

Cincinnati College of Mortuary Science

College Catalog

2022 - 2025



“Transforming Death Care Education”

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*Rev.2024 to update Mission and Program Learning Outcomes, Academic Calendar, Contact Us,

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INTRODUCTION

WELCOME TO CCMS

For nearly 140 years, we have maintained our reputation as First in Funeral Service Education, being one of the most established and innovative mortuary science educators in the nation. CCMS graduates build rewarding careers serving communities throughout the world in all facets of funeral services.

We are a regionally and professionally accredited institution offering two degree programs – *Associate of Applied Science* and *Bachelor of Mortuary Science*. **How does our accreditation benefit you?** Our accreditation offers not only the assurance of a comprehensive curriculum, but also the benefit of knowing that all CCMS credits earned can be easily transferred to any college or university for those who opt to pursue further studies.

Schedule a visit today and discover how we are *Transforming Death Care Education*.

ACCREDITATION

The Mortuary Science associate degree and bachelor degree programs at the **Cincinnati College of Mortuary Science** 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 **Cincinnati College of Mortuary Science** is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (800) 621-7440. Web: www.hlcommission.org

NOTICE OF NONDISCRIMINATION

CCMS does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, marital status, veteran or military status, genetic information, or any other class protected by law in the administration of its admission or academic policies, activities, financial aid, or programs. For further information on CCMS' nondiscrimination policy, go to <https://www.ccms.edu/about-ccms/safety/title-ix/>. You may also contact the Title IX Coordinator at 513-761-2020; titleix@ccms.edu; 645 W North Bend Rd. Cincinnati, OH 45224.

DISABILITY & ACCOMMODATION POLICY

Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner during the application process and for students to ensure non-discrimination in all terms, conditions, and privileges of the educational program. CCMS provides, at no charge, reasonable accommodations to qualified individuals where such accommodation would not fundamentally alter the academic, technical, or prerequisites and standards for admission or participation in the program or curriculum, or otherwise cause an undue hardship. Course substitutions and/or waivers will not be granted. CCMS operates in compliance with the U.S. Department of Education Americans with Disabilities Act (ADA) and abides by provisions of Section 504 of the Rehabilitation Act of 1973 to protect otherwise qualified individuals from discrimination. At the postsecondary education level, a qualified individual with a disability is capable of meeting the academic and technical standards and prerequisites for admission to fulfill the essential requirements of an educational program or activity with or without reasonable accommodation. View full policy at <https://www.ccms.edu/about-ccms/disability-and-accommodation-policy/>

OUR MISSION & PROGRAM LEARNING OUTCOMES

Mission

The Cincinnati College of Mortuary Science is an institution which endeavors to develop professionals who can function with distinction within their chosen profession and within the community of life. We strive to provide the best education possible.

Philosophy

The College is dedicated to providing a sound education and learning environment for its students to help them prepare for a successful career in funeral service. Central to the College philosophy is the firm belief that by example and excellence in teaching, supplemented by the opportunity for extensive practical experience, the College can develop professionals who will be technically competent, ethical and responsive to the needs of others. Inherent in this philosophy is the college's recognition of its obligation to the student, the profession, and the community.

Program Learning Outcomes

To support the Mission, Cincinnati College of Mortuary Science adopts the following Learning Outcomes as Set forth by the American Board of Funeral Service Education:

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

ABOUT CCMS

HISTORY

Established in 1882, The Cincinnati College of Mortuary Science is the nation's oldest, private, non-profit, fully accredited school of its kind. Joseph Henry Clarke, known as the "father of American embalming schools," founded a school of embalming at the corner of Park and Sixth Streets in Cincinnati, Ohio. The first class was organized Monday, March 8, 1882. Seven students attended the training, which lasted six days and took place in Cincinnati's Pulte Medical College amphitheater. After teaching three more cohorts locally that same year, Mr. Clarke took his knowledge to four major U.S. cities, teaching 106 students before the year's end. *The Clarke School* was officially established and changed hands in 1909 to Charles Dhonau, who renamed it the *Cincinnati College of Embalming*. Read our full history at <https://www.ccms.edu/about-ccms/history/>



**Cincinnati College of Embalming
Class of 1912**

**Cincinnati College of Embalming Lab,
early days**



THE CCMS ADVANTAGE

- ✓ CCMS serves funeral homes nationwide and Cincinnati's largest anatomical donor program
- ✓ Fully Accredited by American Board of Funeral Service Education and Higher Learning Commission
- ✓ Progressive curriculum exceeding required standards
- ✓ Crematory Operator Certification (AAS program & BMS program)
- ✓ InSight Certified Celebrant™ (BMS program)
- ✓ Clinical instructors hold licensing in funeral directing and embalming
- ✓ Faculty-authored textbooks have become the professional & educational standard in teaching
- ✓ CCMS consistently ranks high among graduation and employment rates
- ✓ Low student-teacher ratio
- ✓ National Board Exam study resources
- ✓ Employment and scholarship resources
- ✓ Alumni work in funeral homes, tissue banks, preneed, hospice, bereavement counseling, and more
- ✓ CCMS employs students to assist with daily operations of our lab
- ✓ Education backed by credentials:
 - Funeral Celebrants
 - ADEC Certified & Fellow in Thanatology
 - Certified Funeral Service Practitioners (CFSP)
 - Crematory Operators
 - Licensed Practitioners

CAMPUS AND CLINICAL FACILITIES

Campus: Our building is located on 16 acres of beautiful, privately owned land in Cincinnati, Ohio. Our single-purpose campus is specifically designed to meet the educational needs of death care professionals. Constructed in 1995, the spacious, modern, comfortable learning environment offers:

- ✓ on-site clinical lab facilities
- ✓ large classrooms and theater-seating-style lecture auditorium
- ✓ research/circulation library with touch-screen computers
- ✓ merchandising displays designed by funeral service suppliers
- ✓ ample on-campus student parking
- ✓ personal lockers
- ✓ private changing/shower room
- ✓ student lounge with kitchenette and entertainment



Clinical Facilities: The campus boasts four independent labs organized specifically to achieve unparalleled student practical experience. CCMS is privileged to assist funeral homes throughout the United States, as well as one of the nation's largest anatomical donation programs.



- **Embalming Applications Lab** Our on-site lab is designed to provide hands-on learning under the direction of licensed clinical faculty. Students become well versed in personal safety practices, clinical operations and organization, regulations and legal processes, instrumentation, chemicals,

removal and transfer of deceased human remains, disinfection and preparation, and embalming operations.

- **Gross Anatomy Lab** Our on-site lab allows students to learn under the instruction of experienced faculty, learning the intricate systems of human anatomy with a concentration on the vascular and biological systems. The selfless generosity of those who have chosen to donate their remains to the sciences affords CCMS students the great privilege to gain hands-on experience through the study of medical cadavers.
- **Restorative Arts Lab** Our on-site classroom-style lab is dedicated to the practical application of the arts curriculum. Restoration is an imperative skill in funeral service, one where CCMS students historically excel. Emphasis is placed on providing students with a thorough understanding of the skeletal and muscular systems and how they relate to the structure and presentation of the human face. Students spend two semesters crafting a life-sized facial depiction of their choosing. Students do not need to be skilled in art to excel in restoration.
- **Educational Cremation Center** – The educational cremation center is a state-of-the-art facility that is used in practical and hands-on training for students to learn how to give meaningful memorialization to the art of cremation as well all while learning the art and science of cremation and alkaline hydrolysis. This facility features:
 - **Witness Room and Slumber Bed** – This room is utilized to help give students a firm understanding of the importance of spending time with a loved one who has passed away as well as best practices when families request to spend time with their loved one, prior to the cremation process taking place. This space also allows students the opportunity to gain knowledge surrounding the facilitation of witnessing the beginning of the cremation process.
 - **Facultative Technologies III Cremator** – The FTIII cremator is a state-of-the-art cremator that allows for the practical training of students in the process of cremation while maintaining a safe environment for students to learn.
 - **Facultative Technologies Cremulator** – The FT Cremulator is a modern machine used to demonstrate the practice of processing cremated remains using one of the safest methods of processing cremated remains.
 - **Bioresponse PET-400** – The PET 400 is a new machine manufactured by Bioresponse. This machine is used in teaching students the science of alkaline hydrolysis, a newer and greener form of disposition, to prepare them for their future careers in funeral service. This machine can also be utilized in the instruction of the Pet Loss course.

CAMPUS SAFETY

In compliance with the Higher Education Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence against Women Reauthorization Act of 2013, CCMS and the local law enforcement agency gather crime statistics relative to campus safety. The Annual Campus Security Report can be found at: <https://www.ccms.edu/about-ccms/safety/clery-act/>. You also may request a paper copy from the office by calling 513-761-2020 or emailing safety@ccms.edu. Access to our campus is controlled by a passive badge entry system with multiple closed-circuit cameras.

STUDENT BODY, ORGANIZATIONS & EMPLOYMENT

The Students of CCMS



Students from all over the United States choose CCMS for their education. The typical student body contains representatives from 10-15 different states, with an average gender breakdown of 23% male to 76% female. The average age of students is 25 but has ranged between 19-50 years of age in recent years. The ethnicity and education experience of our students is diverse. There is one constant in our student body which is their exceptional character and passion for service! The small class sizes at CCMS foster a close, family-like atmosphere in which everyone knows you by name.

Organizations That Cultivate Lasting Relationships

- Delta Gamma Pi Sorority
- Phi Theta Kappa (PTK) Honor Society
- Student Council

Job Opportunities for Students

There are opportunities for students to be employed in funeral service-related jobs while attending CCMS. Area funeral homes regularly employ our students, many of whom offer living accommodations as well. Funeral home job opportunities for students are posted on the Job Seekers page of our website <https://www.ccms.edu/job-board/>. A listing of funeral home employment opportunities is furnished to accepted students.

CCMS offers paid student employment opportunities working within our clinical lab. Candidates for these positions should contact the CCMS Clinical Director and/or submit the Clinical Lab Assistant Application provided to students who have confirmed their enrollment.

- **Lab Assistant**
Lab Assistants help manage the everyday operations of our labs, serving 20 hours per week.
- **Clinical Intake Assistant**
Intake Assistants manage the after-hours (nights, weekends, holidays) intake of anatomical donors into the CCMS lab.

Equal opportunity for employment and/or promotion is open to any person who possesses the requisite qualifications for the open position. CCMS does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, marital status, veteran or military status, genetic information, or any other class protected by law with regard to employment, job assignment, promotion, or other terms or conditions of employment.

STATISTICS & OUTCOMES

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

Program Information

Cincinnati College of Mortuary Science

645 W. North Bend Road

Cincinnati, OH 45224

Jack E. Lechner, Jr., President

Phone: (513) 761-2020

Email: info@ccms.edu

FAX: (513) 761-3333

Web: www.ccms.edu

Accredited Degrees Offered: Associate in Applied Science; Bachelor of Mortuary Science

Distance Education – NO

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate**	Did not finish***	Overall % Employed	Employed In FS
2022	102	49	71	71/71	97%	2	94%	89%
2021	117	75	47	46/47	89%	6	98%	87%
2020	124	69	84	84/84	97%	2	97%	88%

*Timely graduation = complete program in 1½ times designated program length. **Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year) ***Left before completing the program; did not finish.

CCMS calculates employment rate according to the following definition approved by the Higher Learning Commission: the percentage of graduates eligible and seeking an apprenticeship who actually obtain one. Excludes students unable/not willing to relocate, along with those pursuing additional education, another career or military service.

National Board Statistics

Arts	Takers	School Pass Rate	National Pass Rate	Sciences	Takers	School Pass Rate	National Pass Rate
2022	64	66%	69%	2022	61	67%	64%
2021	59	71%	68%	2021	61	57%	57%
2020	64	86%	73%	2020	63	67%	64%

National Board Examination scores, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to the Cincinnati College of Mortuary Science, Academic Chair Office, 645 W. North Bend Rd., Cincinnati, Ohio 45224, or by e-mail at academics@ccms.edu, or by telephone at (513)761-2020. More information about the National Board Examination can be found at <https://theconferenceonline.org/>.

Student:Teacher Ratio

YEAR	RATIO*
2022	24
2021	23
2020	19

*As calculated in IPEDS and reported to The Higher Learning Commission of North Central Association in the Annual Institutional Data Update. As required by both, calculation involves an academic rather than a calendar year (i.e. July 1-June 30).

CONTACT US

Main	info@ccms.edu	(513) 761-2020
Academics	academics@ccms.edu	(513) 618-1928
Administration	admin@ccms.edu	(513) 761-2020
Admissions	admissions@ccms.edu	(513) 618-1926
Clinical Lab	clinical@ccms.edu	(513) 761-3773
Financial Aid	finaid@ccms.edu	(513) 618-1929
Library	library@ccms.edu	(513) 618-1933
President	president@ccms.edu	(513) 761-2020
Registrar	registrar@ccms.edu	(513) 618-1926
Tuition/Billing	accounting@ccms.edu	(513) 618-1929

GET CONNECTED

Facebook Official Page	https://www.facebook.com/CincinnatiCollegeofMortuaryScience/
Facebook Cohort Connection	https://www.facebook.com/CCMSstudentsconnect/
Instagram	https://www.instagram.com/ccms_1882/
Twitter	https://twitter.com/CCMS_College
YouTube	https://www.youtube.com/channel/UC9I7OUxRfle3vyKwNQecNbA



ADMISSIONS

ADMISSION AND TRANSFER CREDIT POLICY

Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure all individuals are treated in a non-discriminatory manner during the application, admission, and enrollment processes for all applicants and students in all terms, conditions, and privileges of the educational program.

This policy governs admission and transfer credit standards and requirements for applicants and enrollees of the Cincinnati College of Mortuary Science, ensuring the Office of Admission fulfills its obligation to issue admission decisions that are equally applied to all applicants and that the acceptance of transfer credits complies with regulatory requirements, accreditation standards, and college policies.

The Cincinnati College of Mortuary Science (CCMS) operates within the standards and best practices established by the Department of Education (DOE), the Higher Learning Commission (HLC), the Council for Higher Education (CHEA), the American Board of Funeral Service Education (ABFSE), and the American Association of Collegiate Registrars and Admissions Officers (AACRO) to ensure overall integrity of the admission process and academic integrity of qualifying transfer credits.

CCMS offers two fully accredited academic programs, the Bachelor of Mortuary Science and the Associate of Applied Science in Mortuary Science. CCMS is authorized to accept Title IV funds for qualified students.

CCMS is not certified to accept international students. Qualified applicants must be beyond the age of compulsory school attendance as mandated in [Ohio Revised Code 3321](#).

CCMS accepts and enrolls students on a rolling basis. Enrollment occurs twice annually in the spring (January) and fall (August). Admission decisions are based on the applicant's academic qualifications as described in this policy. Program acceptance is limited by seating capacity. A waiting list is established to fill seats left open by applicants deferring to another starting semester.

APPLICANT READINESS / APPLICATION FEE / CONFIRMATION DEPOSIT

Complete your online readiness check or application at <https://www.ccms.edu/admissions/apply/apply/>.

CCMS does not charge an application fee. Applications are good for one year from date of submission.

Accepted applicants must submit a nonrefundable confirmation-deposit to secure their place in the class as evidence of good faith that they will attend. Confirmation deposits are credited to each enrolled student's first semester tuition invoice. Deposits are forfeited for those who fail to enroll or defer.

Confirmation deposits may be deferred one time to secure enrollment in a subsequent term by written request to the Office of Admission. Deferral requests should be made in writing as soon as possible after acceptance. Deferral requests will not be granted after the start of a term and the deposit will be forfeited.

If a deposit deferment is granted, the applicant is assured a place in the subsequent enrollment term requested. Deposit is forfeited for failure to enroll in a deferred term. Only one deferral of a confirmation deposit may be granted. Subsequent deferral requests require a new confirmation deposit.

ADMISSION REQUIREMENTS

CCMS is not certified to accept international students at this time.

Qualified applicants for admission will have met requirements set forth in this policy.

CCMS admits students who have a high school diploma or recognized equivalent, and who have completed required qualified college credits as prescribed and seen in the transfer credit requirements by academic program section of this policy.

Qualified applicants must provide official evidence of completion of academic prerequisites. Because CCMS does not accept first time college students, applicants will have completed and provide evidence of successful completion of the prescribed prerequisites for the academic program for they are applying.

During the admissions process, the College may request the following official documents:

- An academic transcript that indicates the student successfully completed at least a two-year regionally accredited college program that is acceptable for full credit toward a bachelor's degree,
- A copy of the student's high school diploma, a copy of the student's official final high school transcript that shows the date when the diploma was awarded, and/or a copy of the student's General Educational Development (GED) certificate or GED transcript, OR
- Homeschool credential
 - If state law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or recognized equivalent), a copy of that credential.
 - If state law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

Transfer credits are considered part of a CCMS student's permanent academic record. All transferred credits and resident credits earned are reflected on an official CCMS transcript; however only credits earned at CCMS are calculated into a student's cumulative GPA on official CCMS transcripts.

TRANSFER CREDIT REQUIREMENTS FOR ADMISSION

Qualified Transfer Credits

Qualified transfer credits will be semester or quarter credits equivalent to the credits that CCMS issues in its own regionally accredited academic program, meeting the highest educational standards. All earned CCMS credits are transferrable to any other college or university. CCMS credits also meet the highest educational requirements to qualify a candidate for professional licensure in all states.

Qualified credits for either CCMS academic program must:

1. Be regionally accredited by another college or university, or
2. Be accredited by the American Board of Funeral Service Education accredited colleges, or

3. Be accredited coursework by the American Council on Education (ACE), and
4. Reflect a cumulative 2.5 GPA for overall transfer courses, and
5. Include evidence of completing the below five courses with a grade of “C” or better in each:
 1. Accounting
 2. Anatomy & Physiology (lab not required, but recommended)
 3. Chemistry (lab not required, but recommended)
 4. Psychology (Introduction or General)
 5. Communication Skills (Interpersonal or Basic)

Note! Applicants who have previously earned a regionally accredited Associate, Bachelor, Master, or PhD have satisfied credit hour requirements for admission; however official evidence of completion of all above specific course prerequisites must be submitted in compliance with American Board of Funeral Service Education curriculum requirements.

The amount of transfer credits you will need range between 30-60 semester credits based on the CCMS academic program for which you are applying. However, the above transfer credit requirements including the required five courses are mandatory prerequisites for acceptance into either CCMS academic program.

ACADEMIC PROGRAM - TRANSFER CREDIT REQUIREMENTS BY PROGRAM

CCMS offers two academic programs, the Bachelor of Mortuary Science or the Associate of Applied Science in Mortuary Science academic program. Entrance requirements by program are as follows:

Bachelor of Mortuary Science Program

Transfer credit requirements:

- Transfer 60 qualified semester credit hours (or 90 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

Associate of Applied Science in Mortuary Science Program

Transfer credit requirements:

- Transfer 30 qualified semester credit hours (or 45 quarter credit hours)
- Transfer credits must include the five mandatory prerequisite courses

EXCEPTIONS OF TRANSFER CREDIT REQUIREMENTS

Certain circumstances warrant consideration for exception under this policy. Exceptions are considered in consultation with the CCMS Academic Chair and College President. No exception to transfer credit or course requirements will be granted without the written approval and signatures of the Academic Chair and College President as submitted by the Office of Admissions on your behalf.

Provisional Acceptance

CCMS strongly encourages completion of all prerequisite coursework prior to enrollment; however exceptions may be granted to accommodate completion of the following three required prerequisite courses concurrently while enrolled in semester 1 at CCMS: Chemistry, Psychology, and Communication Skills.

CCMS requires completion of Accounting and Anatomy & Physiology prerequisites prior to enrollment, as both are foundational to CCMS curriculum delivered during semester I.

An otherwise qualified applicant who is permitted to complete an allowable prerequisite course(s) while enrolled with CCMS must submit official transcripts to admissions@ccms.edu as evidence of completion prior to being permitted registration in semester II at CCMS. This ensures the necessary educational foundation is in place for a student to be successful as a CCMS student. Completion of all prerequisite and resident credits is a condition of CCMS entrance and graduation requirements.

CLEP (College-Level Examination Program®)

Cincinnati College of Mortuary Science welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning and may accept a full range of College-Level Examination Program (CLEP) exams, which measure mastery of college-level, introductory course content.

Prior Learning

Prior learning credit may be awarded to applicants holding a doctoral-level medical degree prior to CCMS admission. Special consideration for *prior learning** of transfer courses, and for attendance in classes, may be given in accordance with demonstrated mastery of the subject matter at the sole discretion of the college and faculty.

Resident Requirement

CCMS requires a minimum of 30 resident credit hours be completed at CCMS for applicants who have completed an ABFSE accredited mortuary science degree.

CO-OP Waiver Policy

CCMS may permit waiver of the BMS co-op during semester IV. Transfer credit may be granted ("T") on a case by case basis if the student can present evidence of three (3) years full-time experience as a dual licensed funeral service practitioner (funeral director and embalmer).

**In accordance with The American Board of Funeral Service Education (Standard 9.2.5.b), no more than 20% of the total number of credits for the program may be awarded through credit for prior learning. All of the curriculum requirements contained in Standard 5 are incorporated in awarding credit for prior learning.*

TRANSFER INSTITUTIONS AND ARTICULATION AGREEMENTS

The Office of Admission maintains a published list of all individual programs with which CCMS has established an agreement to receive/send transfer credit. Transfer institutions and pathways are also accessible on the Admissions page of the college's website and includes specific course pathways and institution/admission contact information as mandated by the Higher Learning Commission (Policy FDCR.A.10.040).

The Office of Admission conducts cyclical reviews of agreements to ensure pathway courses align with evolving educational needs of all CCMS programs.

TRANSLATION OF FOREIGN TRANSCRIPTS

Applicants who have completed general education coursework abroad require translation of academic transcripts. Cincinnati College of Mortuary Science (CCMS) conducts a complete assessment of all required

credential documents (official transcripts and official certification of degrees) submitted by the applicant, including the record of all academic course work.

The college does not consider documents certified by a notary public or commissioner of oaths to be official. Photocopies of certified documents are not acceptable. Course work completed at one institution but listed on the record of a second institution is not acceptable. A separate copy of the record from the first institution is required.

If these documents are written in a language other than English, a certified translation in English must be provided together with the original language records. Any translated record should be a literal and not an interpretive translation. Acceptable English translations may be provided by sworn court-approved translators and from reputable translation agencies. We recommend the services of [World Education Services \(WES\)](#).

In addition to translated official transcripts and certification of degrees, a course-by-course credential evaluation with GPA calculation is required of all applicants who have attended a college/university outside the United States. Credential evaluations are accepted from [Josef Silny and Associates, Inc.](#) or [World Education Services \(WES\)](#) only. All documents required by World Education Services (WES) or Josef Silny and Associates, Inc., must be submitted directly by the applicants. CCMS is not responsible for forwarding any applicant documents received by our Admissions Office to Josef Silny and Associates, Inc. or World Education Services (WES).

CCMS accepts transcript evaluations from the following two agencies only:
[Josef Silny and Associates, Inc.](#) [World Education Services, Inc.](#)

Please contact admissions@ccms.edu guidance and assistance.

PRIVACY OF ACADEMIC RECORDS

CCMS is committed to protecting the confidentiality of applicant and student records in our possession. We retain student records in compliance with both state and federal law, in particular with the Family Educational Rights and Privacy Act (FERPA).

TRANSFER CREDITS BY PROGRAM

The chart below compares our two degrees – Associate of Applied Science and Bachelor of Mortuary Science – in regard to the number of transfer credits and credits earned at CCMS.

Program	Required Transfer Credits	CCMS Credits Earned	Degree Earned
Associate of Applied Science	30 Semester Credits	47 Semester Credits	Associate of Applied Science
Bachelor of Mortuary Science	60 Semester Credits	62 Semester Credits	Bachelor of Mortuary Science

Credit Hour Conversion Chart

CCMS calculates credits in semester hours. Consult the chart below to convert your earned *quarter* credit hours:

To Convert...	Formula	Example
QTR HRS TO SEM HRS	$\text{Qtr Cr} \div 1.5 = \text{Sem Cr}$	$9 \text{ Qtr Credit Hrs} \div 1.5 = 6 \text{ Sem Credit Hrs}$
SEM HRS TO QTR HRS	$\text{Sem Cr} \times 1.5 = \text{Qtr Cr}$	$6 \text{ Sem Credit Hrs} \times 1.5 = 9 \text{ Qtr Credit Hrs}$

PREREQUISITES: ASSOCIATE OF APPLIED SCIENCE PROGRAM

Prior to admission in the A.A.S. program, applicants must earn 30 semester credits. Credits must:

- Be *regionally accredited* by another college or university, or
- Be *accredited by the American Board of Funeral Service Education* accredited colleges, or
- Be accredited coursework by the *American Council on Education (ACE)*.
- Reflect a grade of “C” or better in all required transfer courses
- Reflect a cumulative 2.5 GPA for overall transfer courses

Transfer credit must include completion of the below five courses, with a grade of “C” or better in each, to be considered for admission into the A.A.S program.

1. Accounting
2. Anatomy & Physiology (lab not required, but recommended)
3. Chemistry (lab not required, but recommended)
4. Psychology (Introduction or General)
5. Communication Skills (Interpersonal or Basic)

For more information see our Admissions Policy, Transfer Credit Policy, and the Associate of Applied Science program in the Academics section of this Catalog.

PREREQUISITES: BACHELOR OF MORTUARY SCIENCE PROGRAM

Prior to admission in the B.M.S. program, applicants must earn 60 semester credits. Credits must:

- Be *regionally accredited* by another college or university, or
- Be *accredited by the American Board of Funeral Service Education* accredited colleges, or
- Be accredited coursework by the *American Council on Education (ACE)*.
- Reflect a grade of “C” or better in all required transfer courses
- Reflect a cumulative 2.5 GPA for overall transfer courses

Transfer credit must include completion of the below five courses, with a grade of “C” or better in each, to be considered for admission into the B.M.S. program.

1. Accounting
2. Anatomy & Physiology (lab not required, but recommended)
3. Chemistry (lab not required, but recommended)
4. Psychology (Introduction or General)
5. Communication Skills (Interpersonal or Basic)

For more information see our Admissions Policy, Transfer Credit Policy, and the Bachelor of Mortuary Science program in the Academics section of this Catalog.

COLLEGE TRANSFER AGREEMENTS

If you haven't yet completed your general education requirements, CCMS offers a range of college transfer program options in which the curriculum has been tailored for ease of transfer to meet our prerequisite requirements. A complete listing of transfer colleges may be viewed on our website at www.ccms.edu. For full program information, please contact the specific college of interest. You may also direct questions to the CCMS Director of Admissions.

If you would prefer to complete your prerequisites online, consider our partnership with Terra State Community College. Students will earn a regionally accredited associate degree online from Terra State, then seamlessly transfer to CCMS' on-site campus to complete our Bachelor of Mortuary Science. For more information see our website www.ccms.edu.

Admissions Director

admissions@ccms.edu (513) 618-1926

APPLY TO CCMS

Apply today

Apply today at www.ccms.edu/admissions/apply/. There is no application fee.

Tips for applying

See more details at www.ccms.edu/admissions/apply/tips-for-applying/.

- **When should you apply?**

We recommend that you apply when you are approximately half way done with your prerequisites. But it's never too early to contact our Director of Admissions and begin the discussion.

- **Send your official transcripts to CCMS**

Applicants should request official transcripts from the Registrar of all colleges previously attended. Your application will not be considered complete until CCMS has received your transcript(s). Official transcripts may be remitted electronically or by mail in a sealed envelope.

Electronically

Email to admissions@ccms.edu

By mail (in sealed envelope)

Cincinnati College of Mortuary Science
ATTN: Admissions
645 W North Bend Rd.
Cincinnati, OH 45224

- **Understand our prerequisites**

Applicants need to complete general education credits at an accredited college/university prior to being admitted to CCMS. Read more about our prerequisites in the Prerequisites section of this Catalog.

- **Know your state licensing requirements**

Review the educational and licensing requirements of the state board for the state in which you intend to obtain licensure. This will help ensure that all requirements are met.

- **Register with your state board (if applicable)**

There are a few states which require a student to register with the board before entering CCMS. Those states are identified in the following state board listing. Contact your state board for assistance.

- **Know our medical requirements**

Students are required to complete several inoculations and tests before the first day of class (you may apply prior to beginning inoculations/tests). You will receive more information upon acceptance.

- **International applicants**

CCMS is not certified to accept international students at this time.

- **English language requirement**

Applicants whose first language is not English must submit an official Test of English as a Foreign Language (TOEFL).



VISIT CCMS

CCMS hosts a number of Information Days each year. Attendees will receive information on admission, financial aid, and more. For upcoming dates visit: www.ccms.edu/admissions/visit-ccms/open-house/. You may also schedule a one-on-one visit.



Hotels & Lodging

AC Hotel Cincinnati at the Banks

135 Joe Nuxhall Way, Cincinnati, Ohio 45202
513-744-9900

[Map it!](#) (12 miles, 20 minutes)

<http://achotels.marriott.com>

Days Inn Cincinnati

11775 US Rt. 42, Sharonville, Ohio 45241
513-554-1400, 1-800-325-2525

[Map it!](#) (7.9 miles, 15 minutes)

<https://www.wyndhamhotels.com/days-inn>

Drury Inn & Suites

2265 E. Sharon Rd., Sharonville, Ohio 45241
513-771-5601

[Map it!](#) (8.3 miles, 16 minutes)

<https://www.druryhotels.com>

Fairfield Inn by Marriott

11440 Chester Road, Cincinnati, Ohio 45246
513-842-9112

[Map it!](#) (8.7 miles, 15 minutes)

<https://www.marriott.com/hotels>

Hilton Garden Inn

5300 Cornell Road, Blue Ash, Ohio 45242
513-469-6900

[Map it!](#) (12.3 miles, 19 minutes)

<https://hiltongardeninn3.hilton.com>

Holiday Inn Express & Suites

11160 Dowlin Dr., Sharonville, Ohio 45241
513-771-9080

[Map it!](#) (8.3 miles, 14 minutes)

<https://www.ihg.com/holidayinnexpress>

Hyatt Place at Sharonville Convention Center

11345 Chester Rd., Cincinnati, Ohio 45246
513-771-1718

[Map it!](#) (8.6 miles, 15 minutes)

<https://www.hyatt.com>

LaQuinta Inn

12150 Springfield Pike, Springdale, Ohio 45246
513-671-2300, 1-800-428-3438

[Map it!](#) (12.4 miles, 18 minutes)

<http://www.laquintacincinnatiorth.com/>

Sonesta ES Suites

11689 Chester Road, Sharonville, Ohio 45246
513-771-2525

[Map it!](#) (9.0 miles, 16 minutes)

<https://www.sonesta.com>

ACADEMICS

ACADEMIC PROGRAMS

CCMS offers two degree programs – the *Associate of Applied Science (A.A.S.)* and the *Bachelor of Mortuary Science (B.M.S.)*. The degree best suited for you depends on the state in which you plan on working and your educational background. More information at www.ccms.edu/academics/associate-of-applied-science/ and www.ccms.edu/academics/bachelor-of-mortuary-science/

View state requirements at: www.nfda.org/careers/licensing-requirements.

	Program length	Must transfer in with:	CCMS credits earned
Associate of Applied Science (A.A.S.)	3 semesters 12 months (approx.)	30 semester credits (*including required prerequisite courses)	47
Bachelor of Mortuary Science (B.M.S.)	4 semesters 16 months (approx.)	60 semester credits (*including required prerequisite courses)	62

**Refer to Transfer Credit Worksheet in the Appendix.*

CLINICAL PRACTICE

Students begin their clinical studies in semester I in our one-of-a-kind clinical facilities located on-site. Our labs were designed and constructed exclusively for our student body. Modern and equipped, our clinical facilities provide a link between classroom theory and clinical reality. High priority is placed on the importance of practical experience for the student, with an understanding of the skills necessary to succeed in today's professional laboratory environment. CCMS is privileged to partner in serving funeral homes throughout the nation, as well as Cincinnati's largest anatomical donation program.



To facilitate efficient management of the clinical lab's high case volume, the college employs one or two students from each class to serve as clinical lab assistants. Meet our current Lab Assistants at: www.ccms.edu/about-ccms/lab-facilities/lab-assistants/. Students are required to complete a minimum number of embalming applications during their tenure. In addition to weekly lab assignments, students are permitted and encouraged to volunteer for additional applications experience on Saturdays and during term breaks. Our graduates historically excel in the art of embalming and restoration. Students find ample opportunity to gain valuable experience at CCMS, giving them an advantage over their competition.

LEARNING STRUCTURE AND SCHEDULE

CCMS academic programs are full-time, campus-based, with students carrying 15-17 semester credit hours each term. CCMS does not offer part-time courses or online/distance learning. It is our belief that hands-on learning is imperative to the development of a student, ultimately yielding graduates who are highly sought after in this respected profession. Enrollment occurs twice per year, during Spring (January) and Fall (August). Class cohorts attend concurrently. Classroom instruction and lab assignments will vary based on the selected term of enrollment. See sample schedules at www.ccms.edu/academics/associate-of-applied-science/aas-class-schedules/. As a general guideline, student schedules are as seen below:

FALL (August enrollees)	Classes/lecture	8:30 AM-11:30 AM (approx.)	M-F
	Clinical lab	1:00 PM-4:00 PM (approx.)	Afternoon lab one day a week
SPRING (January enrollees)	Clinical lab	8:30 AM-11:30 AM (approx.)	Morning lab one day a week
	Classes/lecture	1:00 PM-4:00 PM (approx.)	M-F

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

The Cincinnati College of Mortuary Science (CCMS) Associate of Applied Science (A.A.S.) degree program is a regionally and professionally accredited three semester program consisting of forty-seven credit hours. Students complete the A.A.S. program in twelve months, attending seated campus-based courses and clinical labs year-round.

Applicants for the A.A.S. program will have completed a minimum of thirty qualified* non-resident transfer credits, including five mandatory prescribed general prerequisite courses, in accordance with the college's admission requirements.

CCMS credits are [regionally accredited](#) by the Higher Learning Commission and transferrable to any other university or college in the nation. Program credits are also [professionally accredited](#) by the American Board of Funeral Service Education to satisfy the twelve month mortuary science education requirements for each of the fifty-state regulatory licensing agencies to prepare graduates for success on the International Conference of Funeral Service Examining Board's [National Board Examination \(NBE\) Arts and Sciences sections](#). The A.A.S. mortuary science curriculum is the minimum education standard for dual licensure in all states.

Prerequisite requirements, course list and descriptions, textbook list, tuition schedule, and Transfer Credit Worksheet may be accessed at www.ccms.edu Academics page.

* *Qualified transfer credits must be:*

1. *Regionally accredited by another college or university, or*
2. *Professionally accredited by the American Board of Funeral Service Education accredited colleges, or*
3. *Accredited coursework by the American Council on Education (ACE)*
4. *Reflect a grade of "C" or better in all required transfer courses*
5. *Reflect a cumulative 2.5 GPA for overall transfer courses*

ASSOCIATE'S PROGRAM CURRICULUM

SEMESTER I

Course No.	Course Title	Course Credits
SOC311	Social Aspects of Death and Dying	2
MGT315	Business Law and Ethics	3
MGT314	Funeral Service Management I	3
SCI318	Embalming Microbiology & Pathology	3
SCI316	Embalming Theory I	3
SCI317	Clinical Mortuary Practice I	1
Total Semester I Credits		15

SEMESTER II

Course No.	Course Title	Course Credits
SOC322	Professional Relationships in Funeral Service	2
SCI328	Restorative Art I	3
SCI328L	Restorative Art I Lab	-
MGT324	Funeral Service Management II	3
SOC321	Historical to Contemporary Funeral Practices	3
MGT323	Cemetery & Cremation Fundamentals	2
SCI326	Embalming Theory II	3
SCI327	Clinical Mortuary Practice II	1
Total Semester II Credits		17

SEMESTER III

Course No.	Course Title	Course Credits
SOC331	Psychology of Grief	3
MGT334	Funeral Service Management III	3
SCI338	Restorative Art II	2
SCI338L	Restorative Art II Lab	-
SCI336	Embalming Theory III	3
SCI337	Clinical Mortuary Practice III	1
MGT335	Mortuary Science Capstone	3
Total Semester III Credits		15

A.A.S. credits (semesters I-III) 47

Curriculum: <https://www.ccms.edu/academics/associate-of-applied-science/aas-curriculum/>

Sequential courses are courses that must be taken in a prescribed sequence. The student must pass the first course in the sequence to progress to the second course in the sequence, and so on. Sequential courses are: Clinical Mortuary Practice I, II, and III; Restorative Art I and II; and Embalming Theory I, II, and III.

ASSOCIATE'S PROGRAM COURSE DESCRIPTIONS

A.A.S. COURSE DESCRIPTIONS SEMESTER I

SOC311 - SOCIAL ASPECTS OF DEATH AND DYING

Credit Hours: 2

Death in America is studied as it affects both the individual and society. Sociological phenomena related to American attitudes toward death, children and death, terminal illness and hospice care, and suicide are discussed. Special emphasis is placed on their relevance to funeral service practice.

MGT315 - BUSINESS LAW AND ETHICS

Credit Hours: 3

The basic principles of Business Law and ethics are examined in relation to the funeral service profession and how agencies such as the Federal Trade Commission regulate practices, professional contracts, negotiable instruments, sales, and warranties.

MGT314 - FUNERAL SERVICE MANAGEMENT I

Credit Hours: 3

Accounting and financial practices for small business owners and operations including the accounting cycle, development and understanding of financial statements, bookkeeping and banking, payroll, and asset depreciation for funeral service and industry professionals.

SCI318 - EMBALMING MICROBIOLOGY & PATHOLOGY

Credit Hours: 3

Microbial and pathological conditions are examined and how they relate to death, with a concentration in physical and chemical changes, disease transmission and control, sterilization and disinfection, and the effects of disease states relative to the embalming process.

SCI316 - EMBALMING THEORY I (ET I)

Credit Hours: 3

An introduction to the clinical laboratory setting and policies, ET I focuses on topographical and cardiovascular anatomy, as well as basic medical terminology. Pre, during, and post embalming considerations are explored along with an introduction to case analysis. Embalming Theory I is a prerequisite for ET II and CMP II, III.

SCI317 - CLINICAL MORTUARY PRACTICE I (CMP I)

Credit Hours: 1

CMP brings the student into the lab where clinical practices rely heavily upon ET I theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice is a prerequisite for CMP II, III.

A.A.S. COURSE DESCRIPTIONS SEMESTER II

SOC320 - PROFESSIONAL RELATIONSHIPS IN FUNERAL SERVICE

Credit Hours: 2

Business and interpersonal relationships in the funeral service profession are explored. Skills are developed which facilitate relating well with employers and colleagues, bereaved families, and the community at large. Students have the opportunity to develop a resume, to make an oral presentation applicable to funeral service, and to practice empathic care giving and funeral arranging skills.

SCI328 - RESTORATIVE ART I (RA I)

Credit Hours: 3

Emphasis is placed on the natural form and appearance of the cranium and face. Studies include bones and muscles of the head, shapes, proportions, profiles and features. RA lab is a component allowing the students to gain practical experience in modeling and reconstructing features. Wax mediums, cosmetics and color theory are also explored. Restorative Art I is a prerequisite to Restorative Art II.

SCI328L - RESTORATIVE ART I LAB

Included in RA I

Lab application of SCI328 curriculum focusing on modeling and restoration of the human form using armatures and wax.

MGT324 - FUNERAL SERVICE MANAGEMENT II

Credit Hours: 3

Examines current mortuary law theory, state and federal regulations pertaining to funeral homes as a business and directors as licensed professionals. Explores legal rights, duties, liabilities, and the various parties involved when arranging for disposition and the order of the death registration process in the United States. Designed to introduce funeral prearrangements and methods of securing market share through permissible, lawful marketing tactics and funding options.

SOC321 - HISTORICAL TO CONTEMPORARY FUNERAL PRACTICES

Credit Hours: 3

The Funeral Directing Curriculum focuses on the basic duties, responsibilities, and expectations of those practicing funeral service, with a historical to contemporary perspective. Explores the influences of religion and burial practices in ancient cultures and the evolution of those customs and beliefs into modern day practice. Examining birth cohorts and various religious rites assists funeral service professionals in conducting the arrangement conference, facilitating various types of funerals, from Celebrant services to supplemental services, including fraternal and military honors.

MGT323 - CEMETERY AND CREMATION FUNDAMENTALS

Credit Hours: 2

A study of the role cemeteries and crematories play within the death care industry. Historical perspectives, both past and present, are discussed as well as their impact on our practices today. The science and statistics behind interment and cremation are presented to provide a greater understanding as to how the funeral industry may better adapt to a rapidly changing landscape.

SCI326 - EMBALMING THEORY II

Credit Hours: 3

ET II focuses on the application of embalming techniques and fluids. The course explores treating the difficult case including delayed embalming, embalming the infant or child, autopsies, organ and tissue donors, trauma due to accident or illness, decomposition, and burns. Vascular difficulties and moisture considerations are also reviewed. Embalming Theory II is a prerequisite for Embalming Theory III.

SCI327 - CLINICAL MORTUARY PRACTICE II (CMP II)

Credit Hours: 1

CMP II brings the student into the lab where clinical practices rely heavily upon ET II theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice I is a prerequisite for CMP II.

A.A.S. COURSE DESCRIPTIONS SEMESTER III

SOC331 - PSYCHOLOGY OF GRIEF

Credit Hours: 3

The grief process and the funeral director's role in facilitating grief are examined. Theories and characteristics of grief are discussed, including unique features of grief related to special losses. Counseling theories and principles are presented and applied to funeral arrangements. Skills are explored in a counseling lab, which includes role-playing. This course must be taken concurrently with Funeral Service Management III and Mortuary Science Capstone.

MGT334 - FUNERAL SERVICE MANAGEMENT III

Credit Hours: 3

The role and function of the funeral director as manager is defined. Management skills, personnel selection, motivation and training, and operations management are discussed. In addition, the merchandising component of the course is designed to develop product knowledge of caskets, vaults, and other merchandise, which may include presentations by manufacturers either on campus or during field trips. Planning funeral home selection areas and displaying merchandise are also explored. This course must be taken concurrently with Psychology of Grief and Mortuary Science Capstone.

SCI338 - RESTORATIVE ART II

Credit Hours: 2

Emphasis is placed on the treatment of various minor restorative techniques including suturing, tissue building, and hair replacement. Treatments of major restorations including abrasions, burns, fractures, decomposition, illness, trauma, and feature rebuilding are also explored.

SCI338L - RESTORATIVE ART II LAB

Included in RA II

Lab application of SCI338 curriculum with a focus on the modeling and reconstruction of features & facial form, hair replacement, and cosmetic application.

SCI336 - EMBALMING THEORY III

Credit Hours: 3

An in-depth survey into embalming chemicals, their compositions, functions, and how they influence organic tissues. This course is designed to aid the embalmer to better understand the reactions of the chemicals used in this field so they may be utilized to greater effect. Successful completion of both Embalming Theories I and II are requisite for beginning this course.

SCI337 - CLINICAL MORTUARY PRACTICE III (CMP III)

Credit Hours: 1

CMP brings the student into the lab where clinical practices rely heavily upon ET III theories and procedures as the basis for embalming fundamentals and safe clinical practices.

MGT335 - MORTUARY SCIENCE CAPSTONE

Credit Hours: 3

This capstone course provides students with hands-on experience in serving a mock bereaved family from the first call through final disposition. Included are embalming and cosmetics, dressing and casketing, arranging, funeral directing, and preparing the required forms and paperwork. In addition, there is extensive review of prior course material in preparation for the National Board Examination. This course must be taken concurrently with Funeral Service Management III and Psychology of Grief.

ASSOCIATE'S PROGRAM PROFESSIONAL CERTIFICATIONS

All students receive specialized training from national industry experts as part of the curriculum.

Crematory Operations: A.A.S. graduates emerge certified in cremation operations, along with extensive knowledge of the practices and procedures that will help them best serve families and reduce the risk of litigation for a firm. For more information see: <https://www.ccms.edu/academics/associate-of-applied-science/aas-certifications/>

A.A.S. GRADING SYSTEM

Only grades of A, B, C, D, and F are used in computing the Grade Point Average (GPA) on a 4.0 scale. Each grade is assigned the grade point equivalent shown in quality points for each term credit hour scheduled.

Percentage	Grade	Quality points	
100-93	A	4	Excellent
92-85	B	3	Good
84-76	C	2	Fair/Average
75-70	D	1	Poor
<69	F	0	Failing

A.A.S. LATIN HONORS

Latin Honors are reflected on student diplomas, indicating the level of distinction with which the degree was earned:

G.P.A.	Latin Honor	Honor cord worn at Commencement
GPA 3.85-4.0	Summa Cum Laude "with the highest distinction"	Gold
GPA 3.70-3.84	Magna Cum Laude "with great distinction"	Silver
GPA 3.50-3.69	Cum Laude "with distinction"	Bronze

A.A.S. LEARNING OUTCOMES

Assessment involves measuring student learning and the overall effectiveness of an institution. Specific objectives of assessment include: to ensure that student learning outcomes are being met; to improve curriculum and instruction as needed; and to provide evidence of the institution's success. To this end, the College has identified and measures the following additional student learning outcomes and program goals beyond our Mission and Program Learning Outcomes:

1. The student will demonstrate clinical competency.
2. The student will exhibit professionalism.
3. The student will demonstrate critical thinking skills based on professional standards.
4. The student will communicate in an effective, professional manner.
5. The program will effectively prepare the graduate for a career as an entry-level funeral professional.

ASSOCIATE'S PROGRAM GRADUATION REQUIREMENTS

The Cincinnati College of Mortuary Science ("CCMS") Associate of Applied Science ("A.A.S.") degree program is a regionally and professionally accredited three semester program consisting of forty-seven credit hours, including a minimum of thirty qualified* non-resident transfer credits, and including five mandatory prescribed general prerequisite courses, in accordance with the college's admission requirements.

Completion of the Associate of Applied Science academic degree program requires, but may not be limited to:

1. Satisfactory completion of all course and program requirements.
2. Satisfactory completion of Clinical Requirements¹ within the prescribed timeframe.
3. Satisfactory completion of Funeral Director Requirements² within the prescribed timeframe.
4. A cumulative resident GPA of 2.00 or higher and grade of "D" or better in each course.
5. Financial good standing with CCMS.
6. Satisfactory completion of the CCMS Comprehensive Examination ("Comps") as prescribed.
7. Completion of a scheduled final exit interview with the college President or other leadership member.

The Associate of Applied Science degree program requirements must be satisfactorily completed within 24 months of program enrollment or re-admission.

Upon satisfactory completion of three semesters, and upon approval of the CCMS Academic Chair, a student is officially released to sit for the Arts and Sciences sections of the National Board Examination ("NBE") through the International Conference of Funeral Service Examining Board. Successful completion of both sections of the NBE is a requirement for professional licensure in most states.

¹FUNERAL DIRECTING REQUIREMENTS

Funeral Directing requirements are incorporated into the Capstone and Business Law curriculum. Active participation and hands-on learning in Funeral Directing includes, but may not be limited to, the specific tasks prescribed below as mandated by the American Board of Funeral Service Education. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

Students must utilize the following forms:

- First Call Sheet
- Arrangement Worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
- FTC-compliant Outer Burial Container Price List
- Embalming Authorization Form
- Cremation Authorization Form

First call

Students must demonstrate the process of receiving five (5) first death notification calls. This may be completed in a simulation setting.

Transfer of remains

Students must demonstrate the process of performing the transfer of deceased human remains. This may be completed in a simulation setting.

Arrangement Conference

Students must participate (observe or assist) in five Arrangement Conferences. If done in a simulation setting, no more than five students may receive credit at one time (during one simulation). As part of the Arrangement Conference requirement, students must prepare the following at least one time:

- Death Certificate
- Burial Transit Permit
- Social Security Form (Statement of Death by Funeral Director)
- Death Notice
- Obituary
- FTC-compliant Statement of Funeral Good and Services
- Applications and forms for Veterans Flag, Burial Benefits, and Headstone/Marker

Funeral Observation

Students must observe five funeral related services. CCMS requires that one service be Roman Catholic. Three of the five must include: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial without the deceased present, or other (describe).

To receive credit, the student is required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and identify the participants involved (clergy, celebrant, FD, family, or others). This may *not* be completed in a simulation setting.

²CLINICAL PRACTICE REQUIREMENTS

Clinical requirements are incorporated into the Clinical Mortuary Practice ("CMP") curriculum over the course of three semesters. Active participation through hands-on learning in Clinical practice over the course of three semesters includes, but may not be limited to, the specific tasks prescribed below as mandated by college policy. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

- Thirty (30) clinical case experiences
- Twenty (20) embalming operations
- Five (5) transfers of deceased human remains
- Five (5) cosmetic applications

Students who desire additional practical experience have ample opportunity to achieve such. See the Clinical Lab Director for available student lab assistant and nighttime intake opportunities, as well as volunteer weekend and holiday opportunities.

Students are required to actively participate for the entirety of each semester of clinical practice even upon satisfactory completion of the prescribed minimum task requirements.

BACHELOR OF MORTUARY SCIENCE

The Cincinnati College of Mortuary Science (CCMS) Bachelor of Mortuary Science (B.M.S.) degree program is a regionally and professionally accredited four semester program consisting of sixty-two credit hours. Students complete the B.M.S. program in approximately sixteen months, attending seated campus-based courses and clinical labs year-round.

Applicants for the B.M.S. program will have completed a minimum of sixty qualified* non-resident transfer credits, including five mandatory prescribed general prerequisite courses, in accordance with the college's admission requirements.

CCMS credits are regionally accredited by the Higher Learning Commission and transferrable to any other university or college in the nation. Program credits are also professionally accredited by the American Board of Funeral Service Education to satisfy the twelve month mortuary science education requirements for each of the fifty-state regulatory licensing agencies to prepare graduates for success on the International Conference of Funeral Service Examining Board's National Board Examination (NBE) Arts and Sciences sections. B.M.S. mortuary science curriculum meets the education standard for dual licensure in all states.

Prerequisite requirements, course list and descriptions, textbook list, tuition schedule, and Transfer Credit Worksheet may be accessed at www.ccms.edu Academics page.

** Qualified transfer credits must be:*

1. Regionally accredited by another college or university, or
2. Professionally accredited by the American Board of Funeral Service Education accredited colleges, or
3. Accredited coursework by the American Council on Education (ACE)
4. Reflect a grade of "C" or better in all required transfer courses
5. Reflect a cumulative 2.5 GPA for overall transfer courses

BACHELOR'S PROGRAM CURRICULUM

SEMESTER I

Course No.	Course Title	Course Credits
SOC311	Social Aspects of Death and Dying	2
MGT315	Business Law and Ethics	3
MGT314	Funeral Service Management I	3
SCI318	Embalming Microbiology & Pathology	3
SCI316	Embalming Theory I	3
SCI317	Clinical Mortuary Practice I	1
Total Semester I Credits		15

SEMESTER II

Course No.	Course Title	Course Credits
SOC322	Professional Relationships in Funeral Service	2
SCI328	Restorative Art I	3
SCI328L	Restorative Art I Lab	-
MGT324	Funeral Service Management II	3
SOC321	Historical to Contemporary Funeral Practices	3
MGT323	Cemetery & Cremation Fundamentals	2
SCI326	Embalming Theory II	3
SCI327	Clinical Mortuary Practice II	1
Total Semester II Credits		17

SEMESTER III

Course No.	Course Title	Course Credits
SOC331	Psychology of Grief	3
MGT334	Funeral Service Management III	3
SCI338	Restorative Art II	2
SCI338L	Restorative Art II Lab	-
SCI336	Embalming Theory III	3
SCI337	Clinical Mortuary Practice III	1
MGT335	Mortuary Science Capstone	3
COMPS400	Comprehensive Exam: NBE Prep Course	-
Total Semester III Credits		15

SEMESTER IV

Course No.	Course Title	Course Credits
Required:	*Required courses total 9 credit hours	
MGT445	Funeral Service Seminar	3
MGT447	Event & Catering Management in Funeral Service	2
SOC443	Pet Loss	1
SCI447	Alternative Forms of Disposition	1
SCI448	Advanced Crematory Operators Program	2
Electives:	Elective hours must total 6 – choose accordingly	
SOC442	Funeral Aftercare	2
SOC441	Death in Media and Literature	2
MGT446	Technology in Funeral Service	2
SCI446	Gross Anatomy	2
MGT444	Funeral Service Co-op	4

Total Semester IV credits 15
B.M.S. credits 62

Curriculum:-www.ccms.edu/academics/bachelor-of-mortuary-science/bms-curriculum/ Sequential courses are courses that must be taken in a prescribed sequence. The student must pass the first course in the sequence to progress to the second course in the sequence, and so on. Sequential courses are: Clinical Mortuary Practice I, II, and III; Restorative Art I and II; and Embalming Theory I, II, and III.

BACHELOR'S PROGRAM COURSE DESCRIPTIONS

B.M.S. COURSE DESCRIPTIONS SEMESTER I

SOC311 - SOCIAL ASPECTS OF DEATH AND DYING

Credit Hours: 2

Death in America is studied as it affects both the individual and society. Sociological phenomena related to American attitudes toward death, children and death, terminal illness and hospice care, and suicide are discussed. Special emphasis is placed on their relevance to funeral service practice.

MGT315 - BUSINESS LAW AND ETHICS

Credit Hours: 3

The basic principles of Business Law and ethics are examined in relation to the funeral service profession and how agencies such as the Federal Trade Commission regulate practices, professional contracts, negotiable instruments, sales, and warranties.

MGT314 - FUNERAL SERVICE MANAGEMENT I

Credit Hours: 3

Accounting and financial practices for small business owners and operations including the accounting cycle, development and understanding of financial statements, bookkeeping and banking, payroll, and asset depreciation for funeral service and industry professionals.

SCI318 - EMBALMING MICROBIOLOGY & PATHOLOGY

Credit Hours: 3

Microbial and pathological conditions are examined and how they relate to death, with a concentration in physical and chemical changes, disease transmission and control, sterilization and disinfection, and the effects of disease states relative to the embalming process.

SCI316 - EMBALMING THEORY I (ET I)

Credit Hours: 3

An introduction to the clinical laboratory setting and policies, ET I focuses on topographical and cardiovascular anatomy, as well as basic medical terminology. Pre, during, and post embalming considerations are explored along with an introduction to case analysis. Embalming Theory I is a prerequisite for ET II and CMP II, III.

SCI317 - CLINICAL MORTUARY PRACTICE I (CMP I)

Credit Hours: 1

CMP brings the student into the lab where clinical practices rely heavily upon ET I theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice is a prerequisite for CMP II, III.

B.M.S. COURSE DESCRIPTIONS SEMESTER II

SOC322 - PROFESSIONAL RELATIONSHIPS IN FUNERAL SERVICE

Credit Hours: 2

Business and interpersonal relationships in the funeral service profession are explored. Skills are developed which facilitate relating well with employers and colleagues, bereaved families, and the community at large. Students have the opportunity to develop a resume, to make an oral presentation applicable to funeral service, and to practice empathic care giving and funeral arranging skills.

SCI328 - RESTORATIVE ART I (RA I)

Credit Hours: 3

Emphasis is placed on the natural form and appearance of the cranium and face. Studies include bones and muscles of the head, shapes, proportions, profiles and features. RA lab is a component allowing the students to gain practical experience in modeling and reconstructing features. Wax mediums, cosmetics and color theory are also explored. Restorative Art I is a prerequisite to Restorative Art II.

SCI328L - RESTORATIVE ART I LAB

Included in RA I

Lab application of SCI328 curriculum focusing on modeling and restoration of the human form using armatures and wax.

MGT324 - FUNERAL SERVICE MANAGEMENT II

Credit Hours: 3

Examines current mortuary law theory, state and federal regulations pertaining to funeral homes as a business and directors as licensed professionals. Explores legal rights, duties, liabilities and the various parties involved when arranging for disposition and the order of the death registration process in the United States. Designed to introduce funeral prearrangements and methods of securing market share through permissible, lawful marketing tactics and funding options.

SOC321 - HISTORICAL TO CONTEMPORARY FUNERAL PRACTICES

Credit Hours: 3

The Funeral Directing Curriculum focuses on the basic duties, responsibilities, and expectations of those practicing funeral service, with a historical to contemporary perspective. Explores the influences of religion and burial practices in ancient cultures and the evolution of those customs and beliefs into modern day practice. Examining birth cohorts and various religious rites assists funeral service professionals in conducting the arrangement conference, facilitating various types of funerals, from Celebrant services to supplemental services, including fraternal and military honors.

MGT323 - CEMETERY AND CREMATION FUNDAMENTALS

Credit Hours: 2

A study of the role cemeteries and crematories play within the death care industry. Historical perspectives, both past and present, are discussed as well as their impact on our practices today. The science and statistics behind interment and cremation are presented to provide a greater understanding as to how the funeral industry may better adapt to a rapidly changing landscape.

SCI326 - EMBALMING THEORY II

Credit Hours: 3

ET II focuses on the application of embalming techniques and fluids. The course explores treating the difficult case including delayed embalming, embalming the infant or child, autopsies, organ and tissue donors, trauma due to accident or illness, decomposition, and burns. Vascular difficulties and moisture considerations are also reviewed. Embalming Theory II is a prerequisite for Embalming Theory III.

SCI327 - CLINICAL MORTUARY PRACTICE II (CMP II)

Credit Hours: 1

CMP II brings the student into the lab where clinical practices rely heavily upon ET II theories and procedures as the basis for embalming fundamentals and safe clinical practices. Clinical Mortuary Practice I is a prerequisite for CMP II.

B.M.S. COURSE DESCRIPTIONS SEMESTER III

SOC331 - PSYCHOLOGY OF GRIEF

Credit Hours: 3

The grief process and the funeral director's role in facilitating grief are examined. Theories and characteristics of grief are discussed, including unique features of grief related to special losses. Counseling theories and principles are presented and applied to funeral arrangements. Skills are explored in a counseling lab, which includes role-playing. This course must be taken concurrently with Funeral Service Management III and Mortuary Science Capstone.

MGT334 - FUNERAL SERVICE MANAGEMENT III

Credit Hours: 3

The role and function of the funeral director as manager is defined. Management skills, personnel selection, motivation and training, and operations management are discussed. In addition, the merchandising component of the course is designed to develop product knowledge of caskets, vaults, and other merchandise, which may include presentations by manufacturers either on campus or during field trips. Planning funeral home selection areas and displaying merchandise are also explored. This course must be taken concurrently with Psychology of Grief and Mortuary Science Capstone.

SCI338 - RESTORATIVE ART II

Credit Hours: 2

Emphasis is placed on the treatment of various minor restorative techniques including suturing, tissue building, and hair replacement. Treatments of major restorations including abrasions, burns, fractures, decomposition, illness, trauma, and feature rebuilding are also explored.

SCI338L - RESTORATIVE ART II LAB

Included in RA II

Lab application of SCI338 curriculum with a focus on the modeling and reconstruction of features & facial form, hair replacement, and cosmetic application.

SCI336 - EMBALMING THEORY III

Credit Hours: 3

An in-depth survey into embalming chemicals, their compositions, functions, and how they influence organic tissues. This course is designed to aid the embalmer to better understand the reactions of the chemicals used in this field so they may be utilized to greater effect. Successful completion of both Embalming Theories I and II are requisite for beginning this course.

SCI337 - CLINICAL MORTUARY PRACTICE III (CMP III)

Credit Hours: 1

CMP brings the student into the lab where clinical practices rely heavily upon ET III theories and procedures as the basis for embalming fundamentals and safe clinical practices.

MGT335 – COMPS400 COMPREHENSIVE EXAM: NBE PREP COURSE

Credit Hours: 3

This mandatory pass/fail component of capstone curriculum delivers study resources for the National Board Examinations (NBE) including a series of comprehensive practice tests in Funeral Service Arts and Sciences to provide valuable study resources designed to simulate the National Board Arts and Sciences Examination sections (governed by The International Conference of Funeral Service Examining Board and administered by Pearson Vue testing centers). Progress and test score data is assessed weekly by faculty and successful course completion is achieved upon earning a score of 85% in each of the Arts and Sciences test sections.

B.M.S. COURSE DESCRIPTIONS SEMESTER IV

MGT445 - FUNERAL SERVICE SEMINAR

Credit Hours=3

This course provides an in-depth exploration of current issues and trends in funeral service. Key topics include: contemporary legal issues, creative funeral home offerings (such as celebrants, post-funeral gatherings and pet services), and effective use of social media and technology in the funeral home.

MGT447 – EVENT & CATERING MANAGEMENT IN FUNERAL SERVICE

Credit Hours: 2

This required course explores the principles and practices of event and catering management within the context of funeral service. Students will gain a comprehensive understanding of the unique requirements and sensitivities involved in providing quality hospitality services to grieving families and friends during funerals and memorial events. Topics cover the tools for offering catering packages, whether internally or contracted, and will include pricing for profit, setting up kitchens, staffing, marketing, event planning, food preparation and service. Students will also receive Alcohol Servsafe and Food Handler Certifications.

SOC443 – PET LOSS

Credit Hours: 1

This required course recognizes the bond between humans and their pets is unique and special. For many people pets are their primary source of emotional and social support and can be considered their children, best friends, confidants, partners, or companions. They become members of the family and can provide a sense of constant support through various life changes, events, and experiences. Pets provide constant and unconditional love and devotion. This special human-animal relationship is what makes the death of a pet one of the most significant losses a person may experience. The impact of the loss is often determined by prior personal experiences with loss, how close we are to our pet, and the strength of our attachment to our pet.

SCI447 – ALTERNATIVE FORMS OF DISPOSITION

Credit Hours: 1

Two of the most common disposition options are burial and cremation. However, there are many funeral dispositions available that warrant exploration. This required course will delve into the various options, including alkaline hydrolysis. It may also include natural burial, green burial, recompositing, cryogenics, mushroom suits, living coffins, and more.

SCI448 – ADVANCED CREMATORY OPERATORS PROGRAM

Credit Hours: 2

This required course provides advanced training for individuals seeking to become proficient crematory operators. Students will gain in-depth knowledge of cremation processes, safety protocols, equipment maintenance, and legal considerations. The course includes a lab component to develop practical skills.

SOC442 – AFTERCARE IN FUNERAL SERVICE

Credit Hours: 2

This elective course examines the role of a funeral home in providing support to families during the bereavement period. Included is an in-depth discussion of the various components of funeral home aftercare (also called continuous care) programs such as bereavement literature, personal contacts, community outreach and grief support groups. Interaction with families during the bereavement period is enhanced by increased knowledge of the grief process. More recent and emerging theories of grief beyond those covered in earlier courses will be presented. These will include contemporary concepts such as continuing bonds, meaning making, instrumental vs. intuitive grief styles, and resilience.

SOC441 - DEATH IN MEDIA AND LITERATURE

Credit Hours: 2

This course explores various methods and platforms of technology and how it is useful in the funeral service profession and in caring for bereaved families. This will include exploration of funeral home management software; methods of webcasting services (Livestream, YouTube, Facebook Live, etc.); effective and responsible uses of social media; and funeral home website development. Additionally, the use of technology that facilitates the management of funeral arrangements and information storage and organization will be reviewed. Emphasis is placed on ethical and responsible use, liability to the funeral provider, and additive value to the family's memorialization experience.

MGT446 – TECHNOLOGY IN FUNERAL SERVICE

Credit Hours: 2

This course explores various methods and platforms of technology and how it is useful in the funeral service profession and in caring for bereaved families. This course is designed for students to understand, communicate, and adapt to a digital world as it impacts funeral service. This will include exploration of funeral home management software (Passare, and SRS Procession); methods of live streaming (Facebook Live, YouTube, and OneRoom,) and Video Chatting (Zoom, FaceTime, Facebook Messenger, Google Duo, Skype); effective and responsible uses of social media; basics of funeral home website development; and exposure to foundational knowledge in hardware, other software and IT support. Students will not only understand the concepts, but they will be able to apply their knowledge to situations with hands-on activities and project-focused tasks. Emphasis is placed on ethical and responsible use, professional communication skills and practices, liability to the funeral provider, problem-solving skills and most importantly, the additive value to the family's memorialization experience.

SCI446 - GROSS ANATOMY

Credit Hours: 2

This course takes a regional approach to gross anatomy with emphasis on those areas of the human body of interest to the embalmer, especially the circulatory system.

MGT444 - FUNERAL SERVICE CO-OP

Credit Hours: 4

The Funeral Service Co-op provides six weeks of practical experience in an off-campus funeral home setting. Students participate in: removals, preparations, dressing and casketing, arrangements, visitations, funerals, and office procedures. The student, the funeral home, and the college enter into a tri-party relationship in which each must accept responsibility for the co-op experience. The goal of this relationship is to provide the student an opportunity, under academic supervision, to participate in the actual practice of funeral service.

BACHELOR'S PROGRAM PROFESSIONAL CERTIFICATIONS

All students receive specialized training from national industry experts as part of the curriculum.

Crematory Operations: B.M.S. graduates emerge certified in cremation operations, along with extensive knowledge of the practices and procedures that will help them best serve families and reduce the risk of litigation for a firm.

Funeral Celebrant: B.M.S. students earn the distinction as InSight Certified Funeral Celebrants after receiving intense training and certification from our faculty licensed InSight trainers.

Event Management: B.M.S. students earn Alcohol Servsafe certification upon completing training and passing exam certification and Ohio Person In Charge Food Safety certification upon completion of training.

For more information see: <https://www.ccms.edu/academics/bachelor-of-mortuary-science/bms-certifications/>

B.M.S. GRADING SYSTEM

Only grades of A, B, C, D, and F are used in computing the Grade Point Average (GPA) on a 4.0 scale. Each grade is assigned the grade point equivalent shown in quality points for each term credit hour scheduled.

Percentage	Grade	Quality points	
100-93	A	4	Excellent
92-85	B	3	Good
84-76	C	2	Fair/Average
75-70	D	1	Poor
<69	F	0	Failing

B.M.S. LATIN HONORS

Latin Honors are reflected on student diplomas, indicating the level of distinction with which the degree was earned:

G.P.A.	Latin Honor	Honor cord worn at Commencement
GPA 3.85-4.0	Summa Cum Laude “with the highest distinction”	Gold
GPA 3.70-3.84	Magna Cum Laude “with great distinction”	Silver
GPA 3.50-3.69	Cum Laude “with distinction”	Bronze

B.M.S. LEARNING OUTCOMES

Assessment involves measuring student learning and the overall effectiveness of an institution. Specific objectives of assessment include: to ensure that student learning outcomes are being met; to improve curriculum and instruction as needed; and to provide evidence of the institution’s success. To this end, the College has identified and measures the following additional student learning outcomes and program goals beyond our Mission and Program Learning Outcomes:

1. The student will demonstrate clinical competency.
2. The student will exhibit professionalism.
3. The student will demonstrate critical thinking skills based on professional standards.
4. The student will communicate in an effective, professional manner.
5. The B.M.S. student will meet or exceed professional standards for funeral service practice while applying knowledge and skills learned in the funeral home setting.
6. The program will effectively prepare the graduate for a career as an entry-level funeral professional.

BACHELOR’S PROGRAM GRADUATION REQUIREMENTS

The Cincinnati College of Mortuary Science (“CCMS”) Bachelor of Mortuary Science (“BMS”) academic degree program is a regionally and professionally accredited four semester program consisting of sixty-two resident credit hours, including a minimum of sixty qualified* non-resident transfer credits, and including five mandatory prescribed general prerequisite courses, in accordance with the college’s admission requirements.

Completion of the Bachelor of Mortuary Science academic degree program requires, but may not be limited to:

1. Satisfactory completion of all course and program requirements.
2. Satisfactory completion of Clinical Requirements¹ within the prescribed timeframe.
3. Satisfactory completion of Funeral Director Requirements² within the prescribed timeframe.
4. A cumulative resident GPA of 2.00 or higher and grade of “D” or better in each course.
5. Financial good standing with CCMS.
6. Satisfactory completion of the CCMS Comprehensive Examination (“Comps”) as prescribed.
7. Completion of a scheduled final exit interview with the college President or other leadership member.

The Bachelor of Mortuary Science degree program requirements must be satisfactorily completed within 24 months of program enrollment or re-admission.

Upon satisfactory completion of the third semester, and upon approval of the CCMS Academic Chair, a student is officially released to sit for the Arts and Sciences sections of the National Board Examination (“NBE”) through the International Conference of Funeral Service Examining Board. Successful completion of both sections of the NBE is a requirement for professional licensure in most states.

¹FUNERAL DIRECTING REQUIREMENTS

Funeral Directing requirements are incorporated into the Capstone and Business Law curriculum. Active participation and hands-on learning in Funeral Directing includes, but may not be limited to, the specific tasks prescribed below as mandated by the American Board of Funeral Service Education. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

Students must utilize the following forms:

- First Call Sheet
- Arrangement Worksheet
- FTC-compliant General Price List
- FTC-compliant Casket Price List
- FTC-compliant Outer Burial Container Price List
- Embalming Authorization Form
- Cremation Authorization Form

First call

Students must demonstrate the process of receiving five (5) first death notification calls. This may be completed in a simulation setting.

Transfer of remains

Students must demonstrate the process of performing the transfer of deceased human remains. This may be completed in a simulation setting.

Arrangement Conference

Students must participate (observe or assist) in five Arrangement Conferences. If done in a simulation setting, no more than five students may receive credit at one time (during one simulation).

As part of the Arrangement Conference requirement, students must prepare the following at least one time:

- Death Certificate
- Burial Transit Permit
- Social Security Form (Statement of Death by Funeral Director)
- Death Notice
- Obituary
- FTC-compliant Statement of Funeral Good and Services
- Applications and forms for Veterans Flag, Burial Benefits, and Headstone/Marker

Funeral Observation

Students must observe five funeral related services. CCMS requires that one service be Roman Catholic. Three of the five must include: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Military, Fraternal, Memorial without the deceased present, or other (describe).

To receive credit, the student is required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and designate the participants involved (clergy, celebrant, FD, family, or others). This may *not* be completed in a simulation setting.

²CLINICAL PRACTICE REQUIREMENTS

Clinical requirements are incorporated into the Clinical Mortuary Practice ("CMP") curriculum over the course of three semesters. Active participation through hands-on learning in Clinical practice over the course of three semesters includes, but may not be limited to, the specific tasks prescribed below as mandated by college policy. Required tasks must be completed prior to the conclusion of the third semester as prescribed.

- Thirty (30) clinical case experiences
- Twenty (20) embalming operations
- Five (5) transfers of deceased human remains
- Five (5) cosmetic applications

Students who desire additional practical experience have ample opportunity to achieve such. See the Clinical Lab Director for available student lab assistant and nighttime intake opportunities, as well as volunteer weekend and holiday opportunities.

Students are required to actively participate for the entirety of each semester of clinical practice even upon satisfactory completion of the prescribed minimum task requirements.

WITHDRAWAL

Withdrawal from a course: To withdraw from a course, the student must notify the Registrar in writing. The Registrar will enter a "W" on the transcript and will assign no credit or grade for the course. Outside of the 9th week of the term, a student may not withdraw from a course in which they are currently earning a "D" or "F"; nor can a student withdraw from a course in the last two weeks of an academic term to avoid a "D" or "F" in that course.

Withdrawal from CCMS: To withdraw from CCMS, a student must submit a letter of withdrawal to the Registrar. The date of receipt of the letter becomes the date of withdrawal. Prior to final exam week, the Registrar will enter a grade of "W" for all courses on the transcript. If the withdrawal is made during finals or after finals, an "F" will be entered for each course not completed in the affected term.

TUITION & FINANCIAL AID

TUITION: ASSOCIATE OF APPLIED SCIENCE

PROGRAM TUITION & FEES (excludes cost of textbooks)

\$24,310

The Associate of Applied Science academic program consists of 47 semester credit hours. The total cost for tuition and fees is calculated above. For convenience, you will find program cost breakdowns below by credit hour, fee, and semester.

Tuition & Fees Detail by Semester and Program Total

	Semester 1	Semester 2	Semester 3	Program Total
Credit Hours	15	17	15	47
Tuition Rate Per Credit Hour	\$450	\$450	\$450	\$450
Tuition Only Total	\$6,750	\$7,650	\$6,750	\$21,150
General Fee*	\$700	\$700	\$700	\$2,100
Clinical Fee	\$295	\$295	\$295	\$885
R.A. Lab & Supply Fee	-	\$175	-	\$175
TOTAL TUITION & FEES	\$7,745	\$8,820	\$7,745	\$24,310

**General fees are structured accordingly to defer expenses including, but not limited to, program supplies, personal protective equipment, student trainings and certifications, comprehensive examination preparation & resources, National Board Examination fees, technology and administrative functions, parking, and commencement.*

TEXTBOOKS & ADDITIONAL RECOMMENDED SUPPLIES (estimated)

\$1,500 - \$2,000

This academic program requires the use of specific college textbooks. An itemized list of required and recommended textbooks as well as purchase options may be found on the CCMS website. Cost will vary based on the purchaser's preference. When budgeting, you should consider other expenses that may be incurred at your discretion such as restorative cosmetic supplies and instruments, and non-required study resources.

SPECIAL FEES

Special fees are assessed only where applicable.

Transcript (per copy Official and Unofficial)	\$15
Duplicate Diploma (per copy Official and Unofficial)	\$25
Course Audit (fee per credit hour)	\$75

FULL-TIME ENROLLMENT DEFINED & FINANCIAL AID

Cincinnati College of Mortuary Science academic programs are structured for full-time attendance. The College and the Department of Education defines full-time enrollment as 12 or more credit hours taken in any one term. Students enrolled full-time are eligible for financial aid assistance (FAFSA).

Part-time enrollment is defined as less than 12 credit hours per term. Part-time enrollment affects financial aid eligibility.

TUITION PAYMENT

Tuition and fees are invoiced at the start of each semester and are payable by week three of that semester. Students receiving financial aid should work directly with the college Financial Aid Office. As awards are granted and applied, an updated account statement will be provided to the student electronically. Updated account statements will reflect applied credits and account balances. The Financial Advisor is available to consult with you in person or by email at finaid@ccms.edu. Students will work directly with the FAFSA Advisor who specializes in student aid.

Delinquent tuition is subject to late fees and a 1.5% per month interest charge on all unpaid balances once a student is officially withdrawn from the College.

TUITION REFUND POLICY

Students who withdrawal from enrollment will be refunded tuition based on the Tuition Refund Policy seen below:

Withdrawal time frame	Refund %
Withdrawal within first calendar week	100%
Withdrawal within second calendar week	50%
Withdrawal within third calendar week	25%
Withdrawal within or after the fourth calendar week	0%

Tuition and fees are subject to change at the discretion of the college's Board of Trustees. Increases are applicable to current and new enrollment unless otherwise specified. Official registration in a CCMS academic program includes, as a condition, the payment of tuition and applicable fees.

TUITION: BACHELOR OF MORTUARY SCIENCE

PROGRAM TUITION & FEES (excludes cost of textbooks)

\$31,775

The Bachelor of Mortuary Science academic program consists of 62 semester credit hours. The total cost for tuition and fees is calculated above. For convenience, you will find program cost breakdowns below by credit hour, fee, and semester.

Tuition & Fees Detail by Semester and Program Total

	Semester 1	Semester 2	Semester 3	Semester 4	Program Total
Credit Hours	15	17	15	15	62
Tuition Rate Per Credit Hour	\$450	\$450	\$450	\$450	\$450
Tuition Only Total	\$6,750	\$7,650	\$6,750	\$6,750	\$27,900
General Fee*	\$700	\$700	\$700	\$420	\$2,520
Clinical/Anatomy Lab Fee	\$295	\$295	\$295	n/a	\$885
R.A. Lab & Supply Fee	n/a	\$175	n/a	n/a	\$175
TOTAL TUITION & FEES	\$7,745	\$8,820	\$7,745	\$7,465	\$31,775

**General fees are structured accordingly to defer expenses including, but not limited to, program supplies, personal protective equipment, student trainings and certifications, comprehensive examination preparation & resources, National Board Examination fees, technology and administrative functions, parking, and commencement.*

TEXTBOOKS & ADDITIONAL RECOMMENDED SUPPLIES (estimated)

\$1,500 - \$2,000

This academic program requires the use of specific college textbooks. An itemized listing by program, including ISBN, and pricing and purchase options is available on our website www.ccms.edu. Cost will vary based on purchase preferences.

When budgeting, you should consider other expenses that may be incurred at your discretion such as restorative cosmetics and instruments, and non-required study resources.

SPECIAL FEES

Special fees are assessed only where applicable.

Transcript (per copy Official and Unofficial)	\$15
Duplicate Diploma (per copy Official and Unofficial)	\$25
Course Audit (fee per credit hour)	\$75

FULL-TIME ENROLLMENT DEFINED & FINANCIAL AID

Cincinnati College of Mortuary Science academic programs are structured for full-time attendance. The College and the Department of Education defines full-time enrollment as 12 or more credit hours taken in any one term. Students enrolled full-time are eligible for financial aid assistance (FAFSA).

Part-time enrollment is defined as less than 12 credit hours per term. Part-time enrollment affects financial aid eligibility.

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Withdrawal within or after the fourth calendar week	0%

Tuition and fees are subject to change at the discretion of the college's Board of Trustees. Increases are applicable to current and new enrollment unless otherwise specified. Official registration in a CCMS academic program includes, as a condition, the payment of tuition and applicable fees.

FINANCIAL AID AND VETERAN BENEFITS

Visit www.ccms.edu/admissions/financial-aid-and-scholarships/

How to Apply for Financial Aid

While there are many different sources of financial aid, there is one main application that is used to apply for most funding – the Free Application for Federal Student Aid (FAFSA). The process can be completed online at fafsa.ed.gov/. More information can be found at www.ccms.edu/admissions/financial-aid-and-scholarships/how-to-apply/

CCMS School Code: 010906

Scholarships & Grants

Applicants are encouraged to apply for CCMS' *Academic Excellence Scholarship*. For more information on this and other funeral service-related scholarships, visit www.ccms.edu/admissions/financial-aid-and-scholarships/available-aid/. For information on grants, including the Federal Pell Grant, see www.ccms.edu/admissions/financial-aid-and-scholarships/available-aid/.

Find more information about financial aid on our website, including loans, cost of attendance, satisfactory academic progress, withdrawals/refunds, and forms. Visit www.ccms.edu/admissions/financial-aid-and-scholarships/overview/ to access the financial aid office.

Financial aid assistance

finaid@ccms.edu

513-618-1929

CCMS is a Veteran Friendly School

VBTA Policy

Cincinnati College of Mortuary College in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31, 33, or 35 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

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APPENDICES

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Academic & Enrollment Calendar 2022-2025

Publication 15.01.PUB1.2022-2025 (rev. December 2021)



FALL (15 weeks)	2021	2022	2023	2024
Orientation / Term Start	Aug 23 (M) (FALL 2021-2022 COHORT)	Aug 22 (M) (FALL 2022-2023 COHORT)	Aug 21 (M) (FALL 2023-2024 COHORT)	Aug 25(M) (FALL 2024-2025 COHORT)
CLOSED (Labor Day)	Sep 6 (M)	Sep 5 (M)	Sep 4 (M)	Sep 2 (M)
Holiday Break (Thanksgiving)	Nov 22-26 (M-F)	Nov 21-25(M-F)	Nov 20-24(M-F)	Nov 25-29(M-F)
Class Resumes	Nov 29 (M)	Nov 28 (M)	Nov 27 (M)	Dec 2 (M)
Evaluations (Open/Close)	Nov 22-Dec 3	Nov 21-Dec 2	Nov 20-Dec 1	Nov 25-Dec 2
Final Class Day	Dec 3 (F)	Dec 2 (F)	Dec 1 (F)	Dec 2 (F)
Finals	Dec 6-10 (M-F)	Dec 5-9 (M-F)	Dec 4-8 (M-F)	Dec 9-13 (M-F)
Term End (Tuition Deadline)	Dec 10 (F)	Dec 9 (F)	Dec 8 (F)	Dec 13 (F)
Grades Lock*	Dec 17 (F)*	Dec 16 (F)*	Dec 15 (F)*	Dec 20 (F)*
Commencement	Dec 11 (S)	Dec 10 (S)	Dec 9 (S)	Dec 14 (S)

SPRING (15 weeks)	2022	2023	2024	2025
Orientation / Term Start	Jan 3 (M) (SPRING 2022-2023 COHORT)	Jan 3 (T) (SPRING 2023-2024 COHORT)	Jan 2 (T) (SPRING 2023-2024 COHORT)	Jan 6 (M) (SPRING 2024-2025 COHORT)
CLOSED (MLK Day)	Jan 17 (M)	Jan 16, 2023 (M)	Jan 15 (M)	Jan 20 (M)
Evaluations (Open/Close)	Mar 28-Apr 8	Mar 27-Apr 7	Mar 25-Apr 5	Mar 31-Apr 11
Final Class Day	Apr 8 (F)	Apr 7 (F)	Apr 5 (F)	Apr 11 (F)
Finals	Apr 11-15 (M-F)	Apr 10-14 (M-F)	Apr 8-12 (M-F)	Apr 14-18 (M-F)
Term End (Tuition Deadline)	Apr 15 (F)	Apr 14 (F)	Apr 12 (F)	Apr 18 (F)
Grades Lock*	Apr 22 (F)*	Apr 21 (F)*	Apr 19 (F)*	Apr 25 (F)*
Commencement	Apr 16 (S)	Apr 15 (S)	Apr 13 (S)	Apr 19 (S)

SUMMER (14 weeks)	2022	2023	2024	2025
Term Start	May 2 (M)	May 1 (M)	April 29 (M)	May 5 (M)
CLOSED (Memorial Day)	May 30 (M)	May 29 (M)	May 27 (M)	May 26 (M)
CLOSED (Independence Day)	July 4-5 (M-T)	July 4-5 (T-W)	July 4-5 (Th-F)	July 4 (F)
Evaluations (Open/Close)	July 18-July 29	July 17-July 28	July 15-July 26	July 21-Aug 1
Final Class Day	July 29 (F)	July 28 (F)	July 26 (F)	Aug 1 (F)
Finals	Aug 1-5 (M-F)	July 31-Aug 4 (M-F)	July 29-Aug 2 (M-F)	Aug 4-8 (M-F)
Term End(Tuition Deadline)	Aug 5 (F)	Aug 4 (F)	Aug 2 (F)	Aug 8 (F)
Grades Lock*	Aug 12 (F)*	Aug 11 (F)*	Aug 9 (F)*	Aug 15 (F)*

*Grades Lock – Conferring of degree and official transcripts finalized by the Registrar two weeks following grade lock date.

Revised Dec 2021 – Dates are subject to change. Please refer to electronic calendar for updates available at ccms.edu.

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TRANSFER CREDIT WORKSHEET

Publication 04.01.PUB4 (Jul 2020)

Applicants may use this worksheet as a guide to gauge progress in completing required and strong recommended course prerequisites prior to admission to CCMS. This worksheet is appropriate for all applicants, including those already having completed a college degree. Please see reverse side for recommended course options, resources, and contact information.

Qualified Transfer Credit Requirements:

- ✓ Regionally accredited or accredited by American Board of Funeral Service Education (ABFSE) or accredited by American Council on Education (ACE)
- ✓ Grade of "C" or better in EACH REQUIRED COURSE*
- ✓ Cumulative 2.5 GPA for qualified transfer courses

Key for Required & Recommended Courses:

- *Indicated courses REQUIRED FOR ALL APPLICANTS including those having already completed an accredited degree
- ^See all recommended course options on reverse side

ASSOCIATE OF APPLIED SCIENCE		Areas of Study	BACHELOR OF MORTUARY SCIENCE	
* Required transfer course ^ See recommended course options on reverse page	Transfer Credits Required		Transfer Credits Required	* Required transfer course ^ See recommended course options on reverse page
_____ 3cr _____ 3cr ^ See reverse page for strong recommended course options	6	English	6	_____ 3cr _____ 3cr ^ See reverse page for strong recommended course options
* Chemistry 3cr * Anatomy & Physiology 3cr _____ 3cr (Chemistry and A&P labs are not required) ^ See reverse page for strong recommended course options	9	Science	9	* Chemistry 3cr * Anatomy & Physiology 3cr _____ 3cr (Chemistry and A&P labs are not required) ^ See reverse page for strong recommended course options
* Psychology (Intro or Gen) 3cr Sociology (Intro or Gen) 3cr _____ 3cr ^ See reverse page for strong recommended course options	9	Social Science	12	* Psychology (Intro or Gen) 3cr _____ 3cr _____ 3cr _____ 3cr ^ See reverse page for strong recommended course options
* Communications (Interpersonal/Basic) 3cr	3	Humanities & Arts	12	* Communications (Interpersonal/Basic) 3cr _____ 3cr _____ 3cr _____ 3cr ^ See reverse page for strong recommended course options
* Accounting 3cr	3	Business	9	* Accounting 3cr _____ 3cr _____ 3cr ^ See reverse page for strong recommended course options
		Electives	12	_____ 3cr _____ 3cr _____ 3cr _____ 3cr ^ See reverse page for strong recommended course options
TRANSFER CREDITS REQUIRED FOR AAS 30			60	TRANSFER CREDITS REQUIRED FOR BMS

WEB: <https://www.ccms.edu/admissions/prerequisites/>

EMAIL: admissions@ccms.edu

PHONE: (513) 618-1926

RECOMMENDED COURSES

In addition to completing required prerequisite courses* identified on the front of this worksheet, CCMS strongly encourages you complete the below recommended courses^ to establish a solid general education foundation for success as a CCMS student.

<u>ENGLISH</u> ^Composition I (strongly recommended) ^Composition II (strongly recommended) Writing Grammar English Literature	<u>SCIENCES</u> ^A&P II (strongly recommended) ^Microbiology (strongly recommended) ^Pathology (strongly recommended) Biology (Labs are not required)	<u>SOCIAL SCIENCES</u> ^Sociology I (strongly recommended) ^Death & Dying (strongly recommended) Racial / Ethnic Social Work Marriage & Family
<u>HUMANITIES & ARTS</u> ^Religion (strongly recommended) ^Critical Thinking (strongly recommended) ^Ethics (strongly recommended) Speech Philosophy Logic Art / Sculpting / Art History	<u>BUSINESS</u> ^Business Law (strongly recommended) ^Business Mgt. (strongly recommended) Statistics Economics (Micro and Macro) Computer Science Finance / Money & Banking Marketing	<u>ELECTIVES</u> Elective courses are discretionary and are recommended to come from areas of study in <u>Sciences</u>, <u>Social Sciences</u>, and <u>Business</u>.

PREREQUISITE RESOURCES:

ADMISSION & TRANSFER CREDIT POLICY
COLLEGE TRANSFER AGREEMENTS
ONLINE DEGREE PATHWAY
REGIONAL ACCREDITATION CHECK
ABFSE ACCREDITATION CHECK

<https://www.ccms.edu/admissions/admissions-policy/>
<https://www.ccms.edu/admissions/prerequisites/college-transfer-agreements/>
<https://www.ccms.edu/admissions/prerequisites/terra-state-online/>
<https://ope.ed.gov/dapip/#/home>
<http://www.abfse.org/html/dir-listing.html>

HOW TO APPLY TO CCMS:

APPLY ONLINE TODAY FOR FREE AT:
www.ccms.edu

SEND OFFICIAL TRANSCRIPTS ELECTRONICALLY OR BY MAIL:
Electronic: admissions@ccms.edu Mail: CCMS Admissions
645 W. North Bend Rd.
Cincinnati, Ohio 45224

NEED ASSISTANCE? Call (513) 618-1926

NOTICE OF NONDISCRIMINATION

CCMS does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, disability, marital status, veteran or military status, genetic information, or any other class protected by law in the administration of its admission or academic policies, activities, financial aid, or programs. For further information on CCMS' nondiscrimination policy, go to <https://www.ccms.edu/about-ccms/safety/title-ix/>. You may also contact the Title IX Coordinator at 513-618-1933; titleix@ccms.edu; 645 W North Bend Rd. Cincinnati, OH 45224.

DISABILITY & ACCOMMODATIONS POLICY

Cincinnati College of Mortuary Science (CCMS) is committed to providing a non-discriminatory environment to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner during the application process and for students to ensure non-discrimination in all terms, conditions, and privileges of the educational program. CCMS provides, at no charge, reasonable accommodations to qualified individuals where such accommodation would not fundamentally alter the academic, technical, or prerequisites and standards for admission or participation in the program or curriculum, or otherwise cause an undue hardship. Course substitutions and/or waivers will not be granted. CCMS operates in compliance with the U.S. Department of Education Americans with Disabilities Act (ADA) and abides by provisions of Section 504 of the Rehabilitation Act of 1973 to protect otherwise qualified individuals from discrimination. At the postsecondary education level, a *qualified individual* with a disability is capable of meeting the academic and technical standards and prerequisites for admission to fulfill the essential requirements of an educational program or activity with or without reasonable accommodation. View full policy at <https://www.ccms.edu/about-ccms/disability-and-accommodation-policy/>.

NOTES



www.ccms.edu

Cincinnati College of Mortuary Science

645 W. North Bend Rd., Cincinnati, Ohio 45224

P: 513-761-2020 or 888-377-8443

F: 513-761-3333