



MID-AMERICA
COLLEGE
OF FUNERAL SERVICE

YOUR FUTURE IS NOW
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PIERCE
COLLEGES
The Wilbert Group

Catalog
2017-2018

MID-AMERICA

COLLEGE
OF FUNERAL SERVICE
The Wilbert Group

Successor to
Indiana College of Mortuary Science
and
Kentucky School of Mortuary Science

A non-profit institution dedicated to education and research for the funeral profession.

This institution is authorized by:
Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984

Accreditation Statement

Mid-America College of Funeral Service and the Funeral Service and Mortuary Science degree programs 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.

The degrees offered are the Associate of Applied Science in Funeral Service and the Bachelor of Mortuary Science.

The ABFSE is an agency recognized by the United States Department of Education.

Non-discrimination Statement

In accordance with Title VI of the Civil Rights Act of 1964 (P. L. 88-32) we accept student without regard to race, color, sex, national origin, age, disability, marital status, or veterans status.

PIERCE COLLEGES

The *Wilbert* Group

Pierce Mortuary Colleges promote excellence in the 21st century practice of mortuary arts and sciences. When you enter a Pierce Mortuary College classroom, you are enrolled with other like-minded students seeking an education in funeral service.

Pierce Mortuary Colleges have a rich history in tradition, and our success can be measured by the number of outstanding funeral directors who are alumni. Students are taught by professionals who have worked in funeral service and have the opportunity to learn to embalm under professionals with many years of experience.

The ASSOCIATE OF APPLIED SCIENCE DEGREE, BACHELOR OF SCIENCE DEGREE, OR CERTIFICATE IN FUNERAL DIRECTING programs will equip you with superior, hands-on training that will help you stand out in the job market—and in the mortuary science profession. In addition to standard courses required for licensure as a funeral director and embalmer, your program path will also provide you with two valuable certifications: **Cremation Arranger Certification** and the **Crematory Operator Certification**.

Most important, as a graduate from a Pierce Mortuary College, you will have studied under funeral professionals who not only teach theory and principles, but also impart their practical perspective that will better prepare you for the real world.

THE PIERCE COLLEGE NETWORK

**MID-AMERICA
COLLEGE**
OF FUNERAL SERVICE

Mid-America College of Funeral Service
3111 Hamburg Pike
Jeffersonville, Indiana 47130
812.288.8878 | info@mid-america.edu
Mid-America.edu

**GUPTON-JONES
COLLEGE**
OF FUNERAL SERVICE

Gupton-Jones College of Funeral Service
5141 Snappfinger Woods Dr.
Decatur, Georgia 30035
770.593.2257 | info@gupton-jones.edu
Gupton-Jones.edu

**DALLAS
INSTITUTE**
OF FUNERAL SERVICE

Dallas Institute of Funeral Service
3909 South Buckner Blvd.
Dallas, Texas 75227
214.388.5466 | info@dallasinstitute.edu
DallasInstitute.edu

DISCOVER

YOUR FUTURE IS NOW

DISCOVER IT TODAY

Choosing a Pierce Mortuary College is a smart first step toward a respected, meaningful career. At Pierce, our sole purpose for almost 70 years, has been educating men and women for a rewarding future in the funeral service profession.

That's right. Funeral service is a **PROFESSION**. Just like other practitioners in the fields of medicine, finance and law, when you graduate from our program you will be stepping into a high calling. You will be embarking on an exciting, purpose-driven journey of discovery and service.



YOUR TRUE CALLING



PROGRAMS OF STUDY

The programs of study offered at Mid-America College of Funeral Service are designed to give students job-ready skills that will allow them to enter the workforce upon completion.

The **Associate of Applied Science Degree**

curriculum is a blend of theoretical and practical fundamentals of funeral service as well as selected courses in the liberal arts. The program is offered in academic quarters with each quarter consisting of eleven weeks of study. This program can be completed in eighteen months with no transfer credits or possibly as little as one year with the appropriate credits to transfer. Students who complete an Associate of Applied Science degree may simply transfer into the Bachelor of Science in Funeral Service Degree program at Mid-America College or they also have options to transfer to select colleges and universities to pursue a Bachelor's degree.

The **Bachelor of Science in Funeral Service Degree**

is a program of study that permits the student to complete a Pre-Funeral Service Liberal Arts Core at another accredited college or university followed by completion of the Funeral Service Division (Quarters 3, 4, 5, and 6) as a resident student of Mid-America College. Successful completion of both non-resident and resident requirements will qualify the student to receive the Bachelor of Science in Funeral Service Degree.

The **Funeral Director & Service Certificate Program**

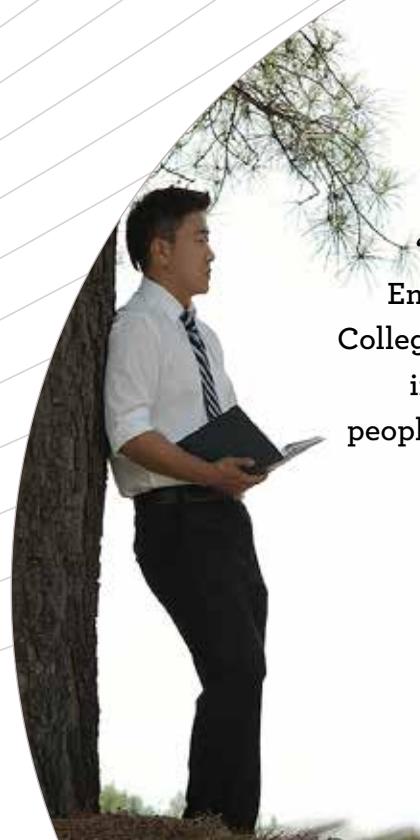
is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education since it does not include instruction in the following areas: embalming and related science courses. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required. The purpose of the Funeral Director & Service Certificate Program is to give those students desiring a career in funeral service, but who do not want to be embalmers, a program

of study to provide them with the skills necessary to practice as only a funeral director. The program is offered in academic quarters and can be completed on campus in twelve months. Graduates receiving this diploma then have the option of moving into the Associate of Applied Science Degree Program having completed many of the courses.

The Funeral Service Degree Programs and Mid-America College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE),

992 Mantua Pike, Suite 108
Woodbury Heights, New Jersey 08097
(816) 233-3747
www.abfse.org

The ABFSE is an agency recognized by the United States Department of Education.



**“Our promise is simple.
Enrolling in Mid-America
College will be your first step
into a career that values
people, service and respect.”**



JUMP START YOUR

One of our greatest strengths is our diversity, in both staff and students, across all measures—age, gender, race, economic backgrounds and more. Both recent high school graduates and mid-career adults seeking a new path share our classrooms and collaborate in our labs. Our doors are open to all who seek a new and stimulating journey in their professional lives.

“Our teaching philosophy is designed to encourage collaborative learning. Funeral service requires an openness to sharing and to practicing empathy, selfless support and community.”



CAREER

THE PIERCE COLLEGES EXPERIENCE HOW TO APPLY

OPEN ENROLLMENT
Programs begin every six months, but application and enrollment can occur at any time during the year....there is no defined enrollment period.

TWO SIMPLE STEPS
Applying couldn't be easier. Simply go to the college website and fill out an application for admission. Follow that by paying the fifty dollar non-refundable application fee and... You're done!

THAT'S IT!

YOU CAN APPLY TODAY

www.mid-america.edu/admissions

FLEXIBLE OPTIONS, MULTIPLE CHOICES FINANCIAL ASSISTANCE

At Mid-America College, financial assistance in jump-starting your new career is available in many forms.

FINANCIAL AID
Federal assistance through Title IV is one option. The first step is to complete the "Free Application for Federal Student Aid" at www.fafsa.ed.gov. (Mid-America's school code is 010618.) Pell Grants are awards designed to help undergraduates pay for their education after high school. Loans for students — William D. Ford Federal Direct Loans — and for parents — Federal "PLUS" loans — are additional options.

VETERANS
Mid-America College is approved for those who wish to attend and receive benefits under the Veterans Educational Benefits Programs. State rehabilitation and vocational programs also provide funding choices.

SCHOLARSHIPS
A limited number of scholarships are available through a number of different organizations including the American Board of Funeral Service Education. Contact Mid-America College for more information.

TIP
Mid-America College also offers students a Tuition Installment Plan (TIP), allowing the student to finance education over the period of a quarter. The TIP is interest free, making budgeting the cost of your education easier.



YOUR VISION—OUR

Our mission at Mid-America College is two-fold: to prepare you with the skills and knowledge to succeed, and to provide a platform from which you can clearly see your future potential.

THE PIERCE COLLEGE PROMISE

To every student who chooses to enroll and collaborate with our faculty and staff in shaping their future at a Pierce Mortuary College, we make this promise:

- We will enlarge your understanding and knowledge of the funeral service profession;
- We will educate you in every phase of funeral service, and help enable you to become proficient in the skills necessary to succeed in the profession;
- We will prepare you to assume the responsibilities of the funeral service profession to the community at large;
- We will emphasize and insist that you maintain the highest standards of ethical conduct;
- We will provide a curriculum commensurate with post-secondary levels of instruction;
- We will continually encourage both students and faculty to engage in research that elevates the profession and the field of funeral service.



MISSION

“An outstanding education for students pursuing a career in funeral service.”

THE CHOICE IS YOURS MAKE IT COUNT

Located in Jeffersonville, IN, just across the Ohio River from Louisville, KY, Mid-America College provides students with the best of both worlds. Our easy-to-reach campus is conducive to focused learning while the civic and cultural riches of Louisville are just minutes away. Most importantly, our location enables both our faculty and students to stay connected to the funeral industry throughout the region.

On campus, you'll find plenty of study space, labs and library resources. Group classwork in our labs, as well as club activities, ensures that each class of students develops strong peer-to-peer ties.

This emphasis on shared learning and collaborative problem-solving mirrors the realities of being in the funeral service business. So, as you approach graduation, your ability to shape your personal vision of your career is grounded in real-world realities.

“Funeral service is an honored profession that connects you to the fabric of your community.”

MASTERING ART

DISCOVER NEW TALENTS

EXPLORE NEW SKILLS

At Mid-America College you will be challenged in the best sense of the word. You will truly learn to do things you never dreamed of before. You will **UNLOCK** new, creative talents in our Restorative Art Lab. You will work toward becoming a **MASTER** of the scientific processes experienced in our Preparation Room. Along the way, you will also be taught analytical and business skill sets that will enable you to run your own small business one day, if you choose.

Opening yourself up to the world of mortuary arts and sciences is...**EXCITING** on so many levels. You will learn to use many tools, instruments and procedures that are crucial, on a **VERY PERSONAL** level, in helping people cope with the loss of family members and loved ones.

During the course of studies, your self-confidence will soar. Your worldview will expand. New career paths and **CHOICES** will become tantalizingly clear.

Above all, committing yourself to earning a degree or diploma from Mid-America College of Funeral Service will be among the most **REWARDING** experiences in your life.

DISTANCE LEARNING

Do time commitments at work and at home, transportation issues, and other factors make it difficult for you to participate in traditional classroom instruction? Mid-America College offers a number of online classes for those who prefer not to or cannot attend regular classes on campus. Through distance learning, students can create **FLEXIBLE PLANS** to help complete their degree.

Distance learning is a **CONVENIENT METHOD** of earning college credits toward a degree or diploma offered by Mid-America College of Funeral Service. Course content and transferability are identical to classes offered on campus, so students have more **SCHEDULING OPTIONS** and a selection of classes to meet their needs.

Contact Mid-America College to find out if distance learning is right for you!



CROSS NEW THRESHOLDS

EXPLORE THE UNKNOWN

While daunting at first, hands-on laboratory experiences will soon become some of the most fascinating and memorable parts of your Mid-America College education. Our staff of licensed professionals will expertly

guide you through timeless procedures. You will acquire new understandings—both physical and intellectual—about how the human body works and is cared for.

& SCIENCE

At Mid-America College, we will challenge you in the best sense of the word to become more educated and an engaged student...as you become a highly skilled, career professional.



START THE JOURNEY NOW!

BEST IN CLASS

At the heart of every great school are great instructors. Our best-in-class faculty are knowledgeable and passionate about their disciplines, and equally passionate about engaging students in learning both inside and outside the classroom.

LEARN FROM THE PROS

At a Pierce Mortuary College, students are taught by licensed funeral professionals. Along with outstanding education credentials, your instructors will be sharing with you a professional mind-set. From day one, you will have direct access to people who know first-hand what it takes to succeed — in the classroom and in the business.

This “learn-from-the-pros” philosophy is a hallmark of the Pierce Mortuary College experience. Unlike community colleges, our sole focus is funeral service education. You will be surrounded by like-minded students. You will be exposed to reality-based principles and practices. You will participate in group activities and programs that will create new friends for life.

Above all, you will be taught from a curriculum proven to prepare you to join the ranks of the most sought-after graduates in the industry.

MEANINGFUL RELATIONSHIPS

Our instructors enjoy bright and enthusiastic students, outstanding facilities, and shared commitment to best-practice education and application of the most current research in effective teaching and learning. Lifelong learners who are committed to constantly improve their craft, our instructors collaborate closely within and across grade levels and disciplines in order to harness the collective talent of their colleagues while modeling the very behaviors we seek in our students. An advantage of single-purpose institutions is the ability of our faculty to form more meaningful relationships with each student, and to tailor instruction accordingly in order to best capture each student’s unique strengths and promise for improvement.



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History of the Institution

Today, Mid-America College of Funeral Service proudly continues to provide a timely learning experience for its students, with a foundation firmly rooted in a century of tradition established by its predecessors-The Kentucky School of Mortuary Science, founded in Louisville, Kentucky in 1895, and the Indiana College of Mortuary Science, founded in Indianapolis, Indiana in 1905.

In 1979, at its former location in Indianapolis, the Board of Trustees of the Indiana College of Mortuary Science authorized a change of institutional name to better reflect the geographical area or region served by the College. In addition, with the expansion of the basic mortuary science curriculum to include greater emphasis in the social sciences and business management, "funeral service", rather than mortuary science, more accurately portrayed the contemporary curriculum offered to all students through the educational programs of the College. In 1980, the "new" Mid-America College of Funeral Service moved to modern facilities in Jeffersonville, within the Louisville, Kentucky metropolitan area, and consolidated with students and faculty of the Kentucky School of Mortuary Science, recently purchased by the College.

Mid-America College of Funeral Service is a member of Pierce Mortuary Colleges, Inc. Other Pierce Mortuary Colleges include the Dallas Institute of Funeral Service, in Dallas, Texas, and Gupton-Jones College of Funeral Service in Atlanta, Georgia. As a result of this joint association, the combined students and faculty of all three colleges share in many advantages that a single college alone could not provide.

The positive growth of Mid-America College of Funeral Service and its programs is evidenced by its continued recognition and accreditation by the American Board of Funeral Service Education. The Associate of Applied Science Degree in Funeral Service, authorized by the Indiana Commission on Proprietary Education, provides evidence of positive direction and efforts by the College to prepare its students to better meet the needs of a more sophisticated consumer public as well as to address changes within a progressive and dynamic profession such as funeral service.

The Board of Trustees, along with faculty and staff, continues to serve the student and the funeral service profession with the same focus of direction and dedication as had been the practice and tradition of both the Kentucky School of Mortuary Science and the Indiana College of Mortuary Science for one hundred years.

MID-AMERICA

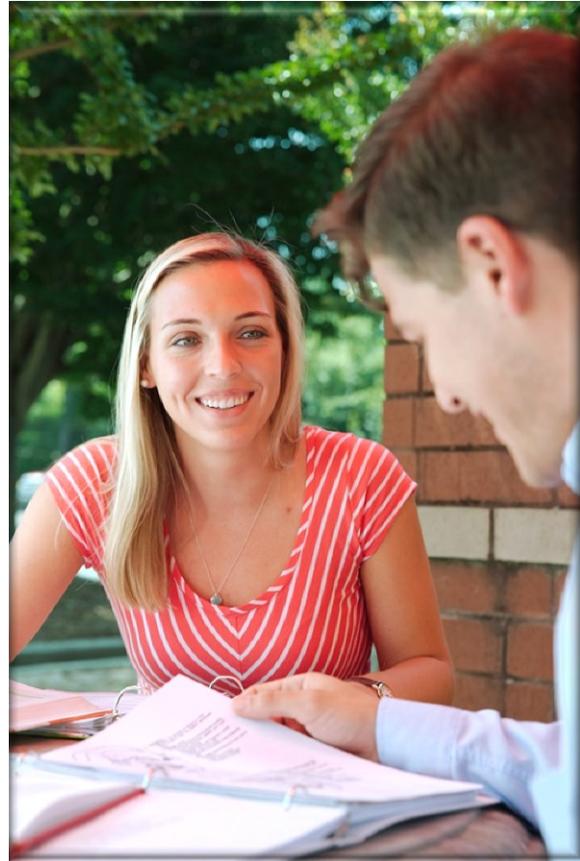
COLLEGE
OF FUNERAL SERVICE
The *Wilbert* Group

Welcome to Southern Indiana...and Louisville, Kentucky

Mid-America College of Funeral Service is located at 3111 Hamburg Pike in Jeffersonville, Indiana – the northeast sector of the greater Louisville, Kentucky metropolitan area including Jefferson County, Kentucky and Clark and Floyd Counties of Southern Indiana. Within a few minutes of the College are new residential developments, numerous churches, shopping centers, apartments, restaurants, golf courses and excellent water sports recreational facilities. Numerous colleges and universities, including the University of Louisville and Indiana University – Southeast provide many community-based educational programs as well as additional opportunities for higher learning for the enterprising student.

Southern Indiana and the Louisville, Kentucky metropolitan area offer a unique living and educational experience for all students who attend Mid-America College of Funeral Service. This region has come to be recognized as the largest industrial hub of the region and a center for culture, recreation, and sports activities. Well known for the Kentucky Derby and Derby Festival Week, Southern Indiana and Louisville are also recognized for: the Louisville Orchestra, Kentucky Center for the Fine Arts, the Old Louisville historical district, Actor's Theater, the Zoological Gardens, and the Planetarium located on the campus of the University of Louisville. A modern skyline, accompanied by new construction and renovation of the downtown business and historical district provides even the casual observer evidence of progressive and innovative growth.

When combined with the area's excellent recreational facilities and opportunities, such as boating on the Ohio River, fishing in many area lakes, enjoying the waterfront parks, golf courses, picnic areas and tennis courts, as well as snow skiing during the winter months at nearby Paoli, Indiana, the student of Mid-America College of Funeral Service will find a learning atmosphere and living environment that will greatly enrich his or her formal funeral service educational experience.





Mission, Aims and Objectives

Mission

The mission of Mid-America College of Funeral Service is to provide a contemporary education for those having chosen funeral service as their life's work so that they can become successful entry-level funeral service practitioners.

Aims

Mid-America College of Funeral Service is a non-profit corporation offering post-secondary education to men and women interested in funeral service as a career. The central aim of the College is to recognize the importance of funeral service education personnel as:

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

Objectives

The objectives of Mid-America College of Funeral Service reinforce its mission statement and central aim. To that end, the College will strive to:

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

Mid-America College of Funeral Service

Board of Trustees Members

Mid-America College of Funeral Service is a member of Pierce Mortuary Colleges, Inc. It is a non-profit IRS 501(c) 3 corporation. The Board of Trustees, in its responsibility for Pierce Mortuary Colleges, is committed to the fulfillment of the College's mission and strategic plan. The Board defines the vision, oversees the financial planning, develops and advances the College's mission and goals, and determines the broad policies.

Tim Borden – Current Member of Pierce Mortuary Colleges Board of Trustees & currently the President of the Board of the Cremation Association of North America (CANA)

Joseph U. Suhor, III – Current Chairman of Pierce Mortuary Colleges, Board of Trustees & Chairman of the Board Wilbert Funeral Services, Inc.

Dennis P. Welzenbach – Current President of Pierce Mortuary Colleges, and member of its Board of Trustees. Current President, CEO and Board Member of Wilbert Funeral Services, Inc.

Bill W. Forsberg – Current Member of Pierce Mortuary Colleges, Board of Trustees & currently serving as Executive Director of the North Carolina Funeral Directors Association

Jay Dodds – Current Member of Pierce Mortuary Colleges Board of Trustees & Officer of the International Cemetery Cremation and Funeral Association (ICCFA) As Vice President of External Affairs

Ann Mesle – Current Member of Pierce Mortuary Colleges, Board of Trustees & Circuit Court Judge on the Jackson County Circuit Court

Pierce Mortuary Colleges Members

Jill Karn – Chief Operating Officer of Pierce Mortuary Colleges

Donald G. Madelung – Vice President of Pierce Mortuary Colleges

Tyler Wright – Corporate Director of Financial Aid of Pierce Mortuary Colleges

Michael Bogacki – Chief Financial Officer of Pierce

Mortuary Colleges

Mid-America College of Funeral Service Members

Mitch Mitchell – President, PhD in Strategic Management from Sullivan University, MBA Sullivan University and MS in Managing Information Technology from Sullivan University, served 10 years in the United States Army as a Combat Engineer.

Alisa Perkins – Dean of students, BA in Chemistry from Berea College, MS in Chemistry from the University of Louisville, Certified Cremation Arranger and Operator - ICCFA 2015

Gary Bridgewater – Faculty member, BS in Business Administration and History from University of Pikeville, Graduate Kentucky School of Mortuary Science, Kentucky Licensed Embalmer and Funeral Director, Certified Crematory Operator and Cremation Arranger - ICCFA 2014

Lee Gohmann – Faculty member, BA Indiana University (Southeast) Major in History, Minor in Communications, Certificate in Supervision, Graduate Pittsburg Institute of Mortuary Science, MS in Education from Concordia University, Licensed Funeral Director & Embalmer in Indiana and Florida, Licensed Preneed Sales Agent, Certified Cremation Arranger and Crematory Operator, ICCFA 2015

Chuck Lewis – Faculty member, Bachelor's Degree Indiana University (Southeast), BGS. Major: History; Minors: Anthropology and Geosciences, AAS in Funeral Service from Mid-America College, Licensed Funeral Director and Embalmer in Indiana and Kentucky, Certified Crematory Operator and Cremation Arranger – ICCFA 2015, Pursuing a Master's degree at Missouri State University in American Studies

Erin Murphy – Admissions Representative, MBA Sullivan University, BS in Business Administration with a specialty in equine management University of Louisville, AAS in Business Administrations Cincinnati State Community and Technical College.

Angela Persinger – Office Manager, AAS in Medical Assisting from Brown Mackie College.

Sonja Pierce - Librarian, served 24 years as library assistant at Jeffersonville High School and reading tutor for Greater Clark County Schools for 12 years.

Amy Baxley – M.S.Ed. in Literacy, Language, and Culture

from Indiana University Bloomington, BGS from Indiana University Southeast, Certified Grief Counselor from American Institute of Health Care Professionals, Certified Cremation Arranger and Operator- ICCFA 2017

Hours of Operation

Mid-America College of Funeral Service is committed to responsiveness and timely service to our students. Our college is open Monday through Friday from 7:00 a.m. to 4:00 p.m. Eastern Time zone.

In addition, the College is open on a designated weekend just prior to each stated matriculation to assist the incoming student with specialized needs related to their professional training.



Facilities

Building

Mid-America College of Funeral Service operates and maintains a physical facility that appropriately serves the needs of the College's educational programs, support services, and other mission-related activities for the student of funeral service. The classrooms, Restorative Art Lab, library, student lounge, administrative and faculty offices are housed in a modern higher education facility of almost 11,000 square feet. Ample parking is provided on the campus for the convenience of the student body and college visitors.

Teaching Aids

In the instructional areas of the college, the lecture classrooms are equipped with visual aids designed specifically to assist the student during the course of study. LCD projectors are provided in each class room. By preparing complicated study material like diagrams as presentation and projecting using LCD projectors, teachers are able to engage multiple learning styles. The use of better teaching aids allow the students to understand cycles, flowcharts, structures and diagrams, which ultimately increases students visual impact and improves students' focus. Instructors are provided with interactive learning collaboration tools to utilize in their classroom. Each student is provided with cloud MS tools, including unlimited PowerPoint, Word, Excel, Adobe, and Sway. In addition, the Restorative Art Laboratory is fully equipped with casts, molds, waxes, modeling instruments, cosmetics and cosmetic masks, as well as other materials used for instruction in the practice of Restorative Art, including modeling techniques and applied cosmetology. Extensive visual aids are used in this laboratory to assist the student in achieving technical and practical proficiency in this important aspect of their professional training.

Library

The W.H. Pierce Library exists to provide a relevant quality collection of learning resources that will support the educational needs of students and support the instructional programs of Mid-America College of Funeral Service. Cooperatively selected by faculty, students, and the College librarian, these learning resources are designed to help develop the whole student. The library contains a solid core of reference books and other literature directly pertaining to the funeral service profession, including professional periodicals and journals.

Books on literature, business management, restorative art, psychology, ethics, health science, law, history, philosophy, comparative religion and customs, mortuary science, and nature, complement the professional holdings and provide the student of funeral service with a wide variety of choices for study. The library provides adequate and functional facilities in which users can find comfort in studying and exchanging ideas with fellow knowledge seekers. Computers are available in the library for academic searches. Through the College's online Destiny library, students can have access to more than 9 million high-quality MARC records for print materials. The database is continuously updated with new records, allowing students improved search results with the addition of reading and interest levels, subject headings, summary and content notes, and review sources. The system has a federated search tool that allows students to search resources simultaneously with a single search. By presenting a single, familiar interface for searching these data sources, our students will find the information they need quickly and effectively, and usage of valuable research databases. Wi-Fi is available to all students.

The Library is open daily during the normal operating hours of the college for student use and to funeral service practitioners for reference and research.

Student Life and Activities

Class Organization

It is encouraged that each class work together closely as a team. Class officers are elected during the academic year and, with their leadership and faculty guidance, many class functions are planned and enjoyed by the entire student body. Many classes work together to make notable civic and charitable contributions.

Pi Sigma Eta

This fraternity is a nationally chartered professional and social funeral service organization. Admission to membership in the Lambda Kappa Chapter is based on scholastic standing, by invitation, and is subject to the rules and regulations of the Supreme Council.

Field Trips and Guest Lectures

As a valuable supplement to the student's classroom education, class visits to manufacturers of funeral merchandise, crematories and cemeteries in the Jeffersonville-Louisville area acquaint the student with those industries that support the profession itself. Throughout the academic program, guest lectures address the student body on various subjects associated with the profession.

Student Advising and Guidance

Student advising and guidance is an on-going process at the College and is designed to insure that the students mature in all areas and not just scholastic areas alone. A student can expect assistance from any member of the administrative or instructional staff in arranging financial matters, forming good study habits, making social adjustments and resolving academic issues which he or she may be experiencing.

Living Accommodations

Student housing while attending Mid-America College of Funeral Service, is the responsibility of the student. A student should secure personal housing based on rental costs, the availability of public or personal transportation, and the number of members who will occupy the facilities. The College does not maintain resident halls or dormitories, but will assist the student in locating suitable housing in accordance with his or her specialized needs.

Student Employment

Positions are often available in local firms and businesses, some of which are funeral homes. For employment outside of funeral service, the College will assist the student in finding part-time or full-time employment upon his or her enrollment as most positions cannot be reserved prior to the arrival of the student in the general area. Finding suitable student employment is primarily the responsibility of the student and the College cannot guarantee employment for its students.

Students seeking funeral home employment should make such arrangements a minimum of two to three months prior to actual enrollment, as there are many more students than funeral home positions available.

The primary goal of each student should be to successfully complete his or her education. As such, the College recommends that the student pursue studies for a few weeks to determine his or her ability to effectively handle the demands of the academic program prior to seeking employment.

Placement Assistance

The College strives to be a resource for employers and employees. Job opportunities are posted in the community room and electronically through the College's social media. It is not uncommon for funeral homes from neighboring states to recruit new graduates, so those who are the most willing to move will likely have better success in finding placement. The College will assist a student in obtaining suitable employment upon his or her graduation, an alumnus who wishes to find new employment, or a funeral home that needs a new employee. Obtaining suitable employment, however, is the primary responsibility of the graduate. The College cannot guarantee placement following graduation.

Admissions

Admissions Procedures

An application for enrollment into Mid-America College of Funeral Service can be found on our website www.mid-america.edu. The application should be completed as far in advance of the actual enrollment date as possible to allow for proper processing of the application. Processing usually takes three to four weeks. All applications and supporting documents should be submitted at least 15 days prior to the enrollment date.

Educational Requirements

Educational requirements are prescribed by statute as well as rules and regulations of the funeral service licensing board of the state in which a student desires to obtain licensure following graduation from Mid-America College of Funeral Service. It is essential that an applicant be familiar with these requirements before enrollment. Licensing criteria vary considerably from state to state so it is strongly recommended that the applicant contact the state licensing board or the Admissions Office to insure compliance in advance of graduation. The minimum requirement for admission in all cases is high school graduation or its equivalent.

Application and Acceptance

The application for matriculation should be filled out completely and returned to the Admissions Office. In addition, the following items are required for admission and acceptance to the College:

- 1) The \$50.00 non-refundable application fee
- 2) A high school transcript certifying graduation or a GED certificate and scores sent directly to the college from the certifier.
- 3) Official transcripts from all other educational institutions previously attended by the applicant should also be sent directly to the college from the certifier.
- 4) A recent photograph for ID purposes only

The college reserves the right to refuse admission to any applicant when it is considered to be in the best interest of the College, staff, faculty, students and the funeral service profession.

Transfer Credits

Transfer Credits from ABFSE accredited College of Funeral Service

A student who desires to transfer to Mid-America College from another ABFSE accredited college of funeral service must present an official transcript from that college of completed work.

Transfer credit may be awarded for courses successfully completed with an earned grade of C or better. In subject areas that are core components of the National Board Examination, the student must demonstrate subject matter competency through proficiency testing before transfer credit can be awarded.

Transfer Credits from other Accredited Colleges or Universities

Transfer credit may be awarded for courses successfully completed with an earned grade of C or better. Official transcripts must be provided in order to verify academic credits earned and should be submitted to the College four weeks in advance of the next quarter's classes. In subject areas that are core components of the National Board Examination, the student must demonstrate subject matter competency through proficiency testing before transfer credit can be awarded.

Students with Disabilities Policy

In accordance with the Americans with Disabilities Act (ADA), Mid-America College is fully committed to providing educational services to all individuals, regardless of disabilities they may have. To accommodate individuals with disabilities, it is the policy of Mid-America Colleges to:

- 1) Administer educational courses in facilities that are accessible to individuals with disabilities or to make alternative arrangements; and
- 2) Make such modifications to its courses and curriculum as are necessary to ensure that the place and manner in which the course is given are accessible to individuals with disabilities; and
- 3) Provide appropriate auxiliary aids and services for persons with impaired sensory, manual or speaking skills.

However, it is provided that Mid-America Colleges will not admit any individuals to its programs or offer modifications and auxiliary aids to such individuals if any of the following conditions apply:

- 1) If the individual poses a direct threat to the health or safety of others, or
- 2) If the modification in the course or the provision of the auxiliary aid or service requested will fundamentally alter the course of study or result

in an undue burden to Pierce Mortuary Colleges, or

- 3) If the individual cannot meet the basic eligibility criteria set forth below or elsewhere in the admissions policies and requirements of Pierce Mortuary Colleges.

International Students

At this time, Mid-America College is not SEVIS approved by the Department of Homeland Security to accept international students.

Enrollment

Enrollment for Mid-America College of Funeral Service is considered open enrollment. Open enrollment is a type of unselective and non-competitive college admissions process.

There are two primary registration dates each year; April and October. These dates are published in advance on the College website. A student may enroll at published secondary enrollment dates in either January or July based upon college-level work previously completed.

Registration/Orientation

Registration/Orientation at Pierce Mortuary Colleges for on-campus students occurs on the first day of a new quarter. For entering students, the day will be spent registering for the program, signing important documents, paying tuition and receiving books, speaking with an academic advisor and attending an orientation session covering the student handbook.

Late Registration

Mid-America College of Funeral Service expects students to plan both their academic career and financial arrangements prior to the beginning of their quarter, but we understand that situations occur where a late registration is necessary.

Students may apply, and be accepted, to Mid-America College of Funeral Service, months from the start of the interested quarter of enrollment, up to five (5) business days after the start of that quarter. By the 5th day, the student must be accepted by the Mid-America College of Funeral Service by close of business. If this is not possible, the student may apply for the subsequent quarter of enrollment.

Distance Learning – General Education

What is Distance Learning?

General education courses at Mid-America College of Funeral Service may be completed through distance learning. These courses are necessary for obtaining the Associate of Applied Science Degree in Funeral Service. Distance learning classes are delivered to the student through the Internet, allowing the student to forego the time he or she would normally spend in the classroom. To be successful in a distance learning course, excellent time management skills are necessary as distance learning courses still require study time and commitment.

What courses are available through distance learning?

<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>
ENG 110	English Grammar and Composition	5
ENG 120	Advanced Composition & Business Communication	5
SOC 110	Introduction to Sociology	5
PSY 120	Introduction to Psychology	5
HIS 110	United States History through 1877	5
HIS 120	United States History since 1877	5
MAT 110	Business Mathematics	5
BUS 120	Introduction to Business	5
SCI 111	Fundamentals of Science	4
SCI 122	Introduction to Pathology and Anatomy	4

Only those applicants for the Associate of Applied Science Degree in Funeral Service may take distance learning courses through Mid-America College of Funeral Service. New students enrolling in the in-residence funeral service curriculum, which begins third quarter, must have successfully completed all liberal arts courses required in first and second quarters, either through distance learning, or in-residence at Mid-America, or at a regionally accredited institution. A grade of “C” or higher is required for transfer of credit courses. Distance learning courses are not available for third, fourth, fifth, and sixth quarters

which comprise the funeral service curriculum.

How much does distance learning cost?

Distance learning courses cost the same as our on campus courses. See the "Tuition" section for the tuition costs. A one-time \$50.00 non-refundable application fee must accompany the Application for Matriculation. Each online course has a \$25.00 technology fee. Federal Financial Aid may be available for distance learning depending on your course load. Please speak with the Financial Aid advisor for details.

Textbooks

E-books are provided to students when they sign up for a distance learning course. If a student prefers a physical copy of the text being used, purchase of that book from the publisher will be at the expense of the student.

What are the grading and testing procedures?

The grade of a student in any course represents all the work of the student in the course, including assignments and examinations, combined in such proportion as the instructor in charge of the course may decide. Course assignments and discussions are completed online. Exams are completed online. Make-up of incomplete course work will be solely at the discretion of the instructor.

The College maintains complete records of the academic progress of all students. The students will be given access to their grades at the end of each academic quarter.

How do distance learning courses compare to courses on campus?

Each course is the equivalent of the on-campus section of the same course in terms of objectives, content, and transferability between each Pierce Mortuary College. Students must meet stated prerequisites where applicable.

Except at another Pierce Mortuary College, the course curriculum may or may not transfer to another college or university. Determination of transfer credit for distance learning classes at a Pierce Mortuary College and transferred to other colleges or universities is solely at the discretion of that college's administrators.

What is included in a distance learning class?

A Distance Learning Class includes:

- ❖ Lectures, notes, and assignments available online.
- ❖ Interaction with the instructor or other students may include the use of phone calls, fax machines, e-mail, and online message boards.
- ❖ E-book, study guides, and supplemental reading where applicable. Students taking these courses must have a computer, reliable Internet access, an e-mail account, and be using a current Internet browser.
- ❖ Online final exams will be taken via ProctorU
- ❖ Participation in special activities related to the course, if applicable.

Withdrawal from a distance learning class

A student withdrawing from the College must make a formal declaration of intention to withdraw and must clear oneself in every respect with the College.

Merely discontinuing assignments and examinations does not constitute a formal withdrawal. A student who does not notify the College in writing or e-mail will receive a failing grade for the work taken while enrolled in the distance learning program. Any consideration for tuition refund will be based on the date of formal notification.



Fiduciary Responsibilities

Tuition

How many credits is considered "full-time?"

Full-time is taking a minimum of 12 credits per quarter.

How much does tuition cost per year?

At Mid-America College of Funeral Service, the cost of tuition per year (4 quarters) is **\$14,800.00**; starting in October of 2017, the tuition per year (4 quarters) is **\$15,600.00**.

How much does tuition cost per term?

Tuition for all programs is \$3,700.00 per quarter; \$3,900.00 per quarter starting in October of 2017. Students pursuing less than a full quarter of courses, will be charged \$250.00 per quarter hour; \$260.00 per hour starting in October of 2017.

Fees

Application Fee

A non-refundable Application Fee of \$50.00 must accompany the Application for Matriculation.

Military Servicemember Application Fee Waiver

The admission's application fee is waived for active duty and Individual Ready Reserve (IRR) U.S. military service members, U.S. military veterans who have been honorably discharged from both active duty and IRR. If you are eligible for a waiver, request a Military Application Fee Waiver Form from the Admissions Office at admissions@mid-america.edu. When completed, scan the form back to the admissions e-mail address. Our Admissions and Financial Aid staff stands ready to assist active duty, IRR, veterans, and military family members.

Textbooks

All textbooks/E-books are provided by the college for students. If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost.

NOTE On Campus Students Only: Textbooks for General Education courses (ONLY): The general education textbooks shall be returned undamaged. Damage includes

written notes, highlighting, pages ripped or excessive damage. If a student drops or withdraws from a general education course, these textbooks still must be returned or the student will be charge the cost of replacement. If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost.

Distance Learning Textbooks

The College provides all required E-books, if available. If not available in an E-book format, Distance Learning students may purchase textbooks online when paying tuition or purchase from another reseller.

Clinical & Laboratory Supplies

The College provides each student with required clinical and laboratory supplies.

Technology Fee

A \$25.00 per online course is charged at the beginning of the each quarter of enrollment. The technology fee is a nominal charge in addition to tuition costs that will be used to enhance the student learning environment, protect the academic integrity of online programs, provide resources, and increase the College's capacity to meet the technology environment expectations. The technology fee is due at the beginning of each quarter based on the number of online courses the student is enrolled in. Technology fees are non-refundable and can be covered by financial aid. This fee includes:

- ❖ Technical infrastructure – software and hardware
- ❖ Technology Maintenance
- ❖ Learning Management System - Moodle
- ❖ ProctorU – Online secured examination
- ❖ McGraw-Hill Connect
- ❖ eBooks
- ❖ Faculty and student resources
- ❖ Computer Lab and Deep Freeze
- ❖ Office 365
- ❖ Student Information System (SIS)

Graduation Fee

A \$150.00 graduation fee and an Application for Graduation are due no later than the second week of the final quarter of enrollment. All students will be charged a graduation and commencement fee regardless of their attendance at the ceremony. The graduation fee must be

paid to the Office of the Registrar before your diploma and transcripts can be released. Graduation fees are non-refundable and are not covered by financial aid. Students who do not meet the requirements for graduation and have paid the graduation fee will not need to pay again; the fee will be carried over to the new graduation date. This fee includes:

- ❖ Administrative student graduation audit review
- ❖ An official commencement ceremony
- ❖ Cap, Gown, and Tassel
- ❖ Awards and Honor Cords
- ❖ Official diploma indicating degree earned
 - Additional official diplomas are available for purchase in the Registrar's Office
- ❖ Diploma covers presented at the ceremony (covers provided to only those attending the ceremony)
 - Additional diploma covers are available for purchase in the Registrar's Office
- ❖ Official Transcript
 - Additional official transcripts are available for purchase in the Registrar's Office
- ❖ Administrative cost
- ❖ Photographer
 - Graduation pictures are available for purchase through ceremony photographer
- ❖ Friends and family attendance
- ❖ Parking

National Board Exam (NBE)

The NBE is not required for graduation. National Board Exam Fee for first-time takers will be reimbursed if taken and passed within 60 days of graduation.

Change of Program Fee

A \$50.00 change of program fee is charged prior to transfer procedure. Like an application fee, this fee covers:

- ❖ Student demographic confirmation and updates
 - Student will meet with the admissions representative or Dean to update any demographics that may be out of date; such as: address, phone number, e-mail, etc.
- ❖ Change of program documentation and updates
- ❖ Enrollment updates within NSLDS
- ❖ Financial aid updates

- ❖ Credit evaluation/re-evaluation

Re-Entry Fee

A non-refundable \$50.00 re-entry application fee is charged prior to re-entry into the program of study. This fee includes:

- ❖ Student demographic confirmation and updates
 - Student will meet with the admissions representative or Dean to update any demographics that may be out of date; such as: address, phone number, e-mail, etc.
- ❖ Re-entry documentation and updates
- ❖ Enrollment updates within NSLDS
- ❖ Financial aid updates
- ❖ Credit evaluation/re-evaluation

Returned Payment Fee

A returned payment fee of \$30 will be charged to a student's account for any check dishonored by the drawee bank. Return payment fees are non-refundable and are not covered by financial aid. This fee covers administrative duties associated with the returned payment.

Financial Assistance

Scholarships

Mid-America College of Funeral Service accepts scholarships. A limited number of scholarships are available to students of funeral service through a number of different organizations including the American Board of Funeral Service Education. Contact Mid-America College of Funeral Service for more information.

Federal Financial Aid

The Mid-America College of Funeral Service's Office of Financial Aid is available to assist you in navigating the financial aid process and to provide you better understanding of what options and tools are available to assist you in paying for tuition and fees.

We would be happy to assist you and answer any questions or concerns you may have when working through the financial aid process.

Pell Grants

A Federal Pell Grant does not need to be repaid.

Amount and eligibility is based on your:

- 1) Expected Family Contribution (EFC)
- 2) Cost of Attendance (COA)
- 3) Enrollment Status (Full-time, ¾ time, half-time, or less than half-time), and
- 4) If you are attending for a full academic year or less

To determine if you are eligible for a Federal Pell Grant, complete your FAFSA at www.fafsa.ed.gov.

For more information on the Federal Pell Grant, go to <https://studentaid.ed.gov/sa/types/grants-scholarships/pell>.

Student Loans

Direct Stafford Loans must be repaid.

Eligibility for Direct Stafford Loans are:

- 1) Submit a valid FAFSA at www.fafsa.ed.gov
- 2) Complete a Stafford Loan Sub/Unsub MPN at www.studentloans.gov
- 3) Complete Direct Stafford Loan Entrance Counseling at www.studentloans.gov
- 4) Enrolled at Mid-America College of Funeral Service at least half-time

Amounts are determined by:

- 1) Dependency Status
- 2) Financial Need
- 3) Grade Level
- 4) Program

For more information on Direct Stafford Loans, go to <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.

A Direct Parent PLUS loan is a credit based loan for a parent to borrow for a dependent student.

For more information on the Federal Direct PLUS Loan, go to <https://studentaid.ed.gov/sa/types/loans/plus>.

Veterans' Benefits

Mid-America College of Funeral Service is pleased to participate in Veterans' Affairs Educational Benefit Programs and Military Tuition Assistance Programs.

What benefit am I eligible for?

If you are an eligible active duty member of the military, an eligible dependent, or a veteran of the U.S. military, you may be eligible for Veteran Affairs (VA) Educational Benefits.

VA Educational Benefits include, but are not limited to:

Chapter 30: Montgomery GI Bill – Active Duty

For information on Chapter 30: Montgomery GI Bill Active Duty - http://www.benefits.va.gov/gibill/mgib_ad.asp

Chapter 31: Vocational Rehabilitation and Employment

For information on Chapter 31: Vocational Rehabilitation and Employment - <http://www.benefits.va.gov/vocrehab/index.asp>

Chapter 33: Post-9/11 GI Bill

For information on Chapter 33: Post-9/11 GI Bill - http://www.benefits.va.gov/gibill/post911_gibill.asp

Chapter 35: Survivors' and Dependents' Assistance Program

For information on Chapter 35: Survivors' and Dependents' Assistance Program - <http://www.benefits.va.gov/GIBILL/DEA.asp>

Chapter 1606: Montgomery GI Bill – Selected Reserve

For information on Chapter 1606: Montgomery GI Bill – Selected Reserve - http://www.benefits.va.gov/gibill/mgib_sr.asp

If you are unsure of what you may be eligible for, or unsure what benefit is right for you, try the GI Bill Comparison Tool at <https://www.vets.gov/gi-bill-comparison-tool>.

VA Educational Benefits do not include state sponsored VA grants or scholarships.

How do I apply for my benefits?

To apply for your VA Educational Benefit, you will complete the application through [VONAPP](#). Once completed, the VA will send you a Certificate of Eligibility (COE) for the benefit you have applied for.

Please submit a copy of your COE to the College.

Does Mid-America College of Funeral Service participate in the Yellow Ribbon Program?

Yes, Mid-America College of Funeral Service is a proud participant in the Yellow Ribbon Program. Mid-America College of Funeral Service will pay 50% (percent) of the remaining tuition and fees that Chapter 33: Post-9/11 GI Bill does not cover for a maximum of 100 eligible students. The amount each Yellow Ribbon recipient will receive will vary by tuition cost of degree enrolled in, and any scholarships or grants they may be awarded during their program. Yellow Ribbon will not exceed the tuition charged per term.

For information on the Yellow Ribbon Program: http://www.benefits.va.gov/gibill/yellow_ribbon.asp

Tuition Assistance

What is Tuition Assistance?

- ❖ Tuition Assistance (TA) is a Department of Defense funding program
- ❖ This program is not administered by the Department of Veterans Affairs (VA)
- ❖ TA rules, policies, and procedures vary by branch of service and even vary between different units within the same branch depending on whether the unit is active, reserve, or National Guard
- ❖ TA will be applied to tuition only. It will not apply to any fees associated with enrollment

What is the process to use my TA?

1. Once you are enrolled in classes, you will complete the paperwork required by your branch of service in order to secure your tuition assistance for each quarter. Failure to follow you're your branch of service's processes may lead you to ineligibility for each quarters tuition assistance.
2. Provide a receipt of your TA approval to the College
3. Any balance remaining will need to be covered by the student through financial aid, a tuition installment plan, etc.
4. For questions on when TA is paid to the college, contact your branch of the military
5. Once you pass your classes, you will move on to your next quarter
 - a. A few weeks prior to the start of your classes, submit your TA documentation through your branch of the military, this needs to occur each quarter of enrollment

Where can I get information on my benefits?

A good place to start is

here: <http://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html>.

This site has links to specific branch sites that go further in depth.

Where do I go to apply for my TA?

Where you start depends on what branch of the military you need to apply to.

Air Force – <http://www.my.af.mil/gcss-af/USAF/ep/home.do>

Army – <https://www.goarmyed.com/>

Coast Guard –

https://www.uscg.mil/forms/cg/CG_4147.pdf

- ❖ For information on the Application Process - <http://www.military.com/education/money-for-school/coast-guard-tuition-assistance.html>

- ❖ Or online

at: <https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do>

Marines –

<https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do>

Navy –

<https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do>

State Programs

Applicants desiring to attend Mid-America College under provisions of a state rehabilitation or vocational program must contact their local rehabilitation office directly.

Tuition Installment Plan

Pierce Mortuary Colleges is pleased to offer enrolled students, at the College, a Tuition Installment Plan (TIP). The Tuition Installment Plan is a service to the student, allowing the student to finance education over the period of a quarter throughout their academic year. The TIP is interest free making budgeting the cost of your education easier. Late charges may be added to the student's account if the student misses the deadline of payment dates. If payments are made as scheduled, there will be no

additional costs to the student. The payment schedule calculates the balance remaining after guaranteed funding is applied; financial aid funds (such as loans, grants, scholarships, etc.) are recognized as payments toward the payment plan. Any balance remaining after all guaranteed funds have been paid MUST be set up on the installment plan. Only students in good standing and with a zero balance for the current quarter are eligible to enroll in an installment plan. Students may prepay, without penalty, on their Tuition Installment Plan. Adjustments may be made on future payments.

The payment schedule is based on a division of the quarter's tuition into three installments. If a student will not be receiving any financial aid, the first installment will be due on the first day of classes for that quarter. Those students receiving financial aid (Pell Grant, Direct Loans, and/or FSEOG) or any other guaranteed payments (VA, scholarships, tuition reimbursement, etc.) will be required to pay the balance of direct charges minus all guaranteed funding of the academic year over the, up to, three terms per academic year.

Refunds

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. For students who are paying tuition exclusive of financial aid, the following Indiana Commission

on Proprietary Education Refund Policy policies shall be in effect:

- a. If a student withdrawing from any quarter of instruction, after starting the instructional program at Mid-America College and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of quarterly tuition less an administrative fee of \$100.00.
 - b. A student withdrawing from any quarter of instruction, after attending more than one week but equal to or less than twenty-five percent of the duration of the quarter, is entitled to a refund of seventy-five percent of the cost of the quarterly tuition less an administrative fee of \$100.00.
 - c. A student withdrawing from any quarter of instruction, after attending more than twenty-five percent but equal to or less than fifty percent of the duration of the quarter, is entitled to a refund of fifty percent of the cost of the quarterly tuition less an administrative fee of \$100.00
 - d. A student withdrawing from an quarter of instruction, after attending more than fifty percent but equal to or less than sixty percent of the duration of the quarter, is entitled to a refund of forty percent of the cost of quarterly tuition less an administrative fee of \$100.00.
 - e. A student withdrawing from any quarter of instruction, after attending more than sixty percent of the duration of the quarter is not entitled to a refund.
4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.

Refunds of Title IV

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a term of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school, or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a term of enrollment is the number of calendar days the student has been enrolled for the term of enrollment up to the day the student withdrew, divided by the total calendar days in the term of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the term of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned.

The amount of Title IV financial aid that has not been earned for the term of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the term of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the term of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For Return of Title IV (R2T4) purposes in a term based program, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the term of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved Leave of Absence (LOA), or those who have attested to an expected return to a future module within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future term or within the same term. The fact that the student is scheduled to attend the next term will NOT be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the term completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if

the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the term of enrollment and used for institutional costs in the following order:

- 1) Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Direct PLUS Loans received on behalf of the student
- 2) Federal Pell Grants
- 3) Federal SEOG
- 4) Other grant or loan assistance authorization by Title IV of the HEA

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at the school is the date indicated in written or verbal communication by the student to a school official. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the school that is greater than that which was owed prior to the withdrawal.

Academic Programs

Associate of Applied Science Degree in Funeral Service

Mid-America College of Funeral Service is authorized to award the Associate of Applied Science Degree in Funeral Service. This program of study is accredited by the appropriate state and national accrediting agencies and permits the student to complete the general education requirements followed by completion of the funeral service division (quarters 3, 4, 5, and 6) as a resident student of Mid-America College. Successful completion of both non-resident and resident requirements will qualify the student to receive the Associate of Applied Science Degree in Funeral Service.

GENERAL EDUCATION			PUBLIC HEALTH AND TECHNICAL			BUSINESS MANAGEMENT		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Course #	Course	Credit Hours
ENG 110	English Grammar and Composition	5	BIO 131	Anatomical Framework and Cardiovascular System	4	ACC 250	Accounting	5
ENG 120	Adv. Comp. and Business Comm.	5	BIO 242	Study of Body Organ System	4	ADM 241	Funeral Directing	5
SOC 110	Introduction to Sociology	5	EMB 131	Embalming Theory	4	ADM 252	Funeral Service Merchandising	3
PSY 120	Introduction to Psychology	5	EMB 242	Embalming Practicum	4	ADM 263	Funeral Service Marketing & Operations	3
HIS 110	United States History through 1877	5	EMB 242L	Embalming Clinicals	0	SBM 130	Small Business Management	4
HIS 120	United States History since 1877	5	SCI 251	Restorative Art Theory	4	COM 130	Communications	4
MAT 110	Business Mathematics	5	SCI 262	Restorative Art Practicum	3	CAP 269	Capstone Review	3
BUS 120	Intro. To Business	5	SCI 262L	Restorative Art Clinicals	0			
SCI 111	Fundamentals of Science	4	BIO 230	Pathology	5			
SCI 122	Introduction to Pathology and Anatomy	4	BIO 240	Microbiology	4			
			CHE 251	Inorganic Chemistry	3			
			CHE 262	Organic Chemistry	3			
			PRT 269	Professional Portfolio	2			
48			39			27		

SOCIAL SCIENCES			LEGAL, ETHICAL, AND REGULATORY			PROGRAM	
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Total Program Credits	Total Funeral Service Credits
HIS 130	History of Funeral Service	3	LAW 241	Business Law	3		
SOC 240	Cremation & Burial Alternatives	4	LAW 252	Mortuary Law	3		
PSY 250	Funeral Service Psychology and Counseling	3					
SOC 260	Sociology of Funeral Service	5					
		15			6	136	88

Quarterly Sequence of Courses

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6
ENG 110	ENG 120	HIS 130	SOC 240	PSY 250	SOC 260
MAT 110	BUS 120	COM 130	LAW 241	LAW 252	PRT 269
SOC 110	PSY 120	SBM 130	ADM 241	ADM 252	ADM 263
SCI 111	SCI 122	EMB 131	EMB 242 EMB 242L	SCI 251	SCI 262 SCI 262L
HIS 110	HIS 120	BIO 230	BIO 240	CHE 251	CHE 262
		BIO 131	BIO 242	ACC 250	CAP 269
24 credits	24 credits	24 credits	24 credits	21 credits	19 credits

Bachelor of Science in Funeral Service Management

The Bachelor of Science degree in Funeral Service Management has course offerings in funeral service-related topics. The bachelor degree would allow ABFSE funeral service associate degree graduates, who have passed both National Board Exams (NBE) or is a licensed Funeral Director/Embalmer, to enroll in the program.

The program is a well-rounded education in topics that directly relate to the profession in which they are employed. The bachelor degree is designed for the working funeral service apprentice or licensee. Students can work full-time in the funeral service profession. This degree is accomplished 100% online. The course work includes nine (9) funeral service courses and nine (9) open electives that may be used to complete the 180 required credit hours. The program can take up to a year pending the transfer credit evaluation.

Funeral Core Content Courses

The core course content is designed to provide an enhanced understanding of key topics within the funeral service profession. The courses provide content that will be desirable to for a Funeral Director. The core courses consist of 44 credit hours, the 9 upper level courses pertain to the Funeral Service Profession as a Funeral Director/Manager. The courses listed below are required to be complete as a requirement towards the Bachelor of Science in Funeral Service Management (BFSM).

Course #	Course	Quarter Hours
BFS 310	Thanatology	5
BFS 320	Experiencing World Religion	5
BFS 330	Intercultural Appreciation for Funeral Service	5
BFS 340	Workplace Communications	5
BFS 350	Hospitality and Event Planning for Funeral Service	4
BFS 360	Entrepreneurship	5
BFS 370	Marketing Funeral Service	5
BFS 380	Fundamentals of Preneed Sales	5
BFS 390	Stress Management	5
TOTAL		44

Elective Pool Content Courses

All courses from the elective pool listed below are considered upper division management/leadership courses to enhance the skills required of a Funeral Director. The elective pool will be used to meet the 180 credits required credits to earn the Bachelor of Science in Funeral Service Management (BFSM). The total number of elective courses will be dependent of the transcript evaluation. The evaluation is conducted before acceptance in to the Bachelor of Science in Funeral Service Management Program.

Course #	Course	Quarter Hours
FIN 310	Open Elective Essentials of Corporate Finance	4
GBC 310	Open Elective Changing Landscapes in Green Funeral Service	4
HRM 310	Open Elective Human Relations	4
HRM 320	Open Elective Human Resource Management	4
MGT 410	Open Elective Applying Leadership Principles	4
MGT 420	Open Elective Choosing Success	4
MGT 430	Open Elective Conflict Management and Negotiation	4
MGT 440	Open Elective	4

Life-Span Development		
MGT 450	Open Elective Organizational Behavior	4
MGT 410	Open Elective Applying Leadership Principles	4
MGT 450	Open Elective Organizational Behavior	4
TOTAL		40
Minimum Credits Required for Completion		180

Bachelor of Science in Funeral Service

The Bachelor of Science in Funeral Service at Mid-America College of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506. (816) 233-3747. Web: www.abfse.org.

This program of study permits the student to complete a Pre-Funeral Service liberal arts core at another accredited college or university followed by completion of the Funeral Service division at Mid-America College. Successful completion of both non-resident and resident requirements will qualify the student to receive the Bachelor of Mortuary Science.

General Education Transfer Core Areas

All courses completed at another accredited college or university must be designated 100 level or greater. The student must achieve a "C" or better (or a "Pass" if the Pass/Fail option was used as a standard of measurement) in all courses.

GE Transfer Area	Semester Hours		Quarter Hours
Humanities	7	OR	10
Business	3	OR	5
Social Sciences	14	OR	20
Natural Sciences	6	OR	8
Mathematics	3	OR	5
Total	32		48

Upper-Division Transfer Core Areas

All courses completed at another accredited college or university must be designated as upper-division. The student must achieve a "C" or better (or a "Pass" if the Pass/Fail option was used as a standard of measurement) in all courses.

Upper-level Transfer Area	Semester Hours		Quarter Hours
Humanities	10	OR	15
Social Sciences/Business	10	OR	15
Natural Sciences/Math	10	OR	15
Total	30		45

Funeral Core

These courses are completed at the Mid-America College campus over a period of 12 months (4 quarters).

Course #	Course	Credit Hours
SBM 130	Small Business Management	4
COM 130	Communications for Funeral Service	4
EMB 131	Embalming Theory	4
HIS 130	History of Funeral Service	3

BIO 240	Pathology	5
BIO 131	Anatomical Framework and Cardiovascular System	4
ADM 241	Funeral Directing	5
LAW 241	Business Law	3
SOC 240	Cremation and Burial Alternatives	4
EMB 242/EMB 242L	Embalming Practicum and Clinicals	4
BIO 240	Microbiology	4
BIO 242	Study of Body Organ Systems	4
PSY 250	Funeral Service Psychology and Counseling	3
LAW 252	Mortuary Law & Ethics	3
ADM 252	Funeral Service Merchandising	3
PHT 553	Inorganic Chemistry	3
ACC 250	Accounting	5
SCI 251	Restorative Art Theory	4
CHE 262	Organic Chemistry	3
SOC 260	Sociology of Funeral Service	5
ADM 263	Funeral Service Marketing and Operations	3
SCI 262/SCI 262L	Restorative Art Practicum and Clinicals	3
PRT 269	Professional Portfolio	2
CAP 269	Capstone Review	3
Total Funeral Core Quarter Hours		88
Associate of Applied Science Degree Program (88+48)		136
BS in Mortuary Studies (136+45)		181

Certificate in Funeral Directing Service

Mid-America College of Funeral Service is also pleased to offer a certificate in funeral directing service. This program of study will include courses where the practitioner will get the most benefit in funeral directing and could also help prepare the student for specific state law licensing examinations in funeral directing. The courses are identical to those completed towards the AAS degree and therefore would be transferable if the student chose to further his/her education.

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
HIS 130	ENG 120	PSY 250	SOC 260
COM 130	ADM 241	LAW 252	ADM 263
SBM 130	LAW 241	ADM 252	
		ACC 250	
11 credits	13 credits	14 credits	8 credits

Course Descriptions**ENG 110 – English Grammar and Composition (5 Qtr. Credits)**

This course provides an overview of the rules of grammar and the fundamentals of writing. The student will begin by studying contemporary college learning. Emphasis will be on usage rather than on grammar per se. Students will write several essays, including descriptive, comparative, definitive, narrative, and cause/effect. How to select a topic and how to write a thesis statement, an introduction, body, and conclusion will be examined. The student will also demonstrate the ability to write both topic and sentence outlines.

ENG 120 – Advanced Composition and Business Communications (5 Qtr. Credits)

This course is designed to refine the writing skills learned by students in English Grammar and Composition and to apply these skills to business situations. Students will learn the communication process and their role in it. They will become familiar with the tools that business writers use when preparing messages. Students will also learn and apply the principles of business communication. Writing with accuracy, clarity, and a positive tone are among the topics covered. Students will also be required to prepare a resume and write a cover letter. In preparation for a research paper, students will review such topics as how to select a subject, how to write an effective thematic, introduction, body and conclusion. Students will also review how to write and utilize an outline. Proper use of APA formats will also be examined.

SOC 110 –Introduction to Sociology (5 Qtr. Credits)

This course is designed to provide a survey of sociology. The course will include a presentation of sociological theories and perspectives, the roots of sociology as an empirical science, sociological research, culture, socialization, social interaction, deviance, and social structure, how socialization happens and social interaction.

PSY 110 –Introduction to Psychology (5 Qtr. Credits)

The student will survey the evolution of psychology and the research methods employed by psychologists. Major psychological perspectives, theories, and theorists will be studied. The course will examine learning processes, human development across the life span, motivation, emotion, personality, social behavior, group processes,

psychological disorders, and psychotherapy. Stress and coping and their relationships to health will be examined.

HIS 110 – United States History through 1877 (5 Qtr. Credits)

This course will survey history from the earliest American civilizations through the period leading up to the American Civil War. The student will become familiar with the various early peoples migrating into North America from Europe, Africa, and Asia. Other topics include American Colonial life, the development of the U. S. Constitution, westward expansion, American Indian relations, slavery, reform movements, the Mexican-American War, and the Antebellum South. The course will also describe the events leading up to and the aftermath of the American Civil War.

HIS 120 – United States History since 1877 (5 Qtr. Credits)

This course will survey history since 1877. The student will become familiar with; Reconstruction and the New South, Industrialization, Urbanization, The Great Depression, World War 2, the “Atomic Age”, and Cold War Era, Civil Rights Movement, Vietnam War and the rise of global terrorism will be addressed.

MAT 110 – Business Mathematics (5 Qtr. Credits)

This course is designed to develop the ability of the student to use general mathematical skills in the business setting. Accounting applications, percentages in business, computation of interest, discounts, commissions, mark-up, and the determination of selling price are examined. Other areas surveyed include business and personal insurance, depreciation, inventory, payroll, and business financial statements. The course concludes with advanced mathematical applications and math in employment tests.

BUS 120 – Introduction to Business (5 Qtr. Credits)

This course of study will introduce the student to American business today. The student will explore the foundations of business, ethics and social responsibilities, global business and the types of business ownership. Human resources, management, and organization procedures will be examined, as well as the impact of marketing and advertising in shaping modern business practices. The student will be introduced to finance and investment, including money and banking, financial management, securities markets, and investments. The course concludes with a study of the business environment with respect to government regulations, introduction to business law, and careers in business.

SCI 111 – Fundamentals of Science (4 Qtr. hours)

This course of study will introduce the student to the fundamentals of science, the scientific method, the chemical basis of life, several chemistry principles, the metric system, and the biology of cells. The student will also examine the principles of energy and its sources and will end the quarter with animal reproduction and development.

SCI 122 – Introduction to Pathology and Anatomy (4 Qtr. hours)

This course of study will introduce the student to the various human organ systems. The student will be introduced to basic anatomical terms, including the anatomical position, directional terms, and gross anatomical regions and planes. The student will briefly survey pathological concepts, including causes and effects of some diseases, and will learn common prefixes and suffixes associated with anatomy and pathology.

BIO 131 – Anatomical Framework and Cardiovascular System (4 Qtr. Credits)

The student of funeral service is exposed to the study of the human body using the Systemic Anatomy approach. The first quarter of study begins with a presentation of basic anatomical vocabulary and organization concepts. The systems of the skin, skeleton, and muscles are examined in detail.

BIO 242 – Study of Body Organ Systems (4 Qtr. Credits)

The study of the structures of the human body continues with a detailed investigation of the circulatory system. This study includes the examination of the heart, blood, arteries, veins, and lymphatic system of an adult. In addition, the circulatory system of a fetus is also examined. The conclusion of the study of funeral service anatomy will focus on the structures and functions of the endocrine, digestive, urinary, respiratory, nervous and reproductive systems of the human body. Prerequisite: BIO 131.

EMB 131 – Embalming Theory (4 Qtr. Credits)

The first quarter of study introduces the student of funeral service to the basic vocabulary utilized by the professional embalmer. The need and purpose of embalming, as well as the responsibilities, conduct, and qualities of the professional embalmer are discussed. The structure of a preparation room and the typical devices and instruments

used will be discussed as well as the presentation of the various historical devices used to inject arterial fluid into the body. In addition, the chemicals that are used in the embalming process are presented. The quarter continues with a study of the governmental agencies and the regulations that govern the embalming of dead human remains. This quarter of the study of embalming examines both the physical and chemical changes, as well as the ante-mortem and post-mortem processes that typically occur in a human being prior to embalming. To complement the student's knowledge of bone structure, muscles and the circulatory system, detailed linear guides, anatomical limits, and anatomical guides used to locate the major blood vessels used in the embalming of a human body are examined. The quarter concludes with the concept of proper embalming analysis. This analysis will be used to prescribe and apply the proper techniques in preparing a human body for funeralization. Various intrinsic and extrinsic factors that influence the embalming analysis will be discussed. A detailed study of the recommended procedures for embalming a normal body is presented, to include the posing of the mouth and eyes. The student is also exposed to the methods by which the strength, volume, and temperature of the arterial fluid is calculated for normal cases as well as emaciated and edematous remains.

EMB 242 and EMB 242L – Embalming Practicum and Embalming Clinicals (4 Qtr. Credits)

The quarter continues with a discussion of the proper manner in which arteries and veins are raised, incised, and ligated to permit the introduction of arterial fluids or the drainage of blood. The discussion will include recommendations regarding injection pressure and rate of flow. The various methods by which arterial fluid is introduced into the body tissues by processes such as distribution, diffusion, osmosis, and dialysis are presented. Recommended procedures for the proper embalming of infants and ship-out cases will be discussed. The student will be exposed to the various methods used for venous drainage, cavity treatment, controlling purge, and the embalming of the autopsied case. Prerequisite: EMB 131

SCI 251 – Restorative Art Theory (4 Qtr. Credits)

In this lecture class, the student of funeral service is introduced to the basic principles of restorative art. Detailed emphasis is placed on those facets of human anatomy that are specifically responsible for physical characteristics common to the countenance of man, including the cranial and facial bones, muscles of facial

expression, and unique facial markings .An examination of basic restorative concepts continues during this quarter of study, with emphasis placed upon the Canon of Beauty and its practical application to restorative procedures, and the proper analysis and interpretation of photographs and portraits. The quarter then focuses on a study of geometric head forms and profile views of importance to the restorative artist. Concluding the quarter, the students will study the principle of color theory and how it relates to cosmetic mediums used.

A laboratory environment is employed during this quarter to introduce the student of funeral service to practical restorative applications and modeling technique. Each facial feature is examined in depth, then carefully reproduced with restorative wax and instruments issued to the student.

SCI 262 and SCI 262L – Restorative Art Practicum and Restorative Art Clinicals (3 Qtr. Credits)

Practical restorative applications form the basis of study during this quarter, with the special attention of the student directed to tissue preparation, restorative waxes and their application, and corrective as well as other non-wax treatments. Application to basic cosmetology is also examined during this quarter. A focus on basic techniques of cosmetic application through lecture and demonstration are an important part of this quarter of study. Specialized treatments, such as hypodermic tissue building, hair restoration, treatment of stains and discolorations, and special cases of significance to the restorative artist are carefully analyzed.

In the laboratory setting, the student of funeral service will continue to perfect his or her skill in wax modeling and restorative techniques through practical applications. With professional cosmetics in the laboratory, the student is introduced to mixing, blending, and the application of cosmetics upon a specially designed cosmetic mask. To conclude the quarter, the student will complete his or her Senior Project resulting in the recreation of a face, from a photograph, with wax and a plastic skull that has been issued. This will include, all techniques learned. Prerequisite: SCI 251

BIO 240 - Microbiology (4 Qtr. Credits)

In examining the importance of microbiology to funeral service practice, the student is introduced to basic vocabulary and concepts involving microorganisms, their structures, and activities necessary for their life. The

relationship of microbiology to funeral service practice is further established by an analysis of infections and disease, and the body's resistance to these. Specific types of microbes and the disease each may cause are also carefully examined.

BIO 230 - Pathology (5 Qtr. Credits)

The student of funeral service will be introduced to the divisions of the field of pathology as well as to the cause and nature of disease. The pathologic conditions associated with the skin, bones and joints, and blood and circulatory system will be examined, as well as the inflammatory, repair, and regenerative processes. The application to funeral service will be emphasized. The study of pathology continues to show its application to funeral service practice by examining the pathologic conditions associated with the digestive, respiratory, urinary, nervous, endocrine, and reproductive systems. A detailed discussion of neoplasms commonly found in the human body will conclude the course.

CHE 251 – Inorganic Chemistry (3 Qtr. Credits)

The student of funeral service begins the study of chemistry with a discussion of general concepts including properties of matter, atoms, elements and the periodic table. An overview of ionic and covalent compounds is followed by an investigation of selected elements and water. Acids, bases and the pH scale are examined. Solution chemistry and its application to mortuary science are explored in detail. This quarter of study concludes with an introduction to organic chemistry and chemical equations.

CHE 262 – Organic Chemistry (3 Qtr. Credits)

The study of chemistry and its application to funeral service practice continues with discussions of organic chemistry and the properties of various types of organic compounds. Chemicals used in embalming, such as formaldehyde, glutaraldehyde, phenol and various humectants are also analyzed. All the covered material is then culminated with an introduction to both biochemistry and embalming chemistry. Prerequisite: CHE 251

PRT 269 – Professional Portfolio (2 Qtr. Credits)

This end of program course is portfolio-based. Students will be asked to create a portfolio that assesses their various experiences within the program, reflects on their own performance during their time in the program, and

give them tools to graduate and find employment within the funeral service profession.

ACC 250 - Accounting (5 Qtr. Credits)

In this course, the student of funeral service is introduced to the basic principles of accounting theory and its application to funeral home operations, with emphasis placed upon contemporary accounting terminology. The use of accounts, journals and ledgers, the mechanics of journalizing and posting, and the preparation of the trial balance and formal financial statements create the central theme of the course. The course concludes with an examination of accrual, modified cash, and cash basis accounting, depreciation and other adjustments, closing entries, accounting for cash, notes and interest, payroll taxes, and the application of modern payroll techniques.

ADM 241 - Funeral Directing (5 Qtr. Credits)

Funeral Directing focuses on the basic duties, responsibilities and expectations of those people practicing funeral service. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, cremation, aftercare and regulatory and legislative compliance.

ADM 252 - Funeral Service Merchandising (3 Qtr. Credits)

Funeral Merchandising is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Funeral providers as defined by the FTC in 1984 offer both service and merchandise. This course considers both service and merchandise as the products provided by funeral service practitioners. The course is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral related products. The second section of the course examines methods of purchasing, pricing, display, and sale of funeral merchandise as well as funeral services.

ADM 263 - Funeral Service Marketing and Operations (3 Qtr. Credits)

This course is a survey of the basic principles of Funeral Service Management. Emphasis is on general management technique and theory, employee motivation, hiring and training staff, and specific guidelines for funeral service management.

SBM 130 – Small Business Management (4 Qtr. Credits)

This course of study emphasizes the role and function of the Funeral Director as an effective manager of a small business. Trends and activities of a typical small business, the problems and risks of small business ownership, buying a going concern versus building a new funeral home, as well as the economic contributions that small businesses provide for the economy are carefully examined. The student of funeral service explores the financial aspects of running a small business, including sources of funds, equipment and inventory requirements, advertising, sales promotions, and pricing policies and strategies. Factors involving the use of credit, insurance and risk management, cost analysis, and the recruitment and selection of personnel are also examined.

COM 130 - Communications (4 Qtr. Credits)

This course will introduce the student to the techniques of proper business communications, including written as well as public speaking. Appropriate communication terminology will be examined and the student will become familiar with the different types of letters, resumes and memos, as well as the different modes and types of public speaking and how to prepare for such occasions. The student will examine the ethics associated with communications and the funeral service profession in general. (4 hours lecture–discussion per week)

CAP 269 – Capstone Review (3 Qtr. Credits)

This course reviews all subject areas that have been covered during the funeral service curriculum. This is not only to prepare students for their comprehensive examinations at the end of the quarter, but also to help prepare those students who will go on to take the National Board Examination (NBE). The NBE is the nationally-recognized standard for FSE graduates.

HIS 130 – History of Funeral Service (3 Qtr. Credits)

This survey course deals with the development of the funeral service profession from primitive man to modern times. The ancient civilizations of Egypt, Greece, and Rome are studied and their contributions to funeral service practice are examined. The course concludes with a study of the professional association development in America during the nineteenth and twentieth centuries.

SOC 240 – Cremation and Burial Alternatives (4 Qtr. Credits)

The Burial and Cremation Alternatives curriculum focuses on the various considerations and options that are involved with cremation and disposition modes other than the traditional burial. The cremation portion deals with the proper identification of the deceased, legal authorization, use of third party crematories, required forms, cremation containers, containers for cremated deceased, cremation merchandise, services in conjunction with cremation, arranging for disposition of cremated remains, shipping cremated remains, FTC Compliance, and the history of cremation. Other alternative methods of disposition to be discussed, such as Green Burial, Cryonics, Alkaline Hydrolysis, Eternal Reefs and Space Burial.

PSY 250 –Funeral Service Psychology and Counseling (3 Qtr. Credits)

Topics covered include how funeral directors can facilitate grief coping, and the characteristics of the helping funeral director. Students will examine crisis intervention, aftercare, a funeral director's own grief, and funeral service stress. Also included will be the varying definitions of counselling, the types and styles of counselling, grief counselling, the principles and procedures of counselling, the student will become more familiar with theorists such as Worden, Wolfelt, Rogers, and Stone. Prerequisite: PSY 120

SOC 260 - Sociology of Funeral Service (5 Qtr. Credits)

The student of funeral service is introduced to the study of human behavior as it pertains to the funeral service profession. The language and vocabulary of the sociologist relative to the structure of the family unit are examined. The past, present, and future of the funeral service profession as a care-giving activity are also explored.

Also included in this quarter are the development of ethics, the stages of ethics, and the differences between ethics and law are examined. Individual ethics, ethics in funeral directing, community relationships, ethics with regard to the deceased, ethics within a funeral service operation and ethics with regard to publicity are examined in this course. The course will conclude with a study of ethics with regard to pre-need and post-need care and colleague relationships.

LAW 241 - Business Law (3 Qtr. Credits)

This course of study examines the origins of the law, the functions of the court, civil and criminal actions, and business crimes and torts. Contracts and bailment are also examined. The course concludes by introducing the student of funeral service to personal property, negotiable instruments, real property, agency and employment, bankruptcy, defenses, and wills.

LAW 252 – Mortuary Law and Ethics (3 Qtr. Credits)

The student of funeral service is introduced to the statutory laws that pertain to the funeral service profession. The study of law governing the disposition of a dead human body, the rights, duties, and responsibilities of the funeral service practitioner, and federal laws and regulations pertaining to the funeral service industry are also examined. The course of study concludes with an examination of ethical practices in the funeral service profession.

BFS 310 – Thanatology (5 Qtr. Credits)

This course is intended to familiarize the student with the study of death and dying. Students will discuss various societal attitudes about death and how death is addressed and taught in society, how the current healthcare system supports or hinders the process of dying, end-of-life concerns for the terminally ill and their families, and the impact on survivors from traumatic or sudden death circumstances.

BFS 320 – Experiencing World Religion (5 Qtr. Credits)

This course will examine religion as a living cultural experience, and will include systems of belief and how those beliefs are expressed with regard to funeral traditions from around the world. We will also study how those beliefs are expressed in ceremonies, food, clothing, art, architecture, scripture, and music.

BFS 330 – Intercultural Appreciation for Funeral Service (5 Qtr. Credits)

This introductory course provides students a framework on which to build their intercultural communication skills. The world can be a very small place, and funeral directors can regularly be faced with interacting with different cultures. By understanding the complexities of intercultural interaction, students can begin the process of learning about other cultures in their professional endeavors and personal relationships.

BFS 340 – Workplace Communications (5 Qtr. Credits)

This class will take a strategic approach to communication in the working world, using real-world practicality. Students will learn how to communicate in ways that enhance their own career success and help their funeral home operate effectively. There will be an emphasis on communication among ethnicities and cultural diversity, discussions of evolving communication technologies, and self-assessment tools, while incorporating digital teaching and learning tools to help students better connect to the course material and apply it to funeral service situations.

BFS 350 – Hospitality and Event Planning for Funeral Service (4 Qtr. Credits)

Funerals are not just rituals anymore, they are social events. In this class we will examine event planning as it relates to funeral service. The student will learn how to plan and see an event through from the early planning stages to clean up. Topics covered will include budgets and finance, site selection, contracts, vendors (such as caterers), food and beverage management, related technology, and hospitality law.

BFS 360 – Entrepreneurship (5 Qtr. Credits)

This course takes a hands-on, problem-based learning approach that works through real problems faced by entrepreneurs and small business owners. It is designed to put the student in the roles of financial analyst, marketer, and business owner to find solutions. Students will be provided with the necessary foundation to design, start, and manage their own funeral home.

BFS 370 – Marketing Funeral Service (5 Qtr. Credits)

Funeral directors and funeral home business owners are continually faced with how to make marketing decisions in deciding what customer to focus on and how best to meet their needs. This introductory marketing course will provide a basic marketing framework with a strategy planning focus. It will include recent best practices and will integrate the best digital tools for ensuring that students are prepared to engage, pursue and execute a successful marketing campaign for their business.

BFS 380 – Fundamentals of Preneed Sales (5 Qtr. Credits)

This course teaches students a detailed, yet broad, step-by-step selling process that is universal in nature but relates specifically to funeral service. It will demonstrate the order of steps within the selling process and will provide numerous examples of what should be in each step and show how the steps within the selling process

interact with one another. Combined with up-to-date content and a strong ethical focus, this course teaches sales with a strong, practical focus that puts the customer first.

BFS 390 – Stress Management (5 Qtr. Credits)

This course empowers students to learn what stress is, evaluate their level of stress, and apply to their own lives the tools and skills to manage that stress. We will examine a variety of topics relevant to funeral professionals such as intrapersonal and interpersonal stressors, physiological reactions to stress, spirituality and stress, occupational stress, and family stress.

GBC 310 – Changing Landscapes in Green Funeral Service (4 Qtr. Credits)

This course primarily explores the growth of ethical, compassionate, and environmentally sustainable green funeral service. Growing numbers of funeral consumers are expressing a strong interest in living—and dying—with a lighter hand on the land, creating a demand for innovative products and authentic services that they may not perceive to be available in standard conventional service. Many consumers have been drawn toward home funerals, home vigils, and green (or natural) burials, as well as biodegradable, fair-market, and footprint-conscious products. This course explores in depth the rise in environmentally-conscious products and practices, aesthetics and ethics. Learn how the contemporary perception of funerals is changing and how funeral service providers can meet their needs with integrity—and stay in business at the same time. Students who take and pass this course will be eligible to earn a Certificate of Proficiency in Green Funeral Service from the Green Burial Council.

FIN 310 – Essentials of Corporate Finance (4 Qtr. Credits)

This course will examine the most important concepts and principles of corporate finance at a level that is approachable for a wide audience. The course is a modern approach to finance, which has distilled the subject down to the essential topics in 18 chapters. The “why” is just as important, if not more so, than understanding the “how,” especially in an introductory course of finance. The course will enable one to understand key financial issues related to companies, investors, and the interaction between them in the capital markets. By the end of this course one should be able to understand most of what is read in the financial press and use the essential financial vocabulary of

companies and finance professionals.

HRM 310 – Human Relations (4 Qtr. Credits)

This course studies research-based social science and management principles, as well as newer theories and philosophies of human relations drawn from management theory, group theory, personality theory, and relationship theory. More than ever, effective human relations skills are crucial to business success as organizations grow and compete in a global business environment. Employees must have the knowledge and skill to adapt to a workplace where change is frequent and inevitable.

HRM 320 – Human Resource Management (4 Qtr. Credits)

This course will examine all of the important management functions in selecting the appropriate individual for the position available, including screening considerations, employment interviews, techniques of interviewing, preparation of resumes, application forms, and offer and acceptance letters. It will further identify key components like; employment relationships, orientation of new employees, compliance with EEOC guidelines, orientation and training, employee motivation and performance evaluations, compensation administration, and employee health and safety are also covered.

MGT 410 – Applying Leadership Principles (4 Qtr. Credits)

This course will identify various leadership skills that are important to all fields of study. Regardless of the role a person assumes in an organization he or she will need to influence others in order to accomplish the goals and tasks of their work. The course engages students in discussion, exploration and application of leadership skills, principles and practices. Students will learn about the relationships and connections among leaders, individuals and organizations. Topics include communication, motivation, problem solving, organizational change, and workplace conflict.

MGT 420 – Choosing Success (4 Qtr. Credits)

This course focuses on how good decision-making skills determine success in all aspects of life. From study skills to money management, this course applies active and service learning techniques as well as the 5C decision-making model to prepare one for success. One does not merely become successful, but rather they choose to be successful.

Choice starts with the decision to acquire a secondary education, and from then on everything students do is based on their decision-making skills. The more one practices good decision-making, the more control one has over their successes and failures. The course is unique in that it provides students with a process for decision making as well as numerous opportunities to think through the choices and decisions they face as a college



student-and beyond.

MGT 430 – Conflict Management and Negotiation (4 Qtr. Credits)

This course will explore ways to identify and analyze appropriate management strategies for dealing with various types of functional and dysfunctional conflicts in the workplace. This course will also focus on conflict management styles of avoidance, accommodation, collaboration, negotiation, mediation and domination.

MGT 440 – Life Span Development (4 Qtr. Credits)

This course will examine the current research and real-

world application, helping students see how developmental psychology plays a role in their own lives and future careers. Through an integrated, personalized digital learning program, students gain the insight they need to study smarter and improve performance.

MGT 450 – Organizational Behavior (4 Qtr. Credits)

This course will examine the effects of individual, interpersonal, group, and leadership factors on human behavior. Management applications of behavioral and social science concepts and theories are explored, to include those concerning motivation and communication, which helps students get a deeper understanding and scope of human behavior and interaction in professional organizations.

MGT 460 – Interpersonal Conflict (4 Qtr. Credits)

This course in Interpersonal Conflict explains the key dynamics of personal conflicts that we all face. Key areas of discussion will include communication and conflict, interpersonal conflict, conflict management, conflict and negotiation, and conflict in personal relationships. The course will examine the central principles of effective conflict management in a wide variety of contexts-- whether at home or on the job. Presented will be a combination of up-to-date research and examples giving students a theoretical and practical foundation in conflict management.

General Student Policies

Student Conduct

Pierce Mortuary College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership. When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College Policies and Procedures. All college rules and the code of conduct are presented in the Student Handbook. The right of due process is guaranteed to students by following the grievance procedures outlined later in this document.

Attendance

The College has measured a direct correlation between class attendance and academic success, and, therefore, provides the following guidelines:

Students are expected to attend all scheduled classes, lab, and scheduled field trips. The College views class attendance as an academic issue and as an individual student responsibility. The instructor records attendance at the beginning of each class, lab session, or field trip on the daily attendance record and this is transcribed automatically to the Master Attendance Record.

An attendance record is kept on all students in each class, lab session, and field trip. Students should be continually aware of their attendance and their absences. In addition to attending classes and scheduled field trips, students are expected to complete all assignments and to be honest with their instructors regarding their ability to complete their academic work. The College encourages students who need to miss a class, lab, field trip, quiz or exam due to illness, injury, or other reasons to notify the instructor prior to the class that they are unable to attend, and to follow the instructions provided on the course syllabus. The College encourages faculty members to have a conversation with the student that allows them to present their situation and identify how the student can fulfill their academic responsibilities while accommodating their short-term illness or injury.

Falsifying absence from a class is in violation of this policy. Students may not offer a falsified excuse for an absence from an examination, test, quiz, or other course requirement, directly or through another source.

CHRONIC ABSENTEEISM WILL LEAD TO DISCIPLINARY PROBATION AND/OR ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE

- ❖ When absences reach 10% scheduled hours – **Attendance Warning**
- ❖ When absences reach 15% scheduled hours – **Disciplinary Advising**
- ❖ When absences reach 20% scheduled hours – **Disciplinary Probation**

A student who exceeds 20% of absences in a quarter will be placed on Disciplinary Probation for the subsequent quarter. If the student exceeds 20% in the next quarter, the student will be administratively withdrawn from the college. A leave of absence will not count towards the 20% in either quarter, but will reduce the total contact hours accordingly for computation purposes.

Administrative withdrawal will also occur if the student misses ten (10) consecutive days or more than 20% of the entire course time hours in the program, whichever occurs first.

A student missing an excessive number of classes in any one course may, at the discretion of the instructor, be subject to extra work, which will in no way remove the absence(s).

It is the student's responsibility to obtain any material or assignments missed because of any absence. The student is likewise accountable for scheduled exams to be held at a later date or immediately upon the student's return to school.

Online Course Attendance Policy

Just as on-campus students are expected to attend class, Distance Learning students too must regularly participate in their online courses. The Distance Learning website keeps a log of every student's activity and will be monitored on a regular basis for course participation.

As the courses are set up on a weekly schedule, if a student becomes more than one (1) week behind in completing assignments or any of the activities required for a course, that student is subject to withdrawal from the program. Should a student be completely inactive in

their courses for ten (10) regular business days, that student is also subject to withdrawal as well.

Leave of Absence (LOA)

A student in good academic standing may request an official Leave of Absence (LOA) for personal reasons without withdrawing from the College. An application for a LOA must be requested by the student and approved by the Dean or the President. Except in extraordinary circumstances, as determined by the Dean or the President, the leave must be approved prior to the first day of class for the term in which a student is requesting leave. **Students are limited to one leave, not to exceed 180 days, within a 12-month period.** Any exceptions should be directed to the Dean or the President.

A new student, who has registered for courses and paid the application fee, but has withdrawn from the College prior to the 3rd day of class, cannot take a LOA. Rather, she/he should contact the Admission's Office to request to defer their admission.

If the student whose leave is approved does not return at the end of the LOA, the student will automatically be withdrawn from the College, with the withdrawal date being the date that the student began the LOA. Once the student is withdrawn, he or she may seek readmission through the Admission's Office. Any outstanding account balance is immediately due in full. Except in extraordinary circumstances, as determined by the Dean or the President, a student leaving the College at any point after the term begins will be considered withdrawn for that term and may not request a leave of absence for the following term.

Any outstanding account balance is immediately due in full.

To be considered for readmission, students must complete an application for the College and submit all official transcripts for any college level coursework completed since leaving the College.

The academic files for a student on a LOA remain active during the duration of the LOA. A student returns at the end of a LOA with the same academic status she/he held prior to the LOA and is subject to the same academic policies and procedures while on the LOA as currently enrolled students. A student is not considered enrolled or registered for the duration of the LOA. In addition, the College cannot confirm enrollment for student loans or

other enrollment verification purposes.

On or before the expiration date of the LOA, a student should meet with the Dean or the President to discuss any items that may be needed prior to the student returning to class.

Students receiving an emergency leave of absence are no longer eligible for the Exemplary Attendance Award.

Leave of Absence Process

A student must complete an application for a leave of absence and is expected to take the following steps:

1. Meet with the Registrar, Dean, or President to complete the "Leave of Absence Request Form"
2. Meet with the Financial Aid representative to discuss eligibility for scholarships, grants, and/or student loans
3. Meet with the Registrar regarding outstanding balances to a student account
4. Meet with the Registrar to return any outstanding items
 - a. Security/FOB card
 - b. Textbooks

Emergency Leave of Absence (occurs during a quarter)

A leave of absence may be granted for medical emergencies and for military service obligations. A student should request a leave of absence in writing prior to the date of leave except in extenuating circumstances. The request must contain the dates of the leave, the reason for the leave, and be signed by the student. If approved, the request will be placed in the student's file. Please find the specific points of an emergency leave of absence:

- ❖ A maximum of two leaves per twelve month time period may be requested
- ❖ Two leaves may not be consecutive
- ❖ Maximum of one leave per quarter
- ❖ Each leave will permit the student miss up to ten (10) consecutive school days
- ❖ It will not count towards the 20% allowed absences, but will reduce the total contact hours accordingly for computation purposes
- ❖ If a student fails to return from leave, they will be administratively withdrawn and the proper refund process will be followed
- ❖ Students are responsible to arrange for make-up of class work missed as a result of the leave

Standard Period of Non-Enrollment (SPNE)

There are a certain set of limited circumstances when the College determines it is necessary to interrupt the sequential order of required courses and requires an academically initiated leave of absence otherwise known as a standard period of non-enrollment (SPNE).

Once the Dean determines a student's need for a standard period of non-enrollment, or the student requests a SPNE, the student will complete the SPNE form and the Dean will complete the "Campus Use Only", which will state:

1. the date that the standard period of non-enrollment has been approved;
2. the expected return date;
3. that while the student is on a standard period of non-enrollment s/he will NOT be considered to have withdrawn;
4. that while the student is on a standard period of non-enrollment no additional charges will be generated;
5. if a student fails to return from an approved standard period of non-enrollment, s/he will be withdrawn;
6. if withdrawn, the "withdrawal date" will be retroactive to the student's last date of attendance and the "date of determination" will be the day s/he should have returned to college;
7. upon returning from a standard period of non-enrollment, s/he must return to the same point in the program from which s/he left;
8. students must meet with the financial aid department before returning to classes; and upon returning from a standard period of non-enrollment

Withdrawal Policy

Administrative Withdrawal

A student may be dismissed from the college for failure to make satisfactory academic progress, for inappropriate behavior that is detrimental to good order, failing to pay college financial obligations, or for violation of the attendance policy of the college. (Please see the individual sections of the catalog and/or student handbook for guidelines) Administrative dismissal does not relieve the student of the responsibility for all debts, including tuition, fees, and other incidental charges for the full quarter. Any consideration for a refund of tuition will be based upon the last date of attendance and federal/state regulations.

"AW" = An Administrative Withdrawal is a neutral grade used to indicate that a student has been involuntarily withdrawn by the college. An "AW" grade is not used in the grade point average (GPA) calculation, but is counted toward the hours attempted.

Voluntary Withdrawal

Voluntary Withdrawal pertains to the student who wishes to leave the college in GOOD STANDING after registering for classes in any quarter.

Students withdrawing from Pierce Mortuary Colleges for any reason must make a formal declaration of intention to withdraw and must be clear in every respect with the college. Merely discontinuing class attendance does not constitute formal withdrawal. To be considered official, the withdrawal must be in writing and signed by the student requesting withdrawal. Verbal withdrawal is not considered formal withdrawal. The written notice submitted by the student must contain the student's name, address, phone number and a signature. The notice may be faxed, mailed, scanned and emailed or hand delivered to the college. The official date of the withdrawal is the date the written notice is formally received by the college, NOT the postmarked date or the date stated in the notice. Any consideration for a refund of tuition will be based upon the last date of attendance and federal/state regulations.

A student who does not cancel registration or completely withdraw by the appropriate deadline for the quarter will be awarded a final grade of "F". Complete withdrawal after the published deadline will only be granted due to extraordinary circumstances. The college will administratively withdraw the student who ceases to attend classes and fails to notify the college that he/she is withdrawing. (See Administrative Withdrawal)

"VW" = A voluntary withdrawal is a neutral grade used to indicate that a student has officially withdrawn from the college on or before the published deadline of last day to withdraw. A "VW" grade is not used in the grade point average (GPA) calculation, but is counted toward the hours attempted.

Comprehensive Examinations

End of program examinations are administered at the conclusion of all program coursework. These examinations indicate the proficiency attained by the student in instructional areas of significance in state and national

licensing examinations. The results of all comprehensive examinations will be entered on the student's permanent academic transcript.

Graduation

In order to be considered a candidate for graduation from Mid-America College, a student must:

- 1) Attain a cumulative overall academic average of C (2.0) or better, with no individual course grade of less than D
- 2) Be free of all indebtedness to the College
- 3) For funeral service students, a student must successfully complete all requirements of the Clinical Embalming program as specified by the College and the American Board of Funeral Service Education and be certified by the Clinical Coordinator of the program as minimally technically competent in entry level embalming practices
- 4) Successfully complete all end-of-program comprehensive testing, as applicable.

Annual Passage Rate of First-Time Takes on the NBE

Students are not required to take the National Board Examination in order to graduate but the College supports the success of those who choose to take it regardless. The annual passage rate of first-time takers on the NBE for the most recent three-year period for all ABFSE accredited colleges of funeral service is posted on the ABFSE website, www.abfse.org. National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. You may request a printed copy of this program's rates in person at Mid-America College of Funeral Service, Admissions Office, 3111 Hamburg Pike, Jeffersonville, IN 47130; or by email at info@mid-america.edu, or by telephone at 812-288-8878.

National Board Examination

Upon completion of all graduation requirements from the funeral service programs at one of the Pierce Mortuary Colleges, there is generally an expectation that the graduate plans to pursue licensure. Many states have eligibility requirements for licensure that are contingent upon completing and successfully passing the National Board Examination (NBE). Pierce Colleges encourages each graduate to schedule and take the NBE as soon as possible

following graduation. BFSM students will have already passed the NBE's.

Honoring Graduates for Successfully Passing the NBE

For the graduate who sits for and passes the National Board Examination on the first attempt, Pierce Colleges would like to honor your success! Exam fees will be reimbursed to a graduate who has completed the following:

- A. Sit for the exam within 60 days of your graduation date; AND
- B. Pass both portions of the exam on your first attempt; AND
- C. Submit to your college the results from The International Conference of Funeral Service Examining Boards demonstrating your passing status for both the Arts and Sciences sections.

Grading Methods and Symbols

Grades are given to students at the end of each quarter. Grades are based on the quality of work as reflected on assignments, examinations, and/or class projects. Cumulative grade averages (CGPA) will include only the highest grade for any course subjects that are repeated. The following grading symbols are used to evaluate a student’s progress:

Letter Grade	Grade Points	Numeric Grade	Included in Credits Earned	Include in Credits Attempted	Included in CGPA
A	4	97 – 100	Yes	Yes	Yes
A-	3.75	93 – 96	Yes	Yes	Yes
B+	3.5	90 – 92	Yes	Yes	Yes
B	3	87 – 89	Yes	Yes	Yes
B-	2.75	85 – 86	Yes	Yes	Yes
C+	2.5	81 – 84	Yes	Yes	Yes
C	2	75 – 80	Yes	Yes	Yes
D	1	70 – 74	Yes	Yes	Yes
F	0	0 – 69	No	Yes	Yes
Incomplete (I)	n/a	n/a	No	Yes	No
Transfer Credits (TR)	n/a	n/a	Yes	Yes	No
Repeated Course (R)	n/a	n/a	Yes	Yes	Yes
Voluntary Withdrawal (VW)	n/a	n/a	No	Yes	No
Administrative Withdrawal (AW)	n/a	n/a	No	Yes	No

An incomplete grade must be cleared within two (2) calendar weeks following the quarter in which the incomplete grade was given, except at the end of the student’s final quarter. The grade of “I” is changed to “F” if the work is not completed in the specified time.



Satisfactory Academic Progress – Academic and Title IV (TIV) Eligibility

All students must maintain satisfactory academic progress (SAP) in order to remain enrolled at the school. Additionally, SAP must be maintained in order to maintain eligibility to receive federal financial assistance. SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. Both the CGPA and ROP standards must be met in order to be considered as meeting SAP.

Mid-America College – 6 Quarter Terms – Associate of Applied Science Curriculum

QUARTER	GPA
Quarter 1	1.50
Quarter 2	1.75
Quarter 3	2.00
Quarter 4	2.00
Quarter 5	2.00
Quarter 6	2.00
Quarter 7	2.00
Quarter 8	2.00
Quarter 9	2.00

Mid-America College – 4 Quarter Terms – Bachelor of Science in Funeral Service Management Curriculum

QUARTER	GPA
Quarter 1	1.50
Quarter 2	1.75
Quarter 3	2.00
Quarter 4	2.00
Quarter 5	2.00
Quarter 6	2.00

Mid-America College – 4 Quarter Terms – Funeral Service Certificate Curriculum

QUARTER	GPA
Quarter 1	1.50
Quarter 2	1.75
Quarter 3	2.00
Quarter 4	2.00
Quarter 5	2.00
Quarter 6	2.00

Credit Hours Attempted and Minimum Cumulative GPA Required for all programs

CREDIT HOURS ATTEMPTED	MINIMUM CUMULATIVE GPA REQUIRED
0 – 25	1.50
26 – 50	1.75
51 +	2.00

Financial Aid Warning

Academic progress will be checked at the end of each quarter for which the student is enrolled. A student, who is receiving Title IV funds and fails to meet any of the standards at the end of the quarter, will be placed on Financial Aid Warning. Any student who is on Financial Aid Warning during that quarter may continue to receive Title IV funds for one quarter. At the end of the quarter, if the student has met the standards the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will then lose their eligibility for Title IV funds. The student will be placed on Financial Aid Suspension.

Financial Aid Suspension

A student will be required to meet specific criteria to assist them in regaining Satisfactory Academic Progress and Title IV eligibility. During this period, the student will not be eligible to receive Title IV funds, but may continue on a cash pay basis with an approved payment plan. A student, who loses their financial aid eligibility due to Financial Aid Suspension, has a right to file an appeal regarding their Satisfactory Academic Progress evaluation.

Financial Aid Probation

Financial Aid Probation is the status assigned by the institution to a student who fails to make SAP, who has appealed and has won the appeal and had their Title IV eligibility for aid reinstated for one payment period.

If the student has not met the academic progress standards and/or the requirements specified in the academic action plan by the end of the probationary quarter, he/she will be ineligible for further Title IV aid until such time as he/she meets the standards.

Appeal Process

A student, who is on Financial Aid Suspension, must request an appeal in writing, within ten (10) business days

following the action of the school. The request must be made to the Director of Student Financial Aid with supporting documentation showing the reasons why the decision should be reversed and request a re-evaluation. The request must also include why he/she failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation point.

The appeal will be reviewed by a committee that shall be composed of two individuals to be designated by the student's school, and one to be designated by the Director of Student Financial Aid. The committee shall review the student's progress in light of any extenuating circumstances that may be present, and make a recommendation to the President of the Institution or Dean. As part of the response to the appeal, the student will be on an academic action plan that must be met to achieve SAP. If a student fails to appeal the decision, the decision will stand. Notification of the school's action on the appeal including the reason, if the appeal is denied, will be sent to the student within **5 business days**. If the appeal is granted, see financial aid probation above.

Notification of Financial Aid Status

All notification of Financial Aid Warning, Financial Aid Suspension, or Financial Aid Probation will be sent to the student via their MACFS student e-mail. All students should check their MACFS e-mail regularly.

Students Returning from LOA, SPNE, or Withdrawal

All students who have withdrawn or taken a leave of absence and choose to re-enter in a program, will be placed under the same satisfactory or unsatisfactory status prevailing at the time of the prior withdrawal or leave.

Reinstatement of Title IV Financial Aid

Title IV funds will be reinstated to qualified students who are placed on financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of the payment period and are able to complete their program within the maximum time frame.

Incomplete Courses

Incomplete courses will result in a grade of "I", and will be considered the same as an "F" when evaluating SAP. A student must complete all required coursework in order for the "I" to be changed to an actual letter grade ("A", "B", "C", "D", or "F") by the beginning of the next term.

Grades of "VW", "AW", & unresolved "I" will be considered as credits attempted.

Repeated Courses

A student may repeat a course that they successfully passed (with a grade of "A", "B", "C", or "D") in a previous quarter ONE (1) TIME. A limit of two (2) repeated attempts will be allowed for courses the student does not successfully complete. Grades of "F", "VW", "AW", or "I", (and in some instances a "D" where the quarterly GPA was less than 2.00) are not considered a successful completion.

All courses that are repeated will be used in the calculation of a student's SAP length of time status. The highest grade received will be calculated in the student's CGPA.

Effect of Change of Program on SAP policy

When a student changes programs, their cumulative GPA (CGPA) will be computed from all courses attempted and passed that are a part of the new program only. The maximum number of credits allowed will also be based on 150% of the normal program length of the new program.

Return from Prior Withdrawal

A student who is readmitted after having withdrawn from the school will be required to have an academic action plan, and will be considered to be on Title IV warning immediately upon reenrollment. Consequently, that student would be ineligible for Title IV aid if he/she does not meet the academic progress standards or academic plan requirements at the end of the next term.

Quarterly Promotion

In order to be promoted from one quarter to the next quarter the student must have met the following requirements:

1. A minimum cumulative GPA to meet the guidelines of the Satisfactory Academic Progress policy with no course grade below 70%.
2. Completion of all required exams, assignments, and clinical work, embalming and/or funeral directing cases. Failure to submit the clinical case reports may result in administrative withdrawal.

Probation & Administrative Withdrawal

Progress will be evaluated at the midpoint of each quarter as well as at the end of each quarter. The school will place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.

When a student is placed on academic probation, the school will advise the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

If a student on academic probation fails to achieve satisfactory progress for the next probationary progress evaluation period, the student's enrollment will be administratively withdrawn. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two (2) successive probationary progress evaluation periods will be administratively withdrawn.

The school may allow a student whose enrollment was administratively withdrawn for unsatisfactory progress to re-enroll after a minimum of one (1) quarter.

The school will place a student who returns after his/her enrollment was administratively withdrawn for unsatisfactory progress on academic probation for the next grading period. The school will advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be administratively withdrawn.

A grade of "F" or "I" in any class or a GPA of less than 2.00 is considered academic probation.

Academic Probation Grace Period

If at the end of a quarter, a student has not achieved satisfactory progress as noted above at the end of the second probationary progress evaluation period, the student will be granted a grace period of approximately three weeks. During this grace period, probation exams will be given to provide the student an opportunity to bring the unsatisfactory grades up and therefore raise the student's GPA.

If the student fails to achieve satisfactory progress and remove the academic probation status at this time, the student will be administratively withdrawn.

If a student's cumulative GPA does not meet the requirements for Satisfactory Academic Progress AND the quarterly GPA is below 1.00 at the end of a quarter or a student has failed 50% or more of his/her classes, this grace period will not apply and the student's enrollment will be administratively withdrawn at the end of the quarter.

Auditing Courses

A student who is terminated for academic reasons may remain enrolled by transferring to the class immediately behind their class. The student will be required to audit any courses where a grade of "C" or below was earned previously, however other courses may be audited as well. Upon transfer, the student will be advised by the administration concerning what courses will be audited. The minimum number of hours required to remain enrolled is nine (9).

Once a determination of what courses will be taken is made, the student is expected to participate in the courses as though they had never taken them before. The student is also responsible for adhering to the attendance policy set forth elsewhere in this catalog. In order to remain enrolled in the courses, the student must maintain grades that are equal to or better than they were when the courses were taken previously. If the textbooks have changed since the last time the student took the audited courses, it will be the student's responsibility to purchase the new textbooks in order to properly participate.

Failure to meet any of the above requirements is grounds for administrative withdrawal.

Student Grievance and Appeal Policy and Process

Step 1: Informal Resolution

Before filing a formal written grievance, the grievant must make a good faith effort to confer with the party against whom he or she has a grievance in an effort to resolve the matter informally.

The President/Dean of the college shall confer with the parties and make every reasonable effort to resolve the grievance informally as quickly as possible. Discussions regarding informal resolution are expected to be treated with confidentiality and may not be disclosed or referenced during any subsequent formal proceedings on the grievance. The grievant should normally initiate this informal process within fifteen (15) days of the most recent incident or action leading to the grievance. This meeting should represent an effort to achieve, by informal means, what the grievant regards as a fair and reasonable resolution to the complaint.

The President/Dean may recommend that the grievant drop the grievance because it lacks merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

When possible, the College prefers to resolve conflicts informally through discussion or mediation.

Step 2: Mediation

Any student, who has not reached an informal resolution and prefers to avoid escalating the complaint to the status of a formal grievance, may request a mediation session with the President/Dean of the College. Mediation is an informal and confidential process through which the grievant and the accused can participate in search for a fair and workable solution. Mediation requires the consent of both parties and suspends the grievance procedure for up to 30 days from the first day of the most recent incident, and can be extended at the discretion of the President/Dean upon the consent of both parties. Complaints that are addressed through mediation need not be made in writing. A written document, which will remain confidential to both parties, may be produced to memorialize the agreement.

Any student, who chooses not to go through the mediation process after trying to resolve the grievance through the informal resolution stage, will need to file a

final grievance within fifteen (15) days of the abandonment of an attempt at an informal resolution.

Step 3: Filing a Formal Grievance

If an informal resolution or mediation does not occur and the student wishes to make a formal grievance, the student should file a final grievance within fifteen (15) days of the abandonment of attempts at informal resolution or mediation. The student should state in writing that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance. To file a formal grievance, the student must submit a written, signed statement (the "grievance") to the President/Dean of the college within thirty (30) days of the date that the grievant knew, or should have known, of the alleged violation. The grievance must contain the following information:

Submit a written statement to the President/Dean documenting and describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought.

Pierce Mortuary Colleges Formal Grievance

Students have thirty (30) calendar days to file a grievance from the date of the incident that they are grieving, unless the grievance process was extended by the President. The process involves a review and written response from the college's administrator. Review proceeding may involve one or more meetings, depending on how long it takes to collect, present and evaluate the evidence needed to review the grievance. The grievant attends the review/s and, if he or she wishes, may select a faculty member or student to attend the meeting and serve as his or her advocate. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the grievant in a non-disruptive manner. The merits of the grievance are evaluated within the context of College policies, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The President then makes the final decision on the issue.

Formal Appeals

If the grievant is not satisfied with this decision, he or she may appeal in writing to the Chief Operating Officer (Chief Operating Officer, Pierce Mortuary Colleges, Inc., 2913 Gardner Road, Broadview, IL 60155). This appeal must be submitted within thirty (30) days of the decision of the

President. Additional appeal materials or presentation from the grievant or administration may be necessary to be made to the Chief Operating Officer of Pierce Mortuary Colleges.

Additional Grievance Policies Available

The Commission for Higher Education is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Indiana. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions.

- ❖ **Discrimination:** If a student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Indiana Civil Rights Commission (ICRC) using the [ICRC's complaint form](#) or call them at (800) 628-2909.
- ❖ **Financial Aid:** If a student has been denied state of Indiana financial aid, they may file an [appeal](#) or direct any questions to the Student Support Center by calling 1 (888) 528-4719.
- ❖ **Law Violations:** If a student believes that a college or university has violated state or federal law, he/she may wish to contact the [Office of the Indiana Attorney General](#) at (317) 232-6201 or Constituent@atg.in.gov.

After filing a complaint with the Attorney General's Office or ICRC without resolution, the student may still hire an attorney and adjudicate the complaint through the court system.

OTHER COMPLAINTS

Within two years of the incident about which the student is complaining, he/she must contact the Commission for Higher Education using our [complaint form](#)

Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions or discipline/conduct matters. In other areas, such as transferring credits between public institutions, the Commission has greater statutory authority. Please follow the steps outlined below to submit a complaint:

STEP 1

If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.

STEP 2

The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook or website. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.

STEP 3

After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, Commission staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.

If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Commission, please feel free to contact the main office at (317) 464-4400 or complaints@che.in.gov

Mid-America College of Funeral Service Schedule of Events

2017	
1/2	New Year's Day Observed - College Closed
1/3	Winter Quarter Begins
1/3	Orientation/Registration - Re-enrollees
1/3	Tuition Due
1/3	First Installment of TIP Due
1/3	Late Registration Begins
1/4	Winter Quarter First Day of Classes
1/6	Late Registration Ends
1/6	Last Day to Withdraw with Full Refund of Tuition
1/16	MLK, Jr. holiday - No Classes - College Offices Open
2/1	Second Installment of TIP Due
2/8	Winter Quarter Midterm Grade Reports Due
3/1	Third Installment of TIP Due
3/4	Open House
3/7	Final Quarter Last Day of Classes
3/8-10	Final Quarter Final Exams
3/10	Final Quarter Final Grades Due
3/13-14	Final Quarter Clearing Exams
3/14	Winter Quarter Last Day of Classes
3/15-17	Winter Quarter Final Exams
3/15-21	Comprehensive Exams
3/17	Winter Quarter Ends
3/20	Winter Quarter Final Grades Due
3/20-3/31	Spring Quarter Break - No Classes
3/23	Graduation Rehearsal
3/24	Graduation Ceremony
4/3	Spring Quarter Begins
4/3	Orientation/Registration - New Gen. Ed. & Transfer students
4/3	Tuition Due
4/3	First Installment of TIP Due
4/3	Late Registration Begins
4/4	Spring Quarter First Day of Classes
4/5	Late Registration Ends
4/5	Last Day to Withdraw with Full Refund of Tuition
4/14	Good Friday Holiday - No Classes - College Offices Open
5/1	Second Installment of TIP Due
5/10	Spring Quarter Midterm Grade Reports Due
5/29	Memorial Day Holiday - College Closed
6/1	Third Installment of TIP Due
6/13	Spring Quarter Last Day of Classes
6/14-16	Spring Quarter Final Exams
6/16	Spring Quarter Ends
6/19	Spring Quarter Final Grades Due
6/19-30	Summer Quarter Break - No Classes
7/3	Summer Quarter Begins
7/3	Orientation/Registration - Re-enrollees
7/3	Tuition Due
7/3	First Installment of TIP Due
7/3	Late Registration Begins
7/4	July 4th Holiday - College Closed
7/5	Summer Quarter First Day of Classes
7/6	Late Registration Ends
7/6	Last Day to Withdraw with Full Refund of Tuition

8/1	Second Installment of TIP Due
8/9	Summer Quarter Midterm Grade Reports Due
8/26	Open House
9/1	Third Installment of TIP Due
9/4	Labor Day Holiday - College Closed
9/5	Final Quarter Last Day of Classes
9/6-8	Final Quarter Final Exams
9/8	Final Quarter Final Grades Due
9/11-12	Final Quarter Clearing Exams
9/12	Summer Quarter Last Day of Classes
9/13-15	Summer Quarter Final Exams
9/13-19	Comprehensive Exams
9/15	Summer Quarter Ends
9/18	Summer Quarter Final Grades Due
9/18-29	Fall Quarter Break - No Classes
9/21	Graduation Rehearsal
9/22	Graduation Ceremony
10/2	Fall Quarter Begins
10/2	Orientation/Registration - New Gen. Ed. & Transfer Students
10/2	Tuition Due
10/2	First Installment of TIP Due
10/2	Late Registration Begins
10/2-20	1st & 3rd Quarter Probation Period - Exams TBD***
10/3	Fall Quarter First Day of Classes
10/4	Late Registration Ends
10/4	Last Day to Withdraw with Full Refund of Tuition
11/1	Second Installment of TIP Due
10/8	Fall Quarter Midterm Grade Reports Due
11/23-24	Thanksgiving Holiday - College Closed
12/1	Third Installment of TIP Due
12/12	Fall Quarter Last Day of Classes
12/13-15	Fall Quarter Final Exams
12/15	Fall Quarter Ends
12/18	Fall Quarter Final Grades Due
12/18-29	Winter Quarter Break - No Classes

2018	
January 1	■ New Years Day - College Closed
January 2	Winter Quarter Begins
January 2	■ Orientation/Registration - New Gen. Ed. Students
January 2	Tuition Due
January 2	■ First Installment of TIP Due
January 3	Late Registration Begins
January 3	■ Winter Quarter First Day of Classes
January 5	Late Registration Ends
January 5	■ Last Day to Withdraw with Full Refund of Tuition
January 15	Martin Luther King, Jr. Holiday No Classes - College Offices Open
February 1	■ Second Installment of TIP Due
February 8	Winter Quarter Midterm Grade Reports Due
March 1	■ Third Installment of TIP Due
March 3	Open House
March 6	■ Final Quarter Last Day of Classes
March 7-9	Final Quarter Final Exams
March 12-13	■ Final Quarter Clearing Exams
March 13	Winter Quarter Last Day of Classes
March 14-16	■ Winter Quarter Final Exams
March 14-20	Comprehensive Exams
March 16	■ Winter Quarter Ends
March 19	Winter Quarter Final Grades Due
March 19-30	■ Spring Quarter Break - No Classes
March 19-30	1st & 3rd Quarter Probation Period Exams TBD ***
March 21	■ Graduation Rehearsal
March 23	Graduation Ceremony
April 2	■ Spring Quarter Begins
April 2	Orientation/Registration - New Transfer Students
April 2	■ Tuition Due
April 2	First Installment of TIP Due
April 3	■ Late Registration Begins
April 3	Spring Quarter First Day of Classes
April 5	■ Late Registration Ends
April 5	Last Day to Withdraw with Full Refund of Tuition
May 1	■ Second Installment of TIP Due
May 9	Spring Quarter Midterm Grade Reports Due
May 28	■ Memorial Day Holiday - College Closed
June 1	Third Installment of TIP Due
June 12	■ Spring Quarter Last Day of Classes
June 13-15	Spring Quarter Final Exams
June 15	Spring Quarter Ends
June 18	Spring Quarter Final Grades Due
June 18-29	■ Summer Quarter Break - No Classes
June 18-29	2nd & 4th Quarter Probation Period - Exams TBD ***
July 2	■ Summer Quarter Begins

July 2	Orientation/Registration - New Gen. Ed. Students
July 2	Tuition Due
July 2	First Installment of TIP Due
July 3	Late Registration Begins
July 3	Summer Quarter First Day of Classes
July 4	July 4th Holiday - College Closed
July 6	Late Registration Ends
July 6	Last Day to Withdraw with Full Refund of Tuition
August 1	Second Installment of TIP Due
August 8	Summer Quarter Midterm Grade Reports Due
August 25	Open House
August 31	Third Installment of TIP Due
September 3	Labor Day Holiday - College Closed
September 4	Final Quarter Last Day of Classes
September 5-7	Final Quarter Final Exams
September 10-11	Final Quarter Clearing Exams
September 11	Summer Quarter Last Day of Classes
September 12-14	Summer Quarter Final Exams
September 12-18	Comprehensive Exams
September 14	Summer Quarter Ends
September 17	Summer Quarter Final Grades Due
September 17-28	Fall Quarter Break - No Classes
September 17-28	1st & 3rd Quarter Probation Period - Exams TBD ***
September 19	Graduation Rehearsal
September 21	Graduation Ceremony
October 1	Fall Quarter Begins
October 1	Orientation/Registration - New Transfer Students
October 1	Tuition Due
October 1	First Installment of TIP Due
October 2	Late Registration Begins
October 2	Fall Quarter First Day of Classes
October 4	Late Registration Ends
October 4	Last Day to Withdraw with Full Refund of Tuition
November 1	Second Installment of TIP Due
November 7	Fall Quarter Midterm Grade Reports Due
November 22-23	Thanksgiving Holiday - College Closed
November 30	Third Installment of TIP Due
December 11	Fall Quarter Last Day of Classes
December 12-14	Fall Quarter Final Exams
December 14	Fall Quarter Ends
December 17	Fall Quarter Final Grades Due
December 17 – January 4, 2019	2nd & 4th Quarter Probation Period - Exams TBD ***
December 24 - 28	Winter Holiday - College Closed
December 17 – January 4, 2019	Winter Quarter Break - No Classes

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