



# American Academy McAllister Institute

of Funeral Service...  
on Campus and Online

**Catalog 2021-2022**

*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 Education 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.

**American Academy McAllister Institute of Funeral Service, Inc.**

1501 Broadway, 11th Floor, Suite 1102

New York City, N.Y. 10036

Toll-Free: 1 (866) 932-2264 • Phone: (212) 757-1190 • Fax: (212) 765-5923

Web Site: [www.aami.edu](http://www.aami.edu) • Email: [info@aami.edu](mailto:info@aami.edu)

# TABLE OF CONTENTS

|   |    |
|---|----|
| Message from the President.....                                       | 1  |
| A Career in Funeral Service .....                                     | 2  |
| State Licensure Requirements .....                                    | 2  |
| Why You Should Choose AAMI.....                                       | 3  |
| Mission Statement and Goals.....                                      | 4  |
| Aims and Objectives .....   | 6  |
| Admissions .....  | 6  |
| Requirements for Admission.....                                       | 6  |
| Program Requirements.....   | 7  |
| Admission of Military Students.....                                   | 8  |
| Admission of International Students .....                             | 8  |
| Transfer Credit Policy .....  | 9  |
| Reinstatement Policies .....  | 11 |
| Tuition and Fees.....   | 12 |
| VA Pending Payment Policy .....                                       | 13 |
| Institutional Refund Policy & Schedules .....                         | 13 |
| Financial Aid.....  | 19 |
| Academic Eligibility for Financial Aid.....                           | 19 |
| Pell Grant Program.....   | 19 |
| Guaranteed Student Loan Program .....                                 | 20 |
| New York State Financial Aid Programs.....                            | 26 |
| Cost of Attendance .....  | 26 |
| Student Computer Initiative.....                                      | 26 |
| Funeral Service Scholarships .....                                    | 27 |
| Associate Degree Program.....   | 28 |
| Two-Year Policy .....   | 28 |
| Campus Program .....  | 28 |
| Required Course Sequence.....   | 30 |
| Online Program .....  | 32 |
| Academic Standards .....  | 37 |
| Academic Integrity.....   | 37 |
| Tests and Examinations.....   | 37 |
| Graduation Requirements.....  | 38 |
| National Board Examination .....                                      | 38 |
| Academic Progress .....   | 39 |
| Attendance .....  | 39 |
| Credit Assignment Policy.....   | 41 |
| Student Services and Responsibility.....                              | 43 |
| Orientation.....  | 43 |
| Conduct.....  | 43 |
| Dress Code .....  | 43 |
| Student Retention.....  | 43 |
| Public Information Policy .....                                       | 44 |
| Campus Security .....   | 39 |
| Student Activities .....  | 45 |
| Course Descriptions .....   | 45 |
| The Funeral Service Oath .....  | 51 |
| History of American Academy McAllister Institute (1926-present) ..... | 52 |

Administration and Faculty ..... 55  
Academic Calendar & Contact Information..... Back Inside Cover

## **MESSAGE FROM THE PRESIDENT**

On behalf of the faculty and staff of American Academy McAllister Institute of Funeral Service (AAMI), I would like to take this opportunity to welcome you and present you with the institution's academic program.

AAMI has a rich history both as a pioneer and leader in funeral service education. Our greatest strength is our ability to deliver the curriculum created by the American Board of Funeral Service Education (ABFSE) to students in a clear, concise format that is the fundamental basis for a career in funeral service.

AAMI offers its funeral service associate degree program in two-formats: (1) the campus program, which is for students who want to attend full-time at the campus, and (2) the online program which is meant to serve students who wish to attend the institution in a part-time or full-time capacity.

On-campus classes are conducted in the heart of New York City. The format is a traditional lecture approach that requires the crucial learning disciplines of notetaking, organization, and proper study skills. The focus is on the delivery of the ABFSE curriculum with the use of real-world examples based on the extensive experiences of faculty.

The online program is identical to the on-campus program in the courses offered, course content and graduation requirements. It is meant to serve as a part-time option for those who are unable to physically attend the campus and a modified full-time option. It requires organizational planning and discipline but offers flexibility that some prospective students may require or appreciate.

Both programs require the completion of 69 credits of prescribed courses. I hope as you examine AAMI as a potential option for entry into the funeral service profession, you come to understand our vision is one that is student focused. Our staff and faculty are committed professionals who are excited to guide students through the first step of entering a fulfilling industry centered on compassion, care, and reverence.

Thank you and know that you are welcome at AAMI!  
Don Cymbor

## **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 full-time on campus or part-time 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 2021 for one full year and will present before the ABFSE no later than April of 2022 for a full seven-year accreditation. 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 in every phase of funeral service so that they may reach their full potential and achieve their goal to enter the funeral 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. Upon completion, students will be able to:
  - a. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
  - b. Identify standards of ethical conduct in funeral service practice.
  - c. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
  - d. Apply principles of public health and safety in the handling and preparation of human remains.
  - e. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
  - f. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
  - g. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
  - h. Describe methods to address the grief-related needs of the bereaved.
  - i. Explain management skills associated with operating a funeral establishment.
  - j. Demonstrate verbal and written communication skills and research skills need for funeral service practice.
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 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.
7. To respond ethically and appropriately to internal and external constituents when defining standards of excellence and accountability.
8. To provide a meaningful curriculum at the post-secondary level of instruction that encourages outstanding teaching, appropriate research and a commitment to excellence.
9. To provide and maintain an environment that is welcoming, safe, functional, accessible and cost-effective.
10. 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.

## AIMS AND OBJECTIVES

AAMI has as its central aim, the recognition of the importance of funeral service personnel as:

1. members of a human services profession
2. members of the community in which they serve
3. participants in the relationship between bereaved families and those engaged in the funeral service profession
4. professionals knowledgeable of and compliant with federal, state, provincial/territorial and local regulatory guidelines in the geographic area where they practice as well as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains

AAMI has the following objectives:

1. to enlarge the background and knowledge of students about the funeral service profession
2. to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
3. to educate students concerning the responsibilities of the funeral service profession to the community at large
4. to emphasize high standards of ethical conduct
5. to provide a curriculum at the post- secondary level of instruction
6. to encourage student and faculty research in the field of funeral service

## 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. Applicants must submit Official transcripts to the Admissions Office as evidence to meet this requirement.

Applicants must complete an application in full (either online or printed in ink), sign it, date it, and submit to the Admissions Office accompanied with a \$50 non- refundable application fee (credit card, check or money order payable to AAMI).

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-time on campus or part-time online. 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.

Before applying, applicants should check with the state in which he/she wishes to be licensed

to ensure that he/she meets all state requirements.

**PROGRAM REQUIREMENTS**

Applicants who have been admitted into the program offered by American Academy McAllister Institute of Funeral Service must complete the following requirements and submit them to the Admissions Office before attending the program. A grace period may be extended depending on the documentation required and/or any legal requirements.

In no instance will a student be permitted to continue in the program if the required documentation is not received within 30 days of the start of their first semester.

1. \_\_\_\_\_ An official transcript from each college that you are requesting transfer credit from (submitted from the college(s) directly to the AAMI Admissions office).
  
2. \_\_\_\_\_ 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.
  
3. \_\_\_\_\_ A copy of your DD214 if you served in the military.
  
4. \_\_\_\_\_ New York State Immunization law has different requirements for campus and online students.
  - a. **CAMPUS 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 an online student while in New York for the Restorative Art Lab or Clinicals. 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).
  
5. \_\_\_\_\_ Sign and return the Meningococcal Meningitis Vaccination Response form for Campus and Hybrid students. (available on the AAMI website).

6. \_\_\_\_\_ Sign and return the Academic Integrity form (available on the AAMI website).
7. \_\_\_\_\_ Complete the Emergency Contact form (available on the AAMI website).
8. \_\_\_\_\_ Submit two forms of acceptable identification (ID) to prove residency. (examples are available on the AAMI website).
9. \_\_\_\_\_ 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.

In addition, a Computer/Laptop is required. Whether using a laptop already owned, or buying a new one, it should meet the System Requirements criteria found under the Student Services Tab located on AAMI's website, [www.funeraleducation.org](http://www.funeraleducation.org).

### **ADMISSION OF MILITARY STUDENTS**

All active duty, active reserve and veterans should contact the Office for specific information about the 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.

### **TRANSFER CREDIT POLICY**

If an applicant has completed 60 college credits, an associate degree or a bachelor's degree, the entire General Education core (9 credits) will be waived.

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

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

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)

### **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.

**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 \$525 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  | nonrefundable fee must accompany application  |
| Matriculation fee  | \$160.00 | nonrefundable fee payable within 2 weeks of notification that application is accepted |
| Registration fee (per semester)                              | \$25.00  | nonrefundable fee payable with tuition  |
| Late tuition payment fee                                     | \$75.00  |   |
| Returned check fee   | \$30.00  |   |
| Graduation fee   | \$175.00 |   |
| Transcript fee   | \$5.00   |   |
| Reinstatement Fee  | \$35.00  |   |
| Audit fee  | \$100.00 | (per course)  |
| Embalming Clinical Fee<br>(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

{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, upon entering the funeral program, 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. Failure to comply with this requirement WILL result in your suspension from all classes.

Practice NBE Exam

\$120.00

International Conference of Funeral Service Examining Boards Fee (National Board Examination)

\$570.00

### **VA PENDING PAYMENT POLICY**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The G.I. Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veteran Affairs (VA)

### **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**

Refunds are calculated in accordance with the Tuition Refund Policy for those students who officially drop a class or classes during the time frame listed below

| 13 Weeks                                      | 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.

### **MILITARY TUITION ASSISTANCE CAMPUS REFUND SCHEDULE**

Refunds are calculated in accordance with the Military TA Tuition Refund Policy (for those Military TA students who officially drop a class or classes during the time frame listed below.

| 13 Weeks   | Refund |
|--|--------|
| Before the first day of the semester                             | 100%   |
| 1st week From the first week to the second week of the semester  | 75%    |
| 2nd week From the second week to the eighth week of the semester | 60%    |

**there are no refunds after the 8th week of the semester.**

### **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.

|  |  |        |
|--|--|--------|
| <b>online 13-week semester (91 days)</b> |  | Refund |
|  | Before the first day of the semester                         | 100%   |
| 1-7                                      | From the first day to the seventh day of the course          | 75%    |
| 8-14                                     | From the eighth day to the fourteenth day of the course      | 50%    |
| 15-21                                    | From the fifteenth day to the twenty-first day of the course | 25%    |

**there are no refunds after the 21<sup>st</sup> day of the semester.**

|   |  |        |
|---|--|--------|
| <b>online 9-week semester (63 days)</b> |  | Refund |
|   | Before the first day of the semester                         | 100%   |
| 1-7                                     | From the first day to the seventh day of the course          | 75%    |
| 8-14                                    | From the eighth day to the fourteenth day of the course      | 50%    |
| 15-21                                   | From the fifteenth day to the twenty-first day of the course | 25%    |

**there are no refunds after the 21<sup>st</sup> day of the semester.**

|   |   |        |
|---|---|--------|
| <b>online 7-week semester (49 days)</b> |   | Refund |
|   | Before the first day of the semester                    | 100%   |
| 1-7                                     | From the first day to the seventh day of the course     | 75%    |
| 8-14                                    | From the eighth day to the fourteenth day of the course | 50%    |

**there are no refunds after the 14th day of the semester.**

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.

## **MILITARY TUITION ASSISTANCE ONLINE REFUND SCHEDULE**

Refunds are calculated in accordance with the Military TA Tuition Refund Policy (for those Military TA students who officially drop a class or classes during the time frame listed below.

|  |  |        |
|--|--|--------|
| <b>online 13-week semester (91 days)</b> |  | Refund |
|  | Before the first day of the semester                     | 100%   |
| 1-7                                      | From the first day to the seventh day of the course      | 75%    |
| 8-55                                     | From the eighth day to the fifty-fifth day of the course | 60%    |

**there are no refunds after the 55<sup>th</sup> day of the semester.**

|   |  |        |
|---|--|--------|
| <b>online 9-week semester (63 days)</b> |  | Refund |
|   | Before the first day of the semester                       | 100%   |
| 1-7                                     | From the first day to the seventh day of the course        | 75%    |
| 8-38                                    | From the eighth day to the thirty-eighth day of the course | 60%    |

**there are no refunds after the 38<sup>th</sup> day of the semester.**

|   |  |        |
|---|--|--------|
| <b>online 7-week semester (49 days)</b> |  | Refund |
|   | Before the first day of the semester                   | 100%   |
| 1-7                                     | From the first day to the seventh day of the course    | 75%    |
| 8-30                                    | From the eighth day to the thirtieth day of the course | 60%    |

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.

### **REFUND EXCEPTIONS**

Students withdrawing from the college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

1. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
2. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, step-sibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
3. Death of a student. Appropriate documentation must be provided before a refund can be given.
4. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of

tuition and course fees, provided courses have not been completed.

- Per Refund Exception 4, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.
- A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. **Withdrawing after the 60% date will not result in adjustment to the student's Tuition Assistance for that period.** Please refer to AAMI's withdrawal policy and DOD branch of service for potential student financial responsibility as a result of withdrawal.

When a TA student officially withdraws from a course, the date of withdrawal will be used as the last date of attendance. For unofficial withdrawals, AAMI will determine the last date of attendance based on the last date a student participated in the class as determined by their instructors.

### **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.

A financial aid “entrance interview” is required for all students receiving financial aid.. In addition, a student must maintain a cumulative grade point average of a 2.0 in order to be considered in good academic standing. At the end of each semester, student records are reviewed and students whose semester grade point average falls below a 2.0 may be subject to academic sanctions and a loss of financial aid.

\*\*\*\*Students who enroll for the semester beginning on September 7, 2021 are subject to this policy.

\*\*\*\*Students who were enrolled prior to the semester beginning on September 7, 2021 have until the semester beginning on April 25, 2022 to establish a grade point average of 2.0 to maintain eligibility for financial aid.

When a student enrolls for the first time at AAMI, he/she is considered to be making academic progress for purposes of financial aid. However, if a student is dismissed for academic or attendance deficiency, financial aid will be discontinued. In some instances, student may file an appeal. The appeal process/forms are listed on AAMI's website under SAP Appeal Process. Financial aid would automatically be restored once satisfactory academic progress is demonstrated. Students must also meet Pace of Completion and complete the program within the Maximum Timeframe as defined under the Satisfactory Academic Progress section.

### **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.

### **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 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

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

To find your home state website

[www.fafsa.com/statedeadlines](http://www.fafsa.com/statedeadlines)

For New York State

[www.HESC.com](http://www.HESC.com)

Free financial aid and financial literacy services

<https://studentaid.gov/>

## **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).

**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 | \$6,495 award amount based on need and determined by EFC   | Student may not have a bachelor's or advanced degree<br>*Subject to lifetime limits  |
| Federal Direct Subsidized & Unsubsidized Loans        | Loan        | Tuition; fees; books; educational expenses | <p>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</p> <p>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</p> <p>Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC</p> | <p>Enroll in at least 6 credit hours<br/>Complete online entrance counseling<br/>Complete online master promissory note<br/>**Subject to lifetime limits</p> <p>All loans MUST be repaid</p> |
| ***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  | <p>Enroll in at least 6 credit hours<br/>Complete online parent loan application<br/>Complete online master promissory note</p> <p>All loans MUST be repaid</p>                              |

\* 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 <https://studentaid.gov/> and can be found under the "Complete Aid Process" section of the website. 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 were subject to statutory requirements that have limited a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program. In addition, under certain conditions, the requirements have caused first-time borrowers who have met or exceeded the 150% limit to lose the interest subsidy on their Direct Subsidized Loans.

The *FAFSA Simplification Act*, part of the *Consolidated Appropriations Act, 2021* (Public Law 116-260) provides for a repeal of the 150% Subsidized Usage Limit Applies (SULA) requirements. Additional information on the 150% Direct Subsidized Loan Limit is available at: <https://fsapartners.ed.gov/knowledge-center/topics/150-percent-direct-subsidized-loan-limit-information>

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 2021-2022 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. Students will need to contact the Financial Aid Office for application/verification deadlines. This includes making any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to AAMI.

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.

### **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 withdraw, 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 to be reduced based on the date of withdrawal. The withdrawal date is the last date the student attended courses or participated in academically related activities.

Official Withdrawal - Official Withdrawal - A student provides official notification to the school of his or her intent to withdraw. The date the student initiates intent to withdraw 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 withdraw. AAMI is an attendance-taking institution and uses the last date of attendance reported by instructors to determine the amount of federal aid earned/ When a student is not in attendance for 60 percent of their courses and has not provided written intent to continue in the program, 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.

## STUDENT COMPUTER INITIATIVE

The Student Computer Initiative requires all AAMI students to own or have access to a personal computer, hardware, printer, scanner, software, and have internet accessibility.

AAMI has built an allowance into the cost of attendance for all enrolled and transfer students, which increases eligibility for financial aid. The allowance covers the minimum AAMI computer and equipment purchase and is adjusted annually.

Adding an allowance to the student's COA does not necessarily mean financial aid funds will increase to cover the expense. If a student has already borrowed the maximum amount, is not eligible for a supplemental loan or does not have any remaining funding sources, there may be no financial aid to assist with the purchase of a computer or equipment.

To determine if there are any sources of financial aid available, students should contact the AAMI Office of Financial Aid.

Whether using a laptop already owned, or buying a new one, it should meet the System Requirements criteria found under the Student Services Tab located on AAMI's website, [www.funeraleducation.org](http://www.funeraleducation.org).

## FUNERAL SERVICE SCHOLARSHIPS

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

Full information concerning these scholarships may be obtained by contacting 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 Associate Degree in Occupational Studies (A.O.S.). 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)

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.

## **CAMPUS PROGRAM**

AAMI is located in the heart of New York City. 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 am. and 3 pm EST. We welcome your inspection and the opportunity to discuss your special concerns.

Campus Courses are offered during the day. Due to COVID-19, AAMI has temporarily shifted the Campus delivery of courses to video-based technology via videotelephony and online chat services through a cloud-based peer-to-peer software platform used for teleconferencing, telecommuting, distance education, and social relations. At the time of the publication of this catalog, the date for reopening the Campus has not been anticipated.

The AAMI campus is located in the historic "Paramount" building just one block from Times Square. 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; and an embalming “demonstration” laboratory that reflects a functional embalming facility.

A range of visual and learning aids are utilized to enhance and facilitate the educational experience in the classroom. These include films, slides, charts, mannequins, 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.

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 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 a timely manner, should follow the course listing in the categories A through K as follows:

| Sequence | Course # / Course Name                          | Credits | Pre-requisites | Co-requisites |
|----------|---|---------|----------------|---------------|
| A        |   |         |                |               |
| 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        |   |         |                |               |
| 4        | SOC 101 History of Funeral Service              | 2       | none           | none          |
| 5        | GEN 104 Principles of Mathematics               | 3       | none           | none          |
| 6        | LAW 101 Professional Ethics                     | 1       | none           | none          |
| C        |   |         |                |               |
| 7        | BUS 203 Business Law                            | 2       | none           | none          |
| 8        | PHT 201 Principles of Embalming I               | 2       | none           | none          |
| 9        | GEN 103 Funeral Service Psychology & Counseling | 3       | none           | none          |
| D        |   |         |                |               |
| 10       | BUS 201 Funeral Home Directing                  | 2       | none           | none          |
| 11       | GEN 313 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          |

### REQUIRED COURSE SEQUENCE

|    |                                      |    |             |                               |
|----|--------------------------------------|----|-------------|-------------------------------|
| 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  | GEN 104     | 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                       |
|    |                                      |    | BUS 203     |                               |
| 27 | PHT 316 Anatomy II                   | 2  | GEN 211     | none                          |
| 28 | LAW 411 Mortuary Law                 | 2  | BUS 203     | none                          |
| J  |                                      |    |             |                               |
| 29 | PHT 313 Principles of Embalming II   | 2  | PHT 201     | none                          |
|    |                                      |    | GEN 211     | none                          |
|    |                                      |    | PHT 411     | none                          |
| 30 | PHT 417 Anatomy III                  | 2  | PHT 316     | none                          |
| 31 | PHT 413 Pathology for Embalmers      | 2  | GEN 311     | PHT 417                       |
| K  |                                      |    |             |                               |
| 32 | PHT 414 Principles of Embalming III  | 2  | PHT 313     | PHT 415<br>PHT 416<br>SOC 416 |
| 33 | PHT 415 Restorative Art              | 3  | PHT 301     | PHT 414<br>PHT 416<br>SOC 416 |
|    |                                      |    | PHT 413     |                               |
|    |                                      |    | PHT 316     |                               |
| 34 | PHT 416 Comprehensive Science Review | 1  | All Courses | PHT 414<br>PHT 415<br>SOC 416 |
| 35 | SOC 416 Comprehensive Arts Review    | 1  | All Courses | PHT 414<br>PHT 415<br>PHT 416 |
|    | 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 two clinical/lab courses are offered online. As required by the national accrediting association for funeral service education (The American Board of Funeral Service Education) the clinical/lab portion of two courses (i.e., Restorative Art and Funeral Directing Practicum) must be taken on-site in New York City. To accommodate online learners, these courses will be compressed and intensified into a one-day experience in the student's final semester. Additional time on Campus will be required if students have not met required clinical/embalming requirements.

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 Restorative Art and the Funeral Directing Practicum Lab. Additional time will be required if students have not met required clinical/embalming requirements. These courses will require you to come to New York City.

AAMI estimates that it will cost a student approximately \$3,000 to complete the Restorative Art course and the Funeral Directing Practicum Lab of the program, and any remaining clinical embalmings. 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 to complete the Restorative Art course and the Funeral Directing Practicum Lab on Campus on one of the scheduled dates and times offered by the school. Additional time will be required if students have not met the required clinical embalming 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 embalmings 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.

### **COURSE MAPS/ LENGTH OF ONLINE PROGRAM**

Course Maps have been established by a team of administrative officials with extensive experience as students, instructors, and advisors. Upon acceptance, a student will select a course map that coincides with their planned time frame of completion. Once a course map is selected, the student will be required to sign a form accepting their responsibility to complete the program according to that map with the understanding that it can only be altered under extenuating circumstances.

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 | April-August |

### **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.
- 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.

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 August, January and April. Required Restorative Art and Funeral Directing Practicum Labs are offered each semester on scheduled dates and times. See the AAMI website for start dates for courses each semester and the dates for Campus required Lab and course work. Additional time on Campus will be required if students have not met required clinical/embalming requirements.

## **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 timeframe 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. Consideration will be given depending on the circumstances regarding the student’s 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 the subject matter of the course; this procedure aids the student in preparing for required future examinations required for licensure in respective states.

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:

| <b>Grade</b> | <b>Descriptive Equivalent</b> | <b>Numerical Equivalent</b> | <b>Quality Points</b> |
|--------------|-------------------------------|-----------------------------|-----------------------|
| 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 Courses.
9. Attendance at the mandatory Capstone Review Week.

**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 of the program.

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.

| Year | National Board Exam<br>Arts |        |     | Sciences |        |     | Combined Average |
|------|-----------------------------|--------|-----|----------|--------|-----|------------------|
|      | Takers                      | Passed | %   | Takers   | Passed | %   | %                |
| 2020 | 63                          | 45     | 71% | 63       | 37     | 59% | 65%              |
| 2019 | 63                          | 43     | 68% | 63       | 38     | 60% | 64%              |
| 2018 | 67                          | 50     | 75% | 66       | 51     | 77% | 76%              |

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 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.

## CREDIT ASSIGNMENT POLICY

### Federal Definition of Credit Hour

The federal definition of "credit hour" is based on the Carnegie unit of academic credit and is defined in 34 CFR 600.2 (and further modified in 34 CFR 668.8 (k) and (l)) as "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. "one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;" or
2. "at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

### New York State Definition of Credit Hour

The Regulations of the New York State Commissioner of Education further state in NYCRR 52.2 "Standards for the Registration of Undergraduate and Graduate Curricula" under the section on "Curricula and Awards"

"(4) A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only:

1. when approved by the commissioner as part of a registered curriculum; or
2. when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.

### AAMI's Program

Note: The minimum requirement for maintaining full-time undergraduate student status is 12 credits per semester and 6 credits per semester for half-time undergraduate student status. Undergraduate student status is monitored every semester by the College's Registrar and the Office of Financial Aid, as well as by the Program's Director. (See *AAMI's Academic Progress*).

Specific types of AAMI's program courses include tutorials, independent study, practicum, and clinicals. In instances where enrollment falls short of the minimum requirement for a course that is necessary for a student to take to progress in his/her academic program, an individual faculty member may work with the student in arranging meeting times that do not coincide with the published semester schedule. In all such instances, however, such courses must offer the minimum instructional time and minimum out of class student work per week in keeping with the credit hour definitions above, and the instructor must keep records documenting the same.

Independent study refers to a faculty member regularly meeting with the student and directing his/her research progress within a specific period of time. Minimum credit hours are determined based on contact time with the instructor and time the student spends out of class doing research work, again calculated in keeping with the credit hour definition cited above. The instructor must keep records documenting the same.

AAMI offers 3, 2 and 1 credit courses. External documentation consisting of a written

description or external evaluation by someone in a supervisory capacity are also required in order to earn credit for specific course work, such as Funeral Directing Practicum and Clinical Embalming. Online Courses are weighted and equated by credits in virtual time relative to the program's fixed time campus program.

# **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.

## **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 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 at the time for their Campus required lab and course work.

## **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 Vice President and Disability Officer of AAMI, Rev. John Fraser.

## **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 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 203 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.

**BUS 311 Accounting I** 2 credits

*Prerequisite:* GEN 104

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 BUS 203; *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 on Campus during their required Campus lab and course work. This course is only offered PASS/FAIL.

**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

This course will cover the fundamentals of English composition coupled with business theories and practices that underlie elective correspondence.

Students will learn how to form clear and effective sentences and paragraphs. Emphasis is also placed on career specific communications such as resume preparation.

**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 103 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.

**GEN 104 Principles of Mathematics** 3 credits  
This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percent. 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.

**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 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.

**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 411 Mortuary Law** 2 credits  
*Prerequisite:* BUS 203  
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 316 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.

**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:* PHT 417  
 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, PHT 416, and SOC 416  
 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 PHT 316; *Co-Requisites:* PHT 414, PHT 416, and SOC 416
- 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 must complete the lab portion of the class on Campus in New York on one of the scheduled dates and times offered by the school.
- PHT 416 Comprehensive Science Review** 1 credit  
*Prerequisite:* All Courses; *Co-Requisites:* PHT 414, PHT 415, and SOC416 This course is designed to review course work previously taken. 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 above listed co-requisites.
- PHT 417 Anatomy III** 2 credits  
*Prerequisite:* PHT 316  
 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.
- 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 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 416 Comprehensive Arts Review** 1 credit *Prerequisite:* All Courses; *Co-Requisites:* PHT 414, PHT 415, and PHT 416 This course is designed to review course work previously taken.

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 above listed co-requisites.

## **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, Regina T. Smith, and Tracy Lentz.

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). Re-accreditation is scheduled to occur in October 2020, subsequent to this catalog's publication.

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.

Beginning with the fall term 2020, AAMI expanded its campus program to include evening 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**

DANIEL B. McMANUS, Chairperson SHARON P. TAYLOR, Vice Chairperson Meg Dunn,  
Secretary/Treasurer

NANCY BROWN, MATTHEW BAILEY, ALEXANDER K. BUCHHOLZ, MARY-ELLEN CHIFFRILLER,  
WILLIAM FLOOKS, I. MARTIN GOLDSTEIN, AYRIS GRANBY  
LIZABETH KONOPKA, THEODORE LEE, MICHAEL MITTENZWEI

### **LEGAL COUNSEL**

Bond, Schoeneck & King, LLC  
Davidoff, Hutcher & Citron, LLC

# ADMINISTRATION

## PRESIDENT

DONALD CYMBOR  
Appointed 2021

William Paterson University-M.B.A. (Expected Completion October 2021)  
Loyola University – B.B.A.  
American Academy McAllister Institute – A.O.S.

## VICE PRESIDENT/ INTERIM ACADEMIC DEAN

Rev. JOHN FRASER  
Vice President/Interim Academic Dean  
Disability Officer  
Appointed 2021  
DOROTHY E. HUTCHINS  
Special Assistant to the President

St. Joseph's Seminary – M.A.  
St. John's University – B.S.  
American Academy McAllister Institute – Diploma  
  
Southern Illinois University – M.B.A.  
Drexel University – B.S. Appointed 1990  
American Academy McAllister Institute – Diploma

## REGISTRAR

ANDRE RAMPAU  
Registrar  
Appointed 2011

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

## FINANCIAL SERVICES AND BURSAR

JAWAY TSO  
Bursar VA Certifying Officer Appointed 2003

Baruch College – B.B.A.

## VA CERTIFICATION

JAWAY TSO  
Bursar VA Certifying Officer  
Appointed 2003

Baruch College – B.B.A.

## FINANCIAL AID

NATALIE GIVAN  
Financial Aid Officer Appointed 2011

Certificate, Penn Foster Career School

CATHERINE ARRELOA  
Financial Aid Enrollment Officer  
Appointed 2015

Grace Institute – Certificate.

## TITLE IX COORDINATOR

I. MARTIN GOLDSTEIN, ESQ.\*  
Licensed Funeral Director  
Appointed 1999

NYU School of Law, Graduate Division – LL.M.(Corp.)  
Widener University School of Law – J.D.,

## ENROLLMENT SERVICES

CATHERINE ARRELOA  
Enrollment Specialist Appointed 2015

Grace Institute – Certificate.

LUCILLE GRIBBIN  
Enrollment Specialist Appointed 2010

Appointed 2012  
J'NIELE OAKLEY-TURNER  
College – A.A. Enrollment Specialist  
Appointed 2015

Borough of Manhattan Community

RITA ROEMMELT  
Associate Director of Academic and Student Services

Iona College – B.A.  
American Academy McAllister Institute – Diploma

Coordinator of Clinical Embalming  
Licensed Funeral Director  
Enrollment Specialist  
Appointed 2019

## ACADEMIC COORDINATORS

SABRINA JOYNES\*  
Licensed Funeral Director  
Appointed 2016

Nyack College – B.A.  
American Academy McAllister Institute – A.O.S.

CORINNE OZER\*  
Licensed Funeral Director  
Appointed 2017  
American Academy McAllister Institute – A.O.S.

Queens College – B.A.  
Nassau Community College – A.A.

**DIRECTOR OF PROCTORING**

MONICA VALVANO\*  
Licensed Funeral Director  
Appointed 1989

Columbia University – M.P.H.  
Seton Hall University – B.S.  
American Academy McAllister Institute – Diploma

**ADMINISTRATIVE ASSISTANT**

PAUL T. RYAN

Dean College – A.A.

**FACULTY**

CLINTON BONELLI\*  
Appointed 2017

Grove City College B.A.  
American Academy McAllister Institute – A.O.S.

SAMANTHA CARINI\*  
Appointed 2011

St. John's University – Pharm D

EILEEN CUSH\*  
Appointed 2009

St. Joseph's College – B.S.

DONALD CYMBOR  
Licensed Funeral Director  
Appointed 2010

William Paterson University-M.B.A. (Expected Completion October 2021)  
Loyola University – B.B.A.  
American Academy McAllister Institute – A.O.S.

SALVATORE DELITERIS\*  
Licensed Funeral Director  
Appointed 2011

St. Joseph's College (NY) – M.B.A.  
St. Joseph's College (NY) – B.S.  
American Academy McAllister Institute – A.O.S.

BARBARA DiBUONO\*  
Licensed Funeral Director  
College – A.S. Appointed 2010  
Institute – A.O.S.

Rowan University – B.S.  
Middlesex County  
American Academy McAllister

MEG DUNN\*  
Licensed Funeral Director  
College, NY – B.S.  
Certified Funeral Service Practitioner  
Institute – Diploma Appointed 1984

Long Island University – M.S.  
St. Francis  
American Academy McAllister

WILLIAM FLOOKS JR.\*  
Licensed Funeral Director

LaSalle College – B.S.  
American Academy McAllister Institute – Diploma Appointed 1994

REV. JOHN FRASER\*  
Licensed Funeral Director  
University – B.S.  
Appointed 2001  
Institute – Diploma

St. Joseph's Seminary – M.A.  
St. John's  
American Academy McAllister

CATHERINE FREEMAN\*  
Licensed Funeral Director  
Institute – A.O.S. Appointed 2019

University of Hartford – B.A.  
American Academy McAllister

LINDA GANGLOFF\*  
Appointed 2005  
University – B.S.

Montclair State College – M.A.  
Bucknell

I. MARTINGOLDSTEIN, ESQ.\*  
Licensed Funeral Director

NYU School of Law, Graduate Division – LL.M.(Corp.)  
Widener University School of Law – J.D., Appointed 1999

RACHEL GULLEY\*  
Licensed Funeral Director

New York University – M.P.A.  
Hunter College – B.A.

|  |  |
|--|--|
| Appointed 2020   | American Academy McAllister Institute – A.O.S.   |
| DOROTHY E. HUTCHINS*<br>Licensed Funeral Director  | Southern Illinois University – M.B.A.<br>Drexel University – B.S.<br>American Academy McAllister Institute – Diploma |
| SABRINA JOYNES*<br>Licensed Funeral Director<br>Institute – A.O.S. Appointed 2016                          | Nyack College – B.A.<br>American Academy McAllister  |
| KURT D. LARSEN*<br>Licensed Funeral Director<br>Institute – A.O.S. Appointed 2009                          | University of Connecticut – B.S.<br>American Academy McAllister  |
| JESSE LATORRACA*<br>Licensed Funeral Director<br>Institute – A.O.S. Appointed 2019                         | University of New Haven – B.S.<br>American Academy McAllister  |
| RAQUEL LEON<br>College-B.A.<br>Licensed Funeral Director<br>Appointed 2021                                 | Hunter<br>American Academy McAllister Institute – A.O.S.   |
| MEGAN McEVILLY*<br>Licensed Funeral Director<br>Institute – A.O.S. Appointed 2018                          | St. John's University – B.S.<br>American Academy McAllister  |
| PETER McEVILLY*<br>Licensed Funeral Director<br>Institute – A.O.S. Appointed 2013                          | St. John's University – B.S.<br>American Academy McAllister  |
| EDWARD R. MEVEC, Esq.*<br>Licensed Funeral Director<br>College – B.S.<br>Appointed 2011                    | University of Bridgeport, J.D.<br>St. Thomas Aquinas<br>American Academy McAllister Institute – Diploma              |
| ANDREAL MORVILLE*<br>– M.S. Ph.D. Appointed 2009<br>University – B.S.                                      | New York University, Medical Center<br>New York  |
| TRISHA NASH*<br>Licensed Funeral Director<br>Institute – Diploma Appointed 2016                            | Temple University – B.S.<br>American Academy McAllister  |
| CORINNE OZER*<br>Licensed Funeral Director<br>College – A.A. Appointed 2017<br>Institute – A.O.S.          | Queens College – B.A.<br>Nassau Community<br>American Academy McAllister   |
| WILLIAM ROSE III<br>Licensed Funeral Director<br>Institute – A.O.S. Appointed 2017                         | Rutgers University – B.S.<br>American Academy McAllister   |
| MONICA VALVANO*<br>Licensed Funeral Director<br>University – B.S.<br>Appointed 1989<br>Institute – Diploma | Columbia University – M.P.H.<br>Seton Hall<br>American Academy McAllister  |
| BARBARA VINES*<br>Licensed Funeral Director<br>College – B.A.S.<br>Appointed 2017<br>College – A.A.S.      | Long Island University – M.S.<br>Russell Sage<br>Hudson Valley Community   |

MARK WOODS\*  
Licensed Funeral Director  
Institute – A.O.S. Appointed 2016

The Citadel Military College – B.A.  
American Academy McAllister

\*Adjunct

# ACADEMIC CALENDAR 2022

## Campus Academic Calendar

2022

Spring 2022  
Summer 2022  
Fall 2022

January 3 - April 17, 2022  
May 2 - August 7, 2022  
September 5 - December 18, 2022

## Online Academic Calendar

2022

Spring 2022  
RA, FD Practicum, Clinical Labs in NY By Schedule  
Summer 2022  
RA, FD Practicum, Clinical Labs in NY By Schedule  
Fall 2022                    September 5 - December 18, 2022  
RA, FD Practicum, Clinical Labs in NY By Schedule

January 3 - April 17, 2022  
May 2 - August 7, 2022

## HOLIDAYS

|                     |                        |                  |
|---------------------|------------------------|------------------|
| New Year's Day      | Martin Luther King Day | Presidents' Day  |
| Good Friday         | Memorial Day           | Independence Day |
| Labor Day           | Columbus Day           | Veterans' Day    |
| Thanksgiving Recess | 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)

1-866-932-2264 (toll-free) 1-212-765-5923 (FAX)

[www.aami.edu](http://www.aami.edu) [info@aami.edu](mailto:info@aami.edu)

### FINANCIAL AID

Federal application

New York State Aid

Veterans Administration

MYCAA

1-212-757-1190

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

[www.HESC.com](http://www.HESC.com)

[www.benefits.va.gov/gibill/post911](http://www.benefits.va.gov/gibill/post911)

[https://aiportal.acc.af.mil/mycaa/Def](https://aiportal.acc.af.mil/mycaa/Default.aspx)

[ault.aspx](https://aiportal.acc.af.mil/mycaa/Default.aspx)

### ACCREDITING ORGANIZATION for Funeral Service Schools

American Board of Funeral

1-816-233-3747

Service Education (ABFSE)

[www.abfse.org](http://www.abfse.org)

### NATIONAL BOARD EXAMINATION (NBE)

International Conference of

1-479-442-7076

Funeral Service Examining Boards

[www.theconferenceonline.org](http://www.theconferenceonline.org)



American Academy McAllister Institute of Funeral Service, Inc.  
1501 Broadway, 11th Floor, Suite 1102  
New York City, N.Y. 10036  
Toll Free: 1 (866) 932-2264 • Phone: (212) 757-1190 • Fax: (212) 765-5923  
Web Site: [www.aami.edu](http://www.aami.edu) • Email: [info@aami.edu](mailto:info@aami.edu)