suspended or dismissed for non-academic reasons may request a

hearing within 10 working days of the suspension or dismissal. The decision of the Faculty Council may be appealed to the Executive Committee, whose determination is final.

### **STUDENT RETENTION**

In the past 3 years (2014-2016), AAMI enrolled 886 new students. Of this total, 471 students are still enrolled and making progress toward their degree. Of the remaining, 117 have withdrawn from school and 298 have graduated.

### **PUBLIC INFORMATION POLICY**

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

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

### **CAMPUS SECURITY**

In accordance with Public Law 101-542, in addition to the security disclosure form provided to each prospective student in their application packet, information regarding on-campus crimes occurring at all colleges may also be found by visiting the following web address: <http://OPE.ED.GOV/SECURITY>. The Registrar and the Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The Registrar may be contacted by phone at 1-212-757-1190 or 1-866-932-2264.

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

AAMI has a "Policy Against Discrimination Including Sexual Harassment and Bias-Related Crimes." The policy is included as Appendix A in the Student Handbook which is distributed to all campus students and available on the AAMI website for all online and other interested individuals.

No person entering the AAMI campus at 619 W. 54th St., 2nd floor, New York, New York or any facility where AAMI provides instruction or student services, shall have in their possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual, damage to its campus building or damage to its off-site facilities as per N.Y. Penal Law 265.01(3).265.01-a. See the Campus Security Manual for further details.

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

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

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

## STUDENT ACTIVITIES

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

## DISABILITY OFFICER

A student who believes he or she has a disability, including pregnancy, which would require an accommodation in order to perform the essential functions, requirements and expectations of the program should contact the Disabilities Officer. AAMI will endeavor to provide the student with a reasonable accommodation that enables him or her to perform the essential functions of the program, provided it does not create an undue hardship for the school, create a direct threat to health or safety and is consistent with the requirements and expectations of the program. For further information, contact the Director of Student Services.

## COURSE DESCRIPTIONS

### **BLB 001 Introduction to Blackboard**

0 credits

This course is REQUIRED and is designed to help online and campus students become familiar with Blackboard. This course is designed to introduce the student to the learning environment online and on campus. Topics covered include AAMI policies and procedures and guides to successful learning. This course covers study skills, time management, stress management and creating an effective learning environment. The course for online students also enables the student to understand different online elements. Topics include correspondence, communication, navigating an online course, online testing and understanding your own technology. This course must be completed prior to students beginning their online learning and students must pass this course or they will not have access to their online courses. This course is offered Pass/Fail.

### **BUS 101 Principles of Mathematics**

3 credits

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

### **BUS 201 Funeral Home Directing**

2 credits Introduction

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

### **BUS 202 Small Business Management**

2 credits

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

### **BUS 311 Accounting I**

2 credits

*Prerequisite:* BUS 101

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

financial statements.

**BUS 312 Funeral Home Management & Merchandising** 2 credits

*Prerequisite:* BUS 201

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

**BUS 313 Crematory and Cemetery Operations** 3 credits

*Prerequisites:* BUS 201 and LAW 201; *Co-requisite:* BUS 312

This course introduces the fundamentals of crematory and cemetery operations as they relate to funeral service. Students will learn the history of cremation, basic terminology, crematory equipment, legal issues and the utilization of best practices. It will also explore various contemporary disposition issues affecting funeral services.

**BUS 314 Funeral Directing Practicum** 1 credit

*Co-requisite:* BUS 312

This course combines funeral service topics that pertain to everyday job requirements in the funeral home. Weekly topics include FTC, arrangements, death certificates, veteran paperwork. There will be weekly lectures, tests and assignments as well as a lab component that will be completed during the Capstone. This course is only offered PASS/FALL.

**BUS 411 Accounting II** 2 credits

*Prerequisite:* BUS 311

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

**GEN 101 Communication Skills** 2 credits

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

**GEN 102 Introduction to Science** 2 credits

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

**GEN 211 Anatomy I** 3 credits

*Prerequisite:* GEN 102

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

**GEN 212 Introduction to Microbiology** 2 credits

*Prerequisite:* GEN 102

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



**GEN 311 Introduction to Pathology**

2 credits

*Prerequisite:* GEN 102

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

**GEN 312 Anatomy II**

2 credits

*Prerequisite:* GEN 211

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

**GEN 313 Introduction to Chemistry**

2 credits

*Prerequisite:* GEN 102

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

**GEN 411 Anatomy III**

2 credits

*Prerequisite:* GEN 312

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

**LAW 101 Professional Ethics**

1 credit

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

**LAW 201 Business Law**

2 credits

Nature and development of law, emphasizing the broad field of contracts, their nature, classification, operation and effects; negotiable instruments and sales.

**LAW 411 Mortuary Law**

2 credits

*Prerequisite:* LAW 201

Bailments, agency, partnership, insurance, wills, burial rights and obligations, rights and wrongs concerning the body and burial; cemetery law, zoning restrictions and damages. Tests will include material from LAW 201 Business Law.

**LAW 412 State Rules and Regulations**

1 credit

*Co-Requisite:* BUS 312

Introduction to the specific laws, rules and regulations governing the practice of embalming and funeral directing; licensing procedures. This course is customized based on the State in which the student intends to be licensed.

**PHT 201 Principles of Embalming I**

2 credits

Introduction to embalming; historical and contemporary perspectives; moral, ethical and legal consideration; definitions and objectives of embalming; terms associated with death; types, signs and tests for death; pre-embalming changes; pre-embalming diagnosis and techniques; instruments and equipment utilized in basic embalming procedures.

**PHT 301 Color and Cosmetics**

2 credits

*Co-Requisite:* PHT 201

Principles of color theory in pigments, vision and illumination; principles of cosmetology; consideration of cosmetic media; complexion types and deviations from normal complexion types; introduction to the influence of bony structures upon surface forms; facial proportions and variations in head form and their effect upon physiognomy.

**PHT 312 Microbiology for Embalmers**

3 credits

*Prerequisite:* GEN 212

Study of yeasts, molds, protozoa and viruses and their role in disease and decomposition; methods of communicable disease control and prevention; the role of the practitioner in promotion of Public Health; basic concepts in vital statistics; death rates and their impact on funeral service; major causes of death, emphasis given to types of disinfection and sanitary safeguards in the preparation room; consideration of other health measures such as water purification and waste disposal. Tests will include material from Introduction to Microbiology.

**PHT 313 Principles of Embalming II**

2 credits

*Prerequisites:* PHT 201, PHT 411 and GEN 211

Factors influencing fluid distribution and drainage; types of embalming fluids; composition and usage; vascular anatomy including linear and anatomical guides.

**PHT 411 Chemistry for Embalmers**

2 credits

*Prerequisites:* GEN 313

Introduction to organic chemistry including a survey of the classes of organic compounds of concern to the embalmer; the nature of decomposition; formulation of embalming fluids and function of the various components; introduction to toxicology and its importance. Tests will include material from Introduction to Chemistry.

**PHT 412 Clinical Embalming**

1 credit

*Prerequisite:* PHT 201

Demonstrations and practical applications of Principles of Embalming under the supervision of AAMI faculty. Students are required to participate fully in a hands-on experience involving the completion of a minimum of 10 embalmings. This course is only offered PASS/FAIL. A clinical embalming fee is charged for PHT 412.

NOTE: AAMI strongly recommends that a pregnant student NOT enroll in PHT 412, ENTER AN EMBALMING ROOM OR PARTICIPATE IN ANY EMBALMINGS during pregnancy or within six months after birth in order to protect the fetus, the new born and the mother from potentially toxic fumes and chemicals.

**PHT 413 Pathology for Embalmers**

2 credits

*Prerequisite:* GEN 311; *Co-Requisite:* GEN 411

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

**PHT 414 Principles of Embalming III**

2 credits

*Prerequisite:* PHT 313 *Co-Requisites:* PHT 415, SOC 411

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

**PHT 415 Restorative Art**

3 credits

*Prerequisite:* PHT 301 PHT 413 and GEN 312 *Co-Requisites:* PHT 414, SOC 411**MUST BE TAKEN IN A STUDENT'S LAST SEMESTER.**

Practical consideration of restorative techniques; special problems caused by abrasions, burns, lacerations, excision, etc. are discussed and treatment presented; modeling techniques and practical application. Tests will include material from Color and Cosmetics. Online students complete the lab portion of the class when they attend the Capstone in New York.

**SOC 101 History of Funeral Service**

2 credits

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

**SOC 102 Death & Human Development**

2 credits

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

**SOC 201 Funeral Service Psychology & Counseling**

3 credits

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

**SOC 202 Sociology of Funeral Service**

1 credit

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

**SOC 411 Comprehensive Review**

2 credits

*Prerequisite:* All Courses    *Co-Requisites:* PHT 415, PHT 415

This course is designed to review course work previously taken as well as to prepare students to take AAMI's Comprehensive Exam and the National Board Exam. This course is only offered PASS/FAIL. This course is to be taken in the student's last semester and must be taken with the following co-requisites: PHT 414, Principles of Embalming III and PHT 415, Restorative Art.

## THE FUNERAL SERVICE OATH

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

# HISTORY OF AMERICAN ACADEMY

## McALLISTER INSTITUTE (1926–Present)

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

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

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

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

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

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

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

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

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

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

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

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

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

After the dark days following the great depression of 1929-30, the American Academy of Embalming and Mortuary Research opened its doors to students in the embalming field in 1931. The first recorded class graduated in October 1933. This class had only four students who attended school for six months. Classes at this time started every three months.

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

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

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

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

Over a span of more than 90 years, AAMI, together with our forefather schools, educated and trained over ten thousand great men and women. For many years, we have enrolled many second and third generation students. Today, many of our students are first generation.

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

In January, 2005, the AAMI Board approved the recommendation of President Dunn that AAMI expand access to its funeral service associate degree by offering the entire program online. Following a year of planning and development, the first six online courses were offered in January 2006, to the first 15 students. Today, all courses except the clinical are offered online each semester and online enrollments have soared to 400 students per semester.

In 2013, AAMI was re-accredited by the Committee on Accreditation of the American Board of Funeral Service Education (ABFSE) for the maximum term of seven years (2013-2020).

Beginning with the spring term 2014, AAMI launched a part-time program for campus students. In addition, students are now permitted to enroll concurrently in both campus and online courses.

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

# BOARD OF DIRECTORS

MEG DUNN, President

DANIEL B. McMANUS, Chairperson

MARY-ELLEN CHIFFRILLER, Vice President

THEODORE LEE, Secretary/Treasurer

GEORGE CONNICK, LIZABETH KONOPKA, SHARON P. TAYLOR, AYRIS GRANBY

## LEGAL COUNSEL

CHARLES D. MAURER

## ADMINISTRATION

### ACADEMIC AREAS

WILLIAM FLOOKS, JR.

Director of Embalming  
Appointed 1994

LaSalle College – B.A.  
American Academy McAllister Institute – Diploma  
Licensed Funeral Director

ELISSA DeBENEDICTIS

Chair, Division of Public Health and Technical  
Director of Academic Support  
Appointed 2010

Manhattan College – B.S.  
New York Chiropractic College – D.C.

BRIAN KASLER

Chair, Division of Business, Law and Ethics  
Appointed 2009

St. John's University – M.B.A.  
Wagner College – B.S.  
Licensed Funeral Director  
Certified Funeral Service Practitioner

TRACY LENTZ

Chair, Division of Social Science and General Education  
Coordinator of Clinical Embalming  
Appointed 2016

American Academy McAllister Institute – Diploma  
SUNY Stony Brook – B.A.  
Licensed Funeral Director

### ADMISSIONS

ALAN LOVEDER

Director of Admissions and Enrollment, Military Affairs Liaison  
Appointed 2014

RENE HERNANDEZ

Assistant Director of Admissions  
and Enrollment Management  
Appointed 2012

Borough of Manhattan Community College – A.A.

CHARLOTTE RERRICK

Online Academic Advisor  
Appointed 2007

University of Maine – A.S.

KAREN CARR

Online Academic Advisor  
Appointed 2015

University of California, Berkeley – B.A.

DIANE KASLER

Receptionist  
Appointed 2011

SUNY Albany – B.S.

J'NIELE OAKLEY-TURNER

Admissions and Enrollment Management Assistant  
Appointed 2015

Borough of Manhattan Community College – A.A.

### FINANCIAL AID

NATALIE GIVAN

Financial Aid Officer  
Appointed 2011

Certificate, Penn Foster Career School

CATHERINE ARREOLA

Financial Aid Officer/ Bursar Assistant  
Appointed 2015

Grace Institute – Certificate

### FINANCIAL SERVICES AND BURSAR

JAWAY TSO

Director of Student Financial Services and Bursar  
VA Certifying Officer  
Appointed 2003

Baruch College – B.B.A.

**LIBRARY**

MARY MOON  
Librarian and Director of Proctoring  
Appointed 2000

Queens College – City University of NY – B.A.; M.L.S.

**MILITARY SERVICES**

ALAN LOVEDER  
Director of Admissions and Enrollment  
Military Affairs Liaison  
Appointed 2014

TIMOTHY DAVIS  
Admissions and Military Affairs Advisor  
Appointed 2017

**VA CERTIFICATION**

JAWAY TSO  
Director of Student Financial Services and Bursar  
VA Certifying Officer  
Appointed 2003

Baruch College – B.B.A.

**OPERATIONS AND STUDENT SERVICES**

BRIAN KASLER  
Vice President of Operations and Student Services  
Multi-State Compliance Officer  
Appointed 2009

St. John's University – M.B.A.  
Wagner College – B.S.  
American Academy McAllister Institute – Diploma  
Licensed Funeral Director  
Certified Funeral Service Practitioner

**PLANNING AND EVALUATION**

GEORGE CONNICK  
Executive Vice President  
Appointed 2005

University of Colorado – Ph.D.  
San Jose State University – M.A.  
Stanford University – B.A.

PAMELA MacBRAYNE  
Online Consultant  
Director of Academic Integrity  
Appointed

University of Maine – Ed.D.  
State University of New York at Albany – M.S.  
St. Lawrence University – B.A.  
2005

**PRESIDENT**

MEG DUNN  
President & Chief Executive Officer  
Appointed 1984

Long Island University – M.S.  
St. Francis College, NY – B.S.  
American Academy McAllister Institute – Diploma  
Licensed Funeral Director  
Certified Funeral Service Practitioner

STEPHANIE EWALD  
Executive Assistant to the President  
Appointed 2011

DOROTHY E. HUTCHINS  
Special Assistant to the President  
Appointed 1990

Southern Illinois University – M.B.A.  
Drexel University – B.S.  
American Academy McAllister Institute – Diploma

JUDY ADAMIK KASLER  
Director of Alumni Relations  
Appointed

SUNY-Oswego – B.S.  
Pikes Peak Community College – A.A.  
2015

**REGISTRAR**

ANDRE RAMPAUL  
Registrar  
Appointed 2011  
LUCILLE GRIBBIN  
Executive Assistant to the Registrar  
Appointed 2010

Wagner College – M.B.A.  
University of Massachusetts (Amherst) – B.S.

**STUDENT SERVICES**

TRACY LENTZ  
Director of Student Services  
Appointed 2016

State University of New York at Stony Brook – B.A.  
American Academy McAllister Institute – Diploma  
Licensed Funeral Director

**FACULTY COUNCIL**

NANCY COFFEY, ELISSA DEBENEDICTIS, I. MARTIN GOLDSTEIN, DOROTHY E. HUTCHINS



## FACULTY

JUDY ADAMIK-KASLER*	SUNY-Oswego – B.S. Pikes Peak Community College-A.A.
Appointed 2014	
CHARLES BECHTOLD*	School of Visual Arts –B.F.A. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Certified Funeral Service Practitioner	
Appointed 2000	
CLINTON BONELLI*	Grove City College B.A. American Academy McAllister Institute –A.O.S.
Appointed 2017	
SAMANTHA CARINI*	St. John's University – Pharm D
Appointed 2011	
MARY-ELLEN CHIFFRILLER*	Adelphi University – B.A. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Appointed 1977	
NANCY COFFEY*	Marymount College – B.A. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Appointed 1996	
EILEEN CUSH*	St. Joseph's College – B.S.
Appointed 2009	
DONALD CYMBOR*	Loyola University – B.B.A. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director	
Appointed 2010	
ELISSA DeBENEDICTIS	Manhattan College – B.S. New York Chiropractic College – D.C.
Appointed 1998	
SALVATORE DELITERIS*	St. Joseph's College (NY) – M.B.A. St. Joseph's College (NY) – B.S. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director	
Appointed 2011	
ALANA DEVINE-DUNN*	Barnard College, Columbia University – B.A.
Appointed 2016	
BARBARA DiBUONO*	Rowan University – B.S., Middlesex County College – A.S. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director	
Appointed 2010	
MEG DUNN	Long Island University – M.S., St. Francis College, NY – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Certified Funeral Service Practitioner	
Appointed 1984	
WILLIAM FLOOKS JR.*	LaSalle College – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Appointed 1994	
REV. JOHN FRASER*	St. Joseph's Seminary – M.A., St. John's University – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Appointed 2001	
LINDA GANGLOFF*	Montclair State College – M.A., Bucknell University – B.S.
Appointed 2005	
I. MARTIN GOLDSTEIN, ESQ.*	NYU School of Law, Graduate Division – LL.M.(Corp.) Widener University School of Law – J.D., Babson College – B.S., B.A. American Academy McAllister Institute – Diploma
Licensed Funeral Director	
Appointed 1999	
ANGELICA GRAZIANO*	Muhlenberg College – B.A. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director	
Appointed 2016	
JAMES HAMMER*	Dowling College – B.A., MS. Suffolk Community College – A.A. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director	
Appointed 2016	
DOROTHY E. HUTCHINS*	Southern Illinois University – M.B.A. Drexel University – B.S. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director	
Appointed 1990	

SABRINA JOYNES*	Nyack College – B.A. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director Appointed 2016	
BRIAN KASLER	St. John's University – M.B.A., Wagner College – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director Certified Funeral Service Practitioner Appointed 2005	
DIANE KASLER*	SUNY Albany – B.S.
Appointed 2009	
KURT D. LARSEN*	University of Connecticut – B.S. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director Appointed 2009	
TRACY LENTZ	State University of New York at Stony Brook – B.A. American Academy McAllister Institute – Diploma
Licensed Funeral Director Appointed 2008	
PETER McEVILLY*	St. John's University – B.S. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director Appointed 2013	
EDWARD R. MEVEC, Esq.*	University of Bridgeport, J.D., St. Thomas Aquinas College – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director Appointed 2011	
MARY MOON*	City University at Queens College – B.A., M.L.S.
Appointed 2000	
KEVIN MORAN*	St. Francis College, NY – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director Appointed 2000	
ANDREA L. MORVILLE*	New York University, Medical Center – M.S. Ph.D. New York University – B.S.
Appointed 2009	
TRISHA NASH*	Temple University – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director Appointed 2016	
CORINNE OZER	Queens College – B.A. Nassau Community College – A.A. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director Appointed 2017	
PAUL C. PROVOST*	Stevens Institute of Technology – M.S. St. Anselm College – B.A.
Appointed 2006	
WILLIAM ROSE III	Rutgers University – B.S. American Academy McAllister Institute – A.O.S.
Licensed Funeral Director Appointed 2017	
MONICA VALVANO*	Columbia University – M.P.H., Seton Hall University – B.S. American Academy McAllister Institute – Diploma
Licensed Funeral Director Appointed 1989	
BARBARA VINES	Long Island University – M.S. Russell Sage College – B.A.S. Hudson Valley Community College – A.A.S.
Licensed Funeral Director Appointed 2017	
MARK WOODS*	The Citadel Military College – B.A. American Academy McAllister Institute – A.O.S.
Appointed 2016	

\*Adjunct

## ACADEMIC CALENDAR 2018

### Campus Academic Calendar

#### 2018

Spring 2018	January 2 -April 13, 2018
Summer 2018	April 30-August 10, 2018
Fall 2018	August 27- December 7, 2018

### Online Academic Calendar

#### 2018

Spring 2018	January 2- April 13, 2018
CAPSTONE in NY	April 9-13, 2018
Summer 2018	April 30-August 10, 2018
CAPSTONE in NY	August 3-9, 2018
Fall 2018	August 27-December 7, 2018
CAPSTONE in NY	December 3-7, 2018

<b>Holidays:</b>	New Year's Day	Memorial Day	Veterans' Day
	Martin Luther King's Birthday	Independence Day	Thanksgiving Recess
	Presidents' Day	Labor Day	(Thursday and Friday)
	Good Friday	Columbus Day	Christmas Day

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

## CONTACT INFORMATION

### AMERICAN ACADEMY McALLISTER INSTITUTE (AAMI)

For information 1-866-932-2264 (toll-free)  
1-212-765-5923 (FAX)  
[www.aami.edu](http://www.aami.edu)  
[info@www.aami.edu](mailto:info@www.aami.edu)

FINANCIAL AID 1-212-757-1 90  
Federal application [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
New York State Aid [www.HESC.com](http://www.HESC.com)  
Veterans Administration [www.benefits.va.gov/gibill/post911](http://www.benefits.va.gov/gibill/post911)  
MYCAA <https://aiportal.acc.af.mil/mycaa/Default.aspx>

### ACCREDITING ORGANIZATION for Funeral Service Schools

American Board of Funeral Service Education (ABFSE) 1-816-233-3747  
[www.abfse.org](http://www.abfse.org)

### NATIONAL BOARD EXAMINATION (NBE)

International Conference of Funeral Service Examining Boards 1-479-442-7076  
[www.theconferenceonline.org](http://www.theconferenceonline.org)  
(click on "For Students" and National Board Exam)

### STATE LICENSING AGENCIES for Funeral Service

For all states: [www.theconferenceonline.org](http://www.theconferenceonline.org)  
(click on "Regulatory Agencies")

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