

COLLEGE CATALOG
&
STUDENT HANDBOOK
2025-2026

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“Transforming Death Care Education”

Cincinnati College of Mortuary Science

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Contents

PREFACE.....	1
WELCOME TO CCMS	1
ACCREDITATION	1
NOTICE OF NONDISCRIMINATION	1
MISSION & PROGRAM LEARNING OUTCOMES.....	1
CCMS ASSESSMENT PROGRAM (CAP).....	2
CCMS AND ITS GOVERNANCE.....	3
A. HISTORY OF CCMS	3
B. CINCINNATI FOUNDATION FOR MORTUARY EDUCATION	4
C. THE CCMS ADVANTAGE	4
D. CAMPUS AND CLINICAL FACILITIES	5
E. STATISTICS AND OUTCOMES	6
F. BOARD OF TRUSTEES	7
G. STUDENT DISCIPLINE COMMITTEE	8
H. LEADERSHIP, FACULTY AND STAFF	8
ADMISSIONS	8
A. ADMISSION & TRANSFER CREDIT POLICY	8
B. Applicant Readiness/Application Fee / Confirmation Deposit.....	9
C. Admission Requirements	9
D. Transfer Credit Requirements for Admission.....	10
E. Academic Program - Transfer Credit Requirements by Program	11
BACHELOR OF MORTUARY SCIENCE PROGRAM PREREQUISITES.....	11
ASSOCIATE OF APPLIED SCIENCE PROGRAM PREREQUISITES.....	11
Credit Hour Conversion Chart	12
Exceptions of Transfer Credit Requirements	12
College Transfer Institutions and Articulation Agreements	14
F. APPLY TO CCMS	14
G. VISIT CCMS.....	15
STUDENT RIGHTS AND RESPONSIBILITIES	15

A. STUDENT RIGHTS.....	15
B. STUDENT RESPONSIBILITIES	16
C. DISPUTE RESOLUTION PROCESS FOR ACADEMIC ISSUES.....	16
D. DISPUTE RESOLUTION PROCESS FOR GENERAL STUDENT COMPLAINTS.....	17
E. DISCLOSURE AND STUDENT INFORMATION	18
F. WHISTLEBLOWER POLICY	20
<i>Student Code of Conduct</i>	<i>21</i>
ARTICLE A: DEFINITIONS	21
ARTICLE B: STUDENT CODE AUTHORITY	23
ARTICLE C: CONDUCT RULES AND REGULATIONS	23
ARTICLE D: JURISDICTION OF THE STUDENT CODE OF CONDUCT	25
ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE.....	26
ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES	26
ARTICLE G: CONDUCT CONFERENCE PROCESS.....	27
ARTICLE H: SANCTIONS	29
ARTICLE I: APPEALS.....	31
ARTICLE J: EXCEPTIONAL PROCEDURES	32
ARTICLE K: INTERPRETATION AND REVIEW.....	33
<i>STUDENT EXPECTATIONS</i>	<i>33</i>
A. ADDRESSING FACULTY AND STAFF	33
B. DRESS CODE	33
C. VISITORS AND CHILDREN	33
D. CONTACT INFORMATION.....	34
E. CELL PHONE & IMAGE CAPTURING DEVICE POLICY.....	34
F. SOCIAL MEDIA POLICY.....	34
G. INFORMATION TECHNOLOGY USAGE POLICY	34
Email and Accountability.....	34
Information Technology Requirements for Students Enrolled in Distance Education.....	35
Information Security	36
Copyright Policy.....	36
Populi Privacy Policy.....	37

H. DISTRACTED DRIVING POLICY	37
I. STUDENT CONFIDENTIALITY AGREEMENT.....	38
STUDENT BODY, ORGANIZATIONS & EMPLOYMENT.....	39
A. STUDENT GOVERNMENT - CLASS OFFICERS	39
B. SORORITY.....	40
C. STUDENT ORGANIZATIONS	40
D. STUDENT ATHLETICS.....	40
E. FIELD TRIPS AND GUEST SPEAKERS	40
F. REQUEST FOR STUDENT ORGANIZATIONS AND EVENTS	40
G. EMPLOYMENT OPPORTUNITIES	40
H. GRADUATION.....	41
STUDENT SERVICES.....	41
A. ORIENTATION.....	41
B. DISABILITY & ACCOMMODATION POLICY	41
C. STUDENT EMAIL	43
D. POPULI.....	43
E. ID CARDS	43
F. PRINTING & PHOTOCOPYING	43
G. PARKING	44
H. LOCKERS	44
II. CLASS PICTURES.....	44
J. PERSONAL MAIL & MESSAGES	44
K. ANNOUNCEMENTS	44
L. HOUSING	44
M. ACADEMIC COUNSELING.....	44
N. PERSONAL COUNSELING.....	45
O. HEALTH SERVICES & INSURANCE	45
P. LEAVE OF ABSENCE	45
ACADEMIC POLICIES & PROCEDURES	45

A. ACADEMIC PROGRAMS	45
B. LEARNING STRUCTURE AND SCHEDULE	46
C. SEQUENTIAL COURSES	46
D. SPECIAL COURSES OF STUDY	46
E. ATTENDANCE	46
F. THE GRADING SYSTEM	47
G. ACADEMIC HONORS	47
H. TRANSCRIPTS	48
I. ACADEMIC PROGRESS AND GOOD STANDING	48
J. ACADEMIC DISHONESTY	48
READMISSION AFTER ACADEMIC SUSPENSION	49
K. WITHDRAWAL	50
L. GRADUATION REQUIREMENTS: ASSOCIATE OF APPLIED SCIENCE	50
M. GRADUATION REQUIREMENTS: BACHELOR OF MORTUARY SCIENCE	52
CLINICAL LAB	54
A. SCHEDULE	54
B. ATTENDANCE	54
C. LAB HOURS	55
D. ASSIGNING STUDENTS TO CASES	55
E. EVALUATION	55
F. STUDENT FILES	55
G. PERSONAL CONDUCT	55
H. CLINICAL REQUIREMENTS	55
I. TRANSFERS	55
J. HEALTH & SAFETY	56
K. CLINICAL LAB DRESS CODE (Non-Transfer Days)	56
L. LAB ASSISTANTS	56
M. COSMETOLOGY COMPONENT	56
N. CLINICAL LAB POLICIES	56

O. CLINICAL ACCIDENT OR INJURY.....	57
P. EMBALMING PROTOCOL.....	58
<i>LIBRARY</i>	<i>59</i>
A. LIBRARY SERVICES	59
B. LIBRARY HOURS	59
C. LIBRARY CATALOG	59
D. STUDY AREA WITHIN LIBRARY	59
E. ALUMNI & VISITORS	59
F. CIRCULATION POLICY	59
G. LIBRARY USE POLICY.....	60
<i>FINANCIAL POLICIES & PROCEDURES.....</i>	<i>61</i>
A. FULL-TIME ENROLLMENT DEFINED & FINANCIAL AID	61
B. FINANCIAL AID INFORMATION	61
TUITION REFUND POLICY	62
How to Apply for Financial Aid	62
Scholarships & Grants	62
Financial Aid Assistance	62
C. FINANCIAL AID AND VETERAN BENEFITS.....	62
D. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP).....	63
E. FINANCIAL OBLIGATION OF THE STUDENT	65
F. FEDERAL RETURN OF UNEARNED TITLE IV FUNDS	65
<i>HEALTH AND CAMPUS SAFETY POLICIES/PROCEDURES</i>	<i>66</i>
A. INFECTIOUS DISEASE POLICY	66
B. VEHICLE ACIDENT PROCEDURE.....	67
C. DRUG AND ALCOHOL POLICY	67
D. SMOKING POLICY	69
E. TITLE IX POLICY	70
Title IX Coordinator	70
Prohibited Conduct	71
Consent	73
Confidentiality & Complainant’s Request Not to Proceed	73
FERPA	73

VI. Crime Alerts/Emergency Notification	74
Making a Report, Filing a Formal Complaint, and Complaint Resolution.....	74
G. Agreed Resolution or Hearing.....	77
Resources and Support Services	81
F. AMOROUS RELATIONSHIPS POLICY	82
G. GUNS AND FIREARMS POLICY	83
H. CRIME INCIDENT REPORTING.....	83
I. EMERGENCY CLOSINGS POLICY	83
J. EMERGENCY NOTIFICATION & RESPONSE.....	84
K. SECURITY SYSTEM.....	84
<i>APPENDICES</i>	<i>85</i>
BOARD OF TRUSTEES MEMBERS	86
CONTACTING LEADERSHIP, FACULTY & STAFF	86
SATISFACTORY ACADEMIC PROGRESS APPEAL FORM	87
INCIDENT REPORT	lxxxix
L. CCMS SOCIAL MEDIA ACCOUNTS	lxxxix
LEAVE OF ABSENCE REQUEST.....	xc
STUDENT HANDBOOK & ANNUAL SECURITY REPORT: ELECTRONIC ACCESS	xc

PREFACE

The College Catalog & Student Handbook will familiarize students with CCMS standards of conduct, academic requirements, practices, policies, and procedures. Students shall adhere to the standards set forth in this Handbook. Failure to adhere to these standards may result in disciplinary action up to expulsion.

The content of the College Catalog & Student Handbook is subject to continuous review by CCMS, its authorized agents, and the Cincinnati Foundation for Mortuary Education. These policies and regulations may be modified without notice by the Board of Trustees of the Cincinnati Foundation for Mortuary Education. Comments and criticism shall be directed to the President of CCMS or to the Chair of the Board of Trustees.

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 different 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 transfer 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/safety/title-ix-compliance/>. You may also contact the Title IX Coordinator at 513-618-1933; titleix@ccms.edu; 645 W North Bend Rd. Cincinnati, OH 45224.

MISSION & PROGRAM LEARNING OUTCOMES

Mission

The Cincinnati College of Mortuary Science is an institution which endeavors to develop end of life professionals who can function with distinction within their chosen profession and within the community of life. The College strives to provide the best education possible, and focuses on offerings that provide convenience, accessibility, and outreach to learners.

Philosophy

The College provides a sound education and learning experience for its students, both in the seated and online environment, to help them prepare for a successful career in funeral service. Central to 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.

CCMS ASSESSMENT PROGRAM (CAP)

What is assessment?

Assessment involves measuring student learning and the overall effectiveness of an institution. Specifically, objectives of the CAP include ensuring that student learning outcomes are being met; improving curriculum and instruction as needed; and providing evidence of the institution's success. The College has identified and measures the following specific student learning outcomes and program goals:

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 students will communicate in an effective, professional manner.
5. The B.M.S. students 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.

How is assessment conducted?

Individual course assessment is conducted by faculty each term. This includes (but is not limited to) exams, quizzes, assignments, papers, and projects. Course evaluations administered at the conclusion of each term allow students to rate how well the learning objectives (stated on the course syllabus) were met and to provide more general feedback about classroom instruction.

Assessment in the clinical program is conducted by the clinical Faculty each term. This includes case report forms, reflection papers and evaluation rubrics. Embalming certification, in part to meet minimum requirements of the American Board of Funeral Service Education, allows for year-end assessment of clinical skill development.

Comprehensive Review Exams are administered by the College at the end of the third semester. These exams assess student learning for the three semesters which cover the ABFSE curriculum and help ensure readiness for taking the NBE.

The National Board Examination (NBE) pass rates provide useful data about student learning and program success and frequently inform decisions about curriculum and instructional strategies.

CCMS Capstone Experiences allows for qualitative assessment of student learning. Mortuary Science Capstone, offered in the final AAS term, enables instructors to assess skills in the areas of embalming, funeral directing, counseling and management which cannot be measured effectively through traditional course exams. For BMS students, Funeral Service Co-op is an opportunity to begin putting knowledge and skills together by participating in all areas of work in a funeral home environment. Mentors assess how well students meet the learning outcomes in an actual funeral home setting.

For questions or comments about CCMS assessment activities, please contact CCMS and request to speak to the CAP Chairperson.

CCMS AND ITS GOVERNANCE

The Cincinnati College of Mortuary Science is a private, non-profit College, operated by the Cincinnati Foundation for Mortuary Education and is the nation's oldest fully accredited school of its kind. The placement of CCMS under the direction of the Cincinnati Foundation for Mortuary Education created a structure which is unique in funeral service education.

A. HISTORY OF CCMS

Founded in 1882 by Joseph H. Clarke, known as the "father of American embalming schools," CCMS was originally called the Cincinnati School of Embalming located at the corner of Park and Sixth Streets in Cincinnati, Ohio. The first class was organized Monday, March 8, 1882, with seven students attending training which lasted six days learning rudimentary instruction in the use of chemicals and methods of preservation taking 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.

After the purchase of the school in 1909 by Charles O. Dhonau, instruction was expanded to include aspects of public health and more sophisticated knowledge of human anatomy, embalming disinfection, and restoration. The school was allotted space in General Hospital in 1915 and became the official

department for embalming treatment of hospital cases. As the curriculum and physical facilities grew over the following years, the school realized the need for its own building and Faculty independent of other agencies. In 1933, CCMS moved into a newly remodeled building at 3200 Reading Road and remained there for the next 46 years.

In 1966, the Cincinnati School of Embalming became the Cincinnati College of Mortuary Science. The new name was adopted to reflect the expanding nature of its curriculum and the higher level of academic instruction available to its students, most of whom were required to have 2 years of general college prior to entering CCMS. From 1966 until 1977, CCMS maintained a cooperative academic program with the University of Cincinnati.

In 1970, Charles Dhonau transferred the assets of CCMS to the Cincinnati Foundation for Mortuary Education. Under the direction of the Foundation, CCMS became a private, non-profit, tax-exempt entity.

In 1977, in response to an increasing interest in higher education and the evolution of the Funeral Service profession, CCMS established 2-year and 4-year programs with Edgecliff College. CCMS and Edgecliff agreed to accept transfer credits from one another, and CCMS moved onto the Edgecliff campus in 1979.

In 1980 Edgecliff was purchased by Xavier University and in 1987 CCMS moved onto the main campus. Because of continued growth, CCMS built its own permanent home in 1995 at 645 W. North Bend Road.

In 1980, CCMS received authorization from the Ohio Board of Regents to award the Associate of Applied Science degree, and in 1982 it received accreditation of that degree by the North Central Association of Colleges and Schools. In 1986, CCMS became the first private college of mortuary science in the nation to be authorized to award the Bachelor of Mortuary Science degree. In 1987, the North Central Association of Colleges and the American Board of Funeral Service Education awarded accreditation of a program at the bachelor's degree level. Currently, CCMS programs are regionally accredited by the American Board of Funeral Service Education (ABFSE) and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

With a focus in hands-on applications and clinical/restorative art lab training, construction of a new addition in September 2023, known as the Educational Cremation Center, was completed with the intention of creating a venue where students apply practical applications to develop confidence and competence in all aspects of funeral service, including cremation, alkaline hydrolysis, pet loss, and hospitality management. A state-of-the-art FTIII Cremator was installed as part of the construction, considered the most advanced type of retort for the time.

B. CINCINNATI FOUNDATION FOR MORTUARY EDUCATION

Cincinnati Foundation for Mortuary Education (CFME) was chartered in 1963. It assumed full control and overall governance of CCMS in 1973. The Foundation is organized as a non-profit whereby supporting members donate an annual fee, receive the annual report, have a voice, and vote in CCMS's structure and governance, under Carver's Policy Governance for Non-Profits.

C. 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 the 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

D. CAMPUS AND CLINICAL FACILITIES

Campus: Our building is located on sixteen 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 theatre-style seating lecture auditorium
- ✓ research/circulation library
- ✓ merchandising displays designed by funeral service suppliers
- ✓ ample on-campus student parking
- ✓ personal lockers
- ✓ private changing/shower room
- ✓ student lounge

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 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.

E. STATISTICS AND 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
Mark Ivey, Program Director
Phone: (513) 761-2020
Email: info@ccms.edu
Web: www.ccms.edu

Accredited Degrees Offered: Associate in Applied Science; Bachelor of Mortuary Science
Distance Education – In Progress

Year	Total Enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate**	Did not finish***	Overall % Employed	Employment in FS
2023	106	75	46	45/46	98%	3	93%	91%
2022	102	49	71	71/71	97%	2	94%	89%
2021	117	75	47	46/47	89%	6	98%	87%

*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
2023	59	85%	78%	2023	61	75%	69%
2022	64	66%	69%	2022	61	67%	64%
2021	59	71%	68%	2021	61	57%	57%

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*
2024	13
2023	15
2022	24

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.

F. BOARD OF TRUSTEES

The Board of Trustees consists of up to fifteen members who are appointed for 3-year terms; each is a member of the Foundation in good standing. Candidates must be in good standing and serve without monetary compensation. For further information on the Board of Trustees, see Appendix: Board of Trustee Members.

G. STUDENT DISCIPLINE COMMITTEE

The Student Discipline Committee of the Cincinnati College of Mortuary Science consists of three full-time Faculty and Staff. The Student Discipline Committee is a hearing body authorized by the Assistant Dean to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed. The Student Discipline Committee is an ad hoc committee serving only at the point of need.

H. LEADERSHIP, FACULTY AND STAFF

To view a full listing of our staff and faculty, visit our website at ccms.edu/about us.

Leadership

President & CEO
Dean of the College
Program Director

Faculty

Clinical Director
Clinical Faculty
Full-time Faculty
Adjunct Instructors

Staff

Director of Admissions
Director of Financial Aid & Compliance
Director of Learning Resources & Student Services
Registrar/Title-IX Coordinator
Senior Accountant/Safety Officer
Staff Accountant
Enrollment Services Assistant

ADMISSIONS

A. ADMISSION & TRANSFER CREDIT POLICY

The 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 (AACRAO) 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.

B. 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. Program Applications are good for one year from date of submission.

Accepted applicants must submit a non-refundable 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 to a subsequent enrollment term.

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.

C. Admission Requirements

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

Qualified applicants for admission will have met the 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 which they are applying.

One of the below official documents must be provided to the CCMS Office of Admission as part of the normal admission process:

- An Official academic transcript that indicates the student successfully completed at least a two-year regionally accredited college program, or minimum required credits 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.

D. 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 transferable 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:
 - Accounting
 - Anatomy & Physiology (lab not required, but recommended)
 - Chemistry (lab not required, but recommended)
 - Psychology (Introduction or General)
 - 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.

The amount of transfer credits you will need will be either 30 or 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.

If a student has completed an ABFSE accredited associate program, students will be required to meet the mandatory courses, meet residency requirements for two semesters, and need a minimum of 90 credits transferred.

E. Academic Program - Transfer Credit Requirements by Program

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

BACHELOR OF MORTUARY SCIENCE PROGRAM PREREQUISITES: 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)

ASSOCIATE OF APPLIED SCIENCE PROGRAM PREREQUISITES: Prior to admission to 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, please see the Academics section of this Catalog.

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. Hours to Sem. Hours	$\text{Qtr. Credit} / 1.5 = \text{semester credit}$	9 qtr. Credits / 1.5 = 6 semester credits
Semester hours to qtr. Hours	$\text{Semester credit} \times 1.5 = \text{qtr. Credit}$	6 semester credits $\times$ 1.5 = 9 qtr. Credits

Exceptions of Transfer Credit Requirements

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

****If a student has attended an ABFSE accredited funeral service program and obtained an associate degree, students will be required to have 90 semester transfer credits for the Bachelor of Mortuary Science program as students will only take 30 credits at CCMS instead of 62.***

Provisional Acceptance

CCMS requires completion of all prerequisite coursework prior to enrollment, however, it will provide provisional acceptance based on successful completion of required prerequisites.

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 to be completed at CCMS for applicants who have completed an ABFSE accredited mortuary science degree.

**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.*

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, with the Family Educational Rights and Privacy Act (FERPA).

College Transfer Institutions and Articulation Agreements

If you have not 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. The Office of Admissions 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 include specific course pathways and institution/admission contact information as mandated by the Higher Learning Commission (Policy FDCR.A.10.040).

The Office of Admissions conducts cyclical reviews of agreements to ensure pathway courses align with evolving educational needs of all CCMS programs. You may want to consider our partnerships with various higher education institutions who have developed pre-mortuary science pathways that seamlessly transfer to CCMS to complete the Bachelor of Mortuary Science

F. APPLY TO CCMS

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 halfway done with your prerequisites. But it is 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 currently.

- **English language requirement**

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

G. VISIT CCMS

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

STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

CCMS students enjoy the rights and privileges afforded to students attending institutions of higher learning. More specifically, students have a right to:

- Have their classroom performance evaluated solely on an academic basis.
- Have their privacy respected.
- Confidentiality regarding their academic, disciplinary, or counseling files except as required by law or as used for college purposes (see Student Rights and Responsibilities, Disclosure and Student Information).
- Express their views through the normal channels of communication within CCMS. This is not to say that this freedom is absolute. In narrowly defined circumstances, CCMS may properly restrict expression, for example, which violates the law, is threatening, harassing, or defamatory, or invading substantial privacy or confidentiality interests. Moreover, CCMS may regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College. Fundamentally, however, CCMS is committed to the principle that it may not restrict debate or deliberation because the ideas put forth are thought to be offensive, unwise, immoral, or wrong-headed. It is for the members of the College community to make those judgments for themselves. As a corollary to this commitment, members of the CCMS community must also act in conformity with this principle. Although faculty, students and staff are free to criticize, contest and condemn the views expressed on campus, they may not obstruct, disrupt, or otherwise interfere with the freedom of others to express views they reject or even loathe. For members of the CCMS community, as for the College itself, the proper response to ideas they find offensive, unwarranted, and dangerous is not interference, obstruction, or suppression. It is, instead, to engage in robust counter-speech that challenges the merits of those ideas and exposes them for

what they are. To this end, the College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

- Appeal decisions or actions the student feels have adversely affected them (see Student Rights and Responsibilities, Dispute Resolution Process).

Student Right to Know Act: Under Title I of the Student Right-to-Know Act signed into law on November 8, 1990, CCMS makes available graduation rates of full-time, degree-seeking students at any time.

B. STUDENT RESPONSIBILITIES

1. Students are responsible for following the policies and procedures outlined in this Handbook.
2. Students are responsible for remaining in financial good standing with CCMS.
3. Students are responsible for meeting the requirements of the state(s) in which he or she intends to secure professional licensure.
4. Students are responsible for respecting the privacy of others and upholding the ethical oath of confidentiality regarding certain information obtained in the classroom for instructional purposes.

C. DISPUTE RESOLUTION PROCESS FOR ACADEMIC ISSUES

Any student who believes he or she has been adversely affected by any academic decision or action by a faculty member related to admission, progression, or graduation, may seek a resolution under this policy. Note that it is CCMS's desire that such occurrences be addressed at the lowest appropriate organizational level, and informally, if possible. Also, any instructor's evaluation of the quality of a student's work is final and this procedure will not apply to it unless there is an allegation that the determination of the grade resulted from a failure to follow published policies or procedures. This procedure also does not apply to allegations of harassment or discrimination. This procedure will not apply to matters related to academic freedom of CCMS' faculty, including their decisions associated with syllabi and course content. It is also not to be used to issue a complaint about the quality of the course or instruction, as that is handled through the evaluation process.

Examples of when this policy would apply include but are not limited to: changes in grading scale from that set forth in the syllabus; when weights or percentages in allocations of grades are changed without explanation; and, when due dates or examination dates are moved to an earlier time without sufficient notice and agreement.

To initiate the informal resolution process, the student should address the issue directly with the faculty member against whom the complaint is being made. Such a request should be made within three days of the issue. It is expected that a student will be specific as to the complaint and the resolution sought. If the student and faculty member cannot reach an agreement, the student may request consideration in the matter by the Program Director, their designee, or the student may follow the formal resolution process below.

Formal Resolution Process

The complaint must be made in writing within three days to the Program Director, or their designee (or the President or his designee if the complaint relates to the Program Director in their role as a faculty member, with President or designee referred to in this policy as "responsible party"). The written request must include:

- A clear and concise statement (signed and dated) of the reason for the complaint, including specific information as to its grounds.
- Identification of the parties involved.
- Resolution sought.
- Supporting documentation

Within seven days of receiving the complaint, the Program Director, their designee, or the party responsible will review the complaint and schedule a meeting to hear and discuss it with the student and other party. After that meeting, the Program Director, designee, or responsible party will issue a written decision as to the resolution of the issue, including time frames for any actions that need to be taken related to it.

The timelines set forth above may be extended by mutual agreement, including after the semester in which the complaint arises if it relates to a course in which the student is currently enrolled.

If the student is dissatisfied with the response to the complaint, they may appeal the decision to the Dean of the College. The Dean of the College will issue a response to the appeal within 30 days of submission.

CCMS will not tolerate any retaliation against any student who makes a complaint under this policy. If you file a complaint and believe you have been retaliated against as a result of it, please immediately report that to the President.

D. DISPUTE RESOLUTION PROCESS FOR GENERAL STUDENT COMPLAINTS

Any student who believes he or she has been adversely affected by a decision or action by CCMS, including faculty and staff, related to perceived unfair application of policies, procedures, or other matters, but not including those covered under any other dispute resolution, grievance, or other similar policy of CCMS, may file a grievance under this policy. This policy also does not cover judgments of professional practice, such as clinical decisions.

Note that it is CCMS's desire that occurrences be addressed at the lowest appropriate organizational level, and informally, if possible. This informal process is not required.

If a matter cannot be informally resolved, or the student elects to bypass that step, the student may submit their complaint in writing to the Program Director, if the complaint relates to the Program Director, then it should be directed to the Dean of the College. If it relates to both, it should go directly to the president.

Where possible, all complaints must be made in writing within three days of the occurrence. The written request must include:

- A clear and concise statement (signed and dated) of the reason for the complaint, including specific information as to its grounds.
- Identification of the parties involved.
- Resolution sought.
- Supporting documentation

Within seven days of receiving the complaint, the Program Director will review the complaint and schedule a meeting to hear and discuss it with the students and other parties. Within fifteen days of the meeting, unless extended due to the investigation, the Program Director will issue a written decision. Note, there may be times that the Program Director appoints a committee to investigate and determine the response to a complaint. This is within the discretion of the receiving party.

If the student is dissatisfied with the response to the complaint, they may appeal the decision to the Dean of the College. The Dean of the College will issue a response to the appeal within 30 days of its submission. This decision is final.

CCMS will not tolerate any retaliation against any student who makes a complaint under this policy. If you file a complaint and believe you have been retaliated against as a result of it, please immediately report that to the President.

E. DISCLOSURE AND STUDENT INFORMATION

CCMS considers the student's name, address, telephone, dates of attendance, and degree to be directory information and, therefore, available to anyone upon request. If a student wishes to prohibit disclosure of that information, they may indicate this using the Signature Acknowledgement Form provided during the admission process.

Otherwise, no one outside of the Faculty or Administrative Staff of CCMS may have access to any portion of a student's record without expressed permission by the student, except as noted below.

Disclosure to the student

A student is entitled to an official or unofficial transcript of his or her academic record upon request. A student has the right to inspect his or her record and is entitled to an explanation of it. Documents submitted by the student in support of admission and transfer of credits become part of the permanent file and will not be returned to the student or sent elsewhere. If the student has outstanding financial obligations to CCMS or is in violation of non-academic regulations, CCMS may withhold transcripts, diplomas, grade reports, and other information until obligation or noncompliance is resolved.

Disclosure to Faculty and administrative officers of CCMS

Faculty and administrative officers of CCMS may be permitted to examine a student's academic record in the Dean's office. Administrative officers may be permitted to have pertinent information, including Social Security number and date of birth for necessary purposes.

Disclosure to parents, educational institutions, and agencies

CCMS does not release academic records to parents, spouses, partners, or cohabitants without the expressed permission of the student. However, CCMS cannot control nor be responsible for situations in which grades or confidential documents are mailed to a student at his or her residence where the cohabitant deliberately or accidentally opens such correspondence.

Academic records are not mailed to other colleges or universities without the student's permission. Requests from research organizations making statistical studies may be honored without the student's approval providing anonymity is maintained.

Disclosure to government agencies

Properly identified representatives from federal, state, or local government may be given the following information without the students' approval if expressly requested:

1. Verification of date and place of birth, sex, race, and citizenship status.
2. Dates of enrollment and degrees earned, if any.
3. Home address and telephone numbers.
4. Verification of signature and names of parents or guardians.

Disclosure to Accrediting Agencies

Accrediting agencies may inspect student records without the student's approval.

As Required by Law

Records will be released where it is required by law to do so.

Information Retained in Student Files

- legal name
- social security and selective service numbers
- date and place of birth
- marital status
- sex
- race
- citizenship and residency, immigration paperwork
- home address and phone number
- local address and phone number
- parents' or guardians' names, addresses, and phone numbers
- high school and college transcripts
- Letters of recommendation
- medical records
- application for admission and any academic petitions
- ACT/SAT scores
- disciplinary actions taken
- transcript evaluations and degree(s) conferred
- correspondence relating to the academic record and disciplinary record
- financial records
- financial aid documents

Student files are maintained for a period of ten (10) years, except for academic transcripts and degree conferred, which are maintained indefinitely. The file, and all other student information, is destroyed after ten (10) years.

The Family Educational Rights and Privacy ACT (FERPA)

CCMS protects the rights of students with relation to the accuracy and privacy of their education records. Under FERPA, CCMS has established basic policies to prevent the release of any personally identifiable information regarding any of its students without having first received consent from the student or except as otherwise required by law. Students have the right to request to examine their education records and may challenge a portion of the record.

F. WHISTLEBLOWER POLICY

CCMS is committed to operating in a highly principled, ethical, and legal manner. To ensure such governance, the Board of Trustees has adopted the following Whistleblower Policy.

A “whistleblower” as defined by this Policy is an employee, student, or Board of Trustee (BOT) member of CCMS who reports an activity that he/she considers to be illegal, a threat to public health or safety, or dishonest or unethical to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

The Whistleblower Policy is intended to provide protections for raising the following concerns (referred to as “Suspected Violations”) regarding CCMS. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; other fraudulent financial reporting, accounting or audit procedures; unlawful activity or illegal policies; activities of management or volunteer leadership, which otherwise amount to serious improper conduct.

Whistleblower protections are provided in two important areas – no retaliation and confidentiality. No student, BOT member or employee who in good faith, as described below, reports a Suspected Violation shall suffer harassment, retaliation, or adverse educational or employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Policy is intended to encourage and enable employees and others to raise serious concerns within CCMS prior to seeking resolution outside CCMS.

Any whistleblower who believes he/she is being retaliated against must contact the President, the Chair of the BOT, or any member of CCMS’ Executive Committee immediately. The right of a whistleblower for protection against retaliation does not include immunity from any personal wrongdoing that is alleged and investigated.

Suspected Violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with the law and/or to provide accused individuals with their legal rights of defense.

The Whistleblower Policy encourages students to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the CCMS President is in the best position to address an area of concern. However, if you are not comfortable speaking with the President or you are not satisfied with the President’s response, you are encouraged to speak with BOT Chair or any Executive Committee member whom you are comfortable approaching. (See Appendices, Board of Trustees Members and Executive Committee Members for a list of members).

Anyone filing a complaint concerning a Suspected Violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

The individual receiving the report of a Suspected Violation will notify the sender and acknowledge receipt of the reported Suspected Violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. Final reports will be briefed to the Executive Committee.

Policy Reviewed and Adopted: May 2009

Student Code of Conduct

The Cincinnati College of Mortuary Science expects students to conduct themselves in a dignified manner which is appropriate to the funeral service profession. There must be concern for the safety, health, and well-being of the entire campus community. Any student alleged to violate prohibited conduct will have the allegation adjudicated as described in this document.

ARTICLE A: DEFINITIONS

1. The term **“COLLEGE”** means Cincinnati College of Mortuary Science.
2. The term **“STUDENT”** includes all persons taking courses at the College both full-time and part-time, pursuing undergraduate, or non-credit studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.”
3. The term **“FACULTY MEMBER”** means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term **“COLLEGE OFFICIAL”** includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term **“MEMBER OF THE COLLEGE COMMUNITY”** includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Program Director.
6. The term **“COLLEGE PREMISES”** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.
7. The term **“ORGANIZATION”** means any number of persons who have complied with the formal requirements for college recognition of sanctions.
8. The term **“SHALL”** is used in the imperative sense.
9. The term **“MAY”** is used in the permissive sense.
10. The term **“STUDENT DISCIPLINE COMMITTEE”** means any person or persons authorized by the Program Director to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed.
11. The term **“STUDENT CONDUCT OFFICER”** means a College official authorized on a case-by-case basis by the Program Director to impose sanctions upon a student who has violated the Student Code. The Program Director may authorize a Student Conduct Officer to serve simultaneously as

a Student Conduct Officer, the sole member, or one of the members of the Student Discipline Committee. The Program Director may authorize the same Student Conduct Officer to impose sanctions in all cases.

12. The term **"POLICY"** is defined as the written regulations of the College as found in, but not limited to, the College Catalog/Student Handbook, and College web page.
13. **"LEVEL I"** infractions of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restriction, loss of privileges, fines, restitution, imposed reassignment of course section, or assignments of discretionary sanctions. Level I violations will generally be heard by a Student Conduct Officer.
14. **"LEVEL II"** infractions of the Student Code are those for which the sanctions may be, in addition to those listed in Level I, suspension, expulsion from the College, revocation, or withholding of a degree. Level II violations will generally be heard by the Student Discipline Committee.
15. The term **"CHEATING"** includes but is not limited to (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
16. The term **"PLAGIARISM"** includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. Examples include: the submission of an assignment purporting to be the student's original work which has been wholly or partly created by another person; the presentation as one's own, another person's ideas, organization, or wording without acknowledgment of sources; knowingly permitting one's own work to be submitted by another student as if it were the student's own; and the use of material from the Internet, videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term **"SEXUAL HARASSMENT"** is defined as unwelcome sexual or gender-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that alters a person's work or learning environment and/or effectively denies a person equal access to one or more of CCM's education programs or activities.
18. The term **"SEXUAL ASSAULT"** is defined as any act directed against another person, without the consent of the victim, including instances when the victim is incapable of giving consent. Examples include rape, fondling, incest, and statutory rape.
19. The term **"DOMESTIC VIOLENCE"** (domestic violence and dating violence) is defined as a felony or misdemeanor of violence.
20. The term **"STALKING"** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety of others or suffer substantial emotional distress.

21. The term **“DATING VIOLENCE”** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate with the victim.
22. The term **“REPORTING PARTY”** means any person who submits a charge alleging a violation of this Student Code. When a person believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under this Student Code as are provided to the Responding Party, even if another member of the College community submitted the charge itself.
23. The term **“RESPONDING PARTY”** means any student accused of violating this Student Code.

ARTICLE B: STUDENT CODE AUTHORITY

1. The Program Director shall determine which student conduct officer shall be authorized to hear each case.
2. The Program Director is that person designated by the College President to be responsible for the administration of the Student Code. The Program Director or designee shall develop procedures for the administration of the student conduct system and rules for the conduct of conferences, which are not inconsistent with the provisions of the Student Code.
3. Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Program Director, shall be final, pending the normal appeal process.
4. A Student Discipline Committee may be designated as an arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right to appeal.

ARTICLE C: CONDUCT RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

1. Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College’s website.
2. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.
3. Actions that endanger the student, the College or local community, or the academic process, or cause harm to others.
4. Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty.
 - Furnishing false information to any College official, faculty member or office.
 - Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - Helping or attempting to help another student commits an act of dishonesty.

- Any form of academically unethical behavior involving misuse of college computers.
 - Tampering with the election of any College recognized student organization.
5. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
 6. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/or other conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates a hostile, intimidating, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the above-mentioned behaviors.
 7. Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual assault, domestic violence, dating violence, and stalking.
 8. Attempted or actual theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.
 9. Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
 10. Failure to comply with the directions of college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself when requested to do so.
 11. Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of college premises.
 12. Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.
 13. Use, possession, or distribution of alcoholic beverages, except as permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under the age of twenty-one.
 14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or any object that by its intended or actual use may be used to threaten or harm people, or damage or destroy property.
 15. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.

16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
17. Conduct which is disorderly, lewd, or indecent breach of peace, aiding, abetting, or procuring another person to breach the peace on college premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community. This includes but is not limited to public urination and streaking.
18. Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the college computing system.
19. Abuse of the Student Conduct System, including but not limited to:
 - Failure to obey the summons of a Student Discipline Committee, Student Conduct Officer, or College official to appear for a meeting or conference as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before the Student Discipline Committee, or Student Conduct Officer.
 - Disruption or interference with the orderly conduct of a proceeding.
 - Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
 - Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding.
 - Harassment (verbal or physical), and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Code.
 - Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

ARTICLE D: JURISDICTION OF THE STUDENT CODE OF CONDUCT

This code shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for their conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of the College are also protected by the Student Code of Conduct and may initiate a grievance.

The Program Director or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in their sole discretion.

ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Program Director. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of college rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. If a student is charged with an off- campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or *nolo contendere*).

ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

1. **Disciplinary Correspondence:** all disciplinary correspondence will be sent to the student’s official College e-mail address and/or current mailing address as listed in Populi. The College reserves the right to use other reasonable means to notify students.
2. **Filing Complaints:** Any member of the College community may file a complaint against any student for misconduct. Allegations shall be prepared in writing and directed to the Program Director or designee. Any allegation should be submitted as soon as possible after the event takes place, preferably within 48 hours. The Program Director will designate themselves or a Student Conduct Officer to act on the complaint. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated

may be an academic official such as the **Academic Chair**. While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

3. **Presumption of Non-Violation:** Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.
4. **Preliminary Investigation:** When the Program Director or designee receives information that a student has allegedly violated College rules, regulations, local, state, or federal law, they shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Program Director or designee may:
 - a. Find no basis for the complaint and dismiss the allegation as unfounded, or
 - b. Contact the student for a discussion and either:
 1. Dismiss the allegation.
 2. Identify if the alleged violation(s) is equated to a Level I infraction and assign the case to a Student Conduct Officer to conduct a Student Conduct Meeting with the student(s).
 3. Identify if the alleged violation(s) is equated to a Level II infraction and schedule a conference with the Student Discipline Committee.
5. **Summoning a Student for a Student Conduct Meeting:** A Student Conduct Meeting is a meeting between the student(s) involved in an alleged violation of the Code and a Student Conduct Officer and may include sanctions. In some cases, the meeting may resolve the matter.
 - a. The Student Conduct Officer shall provide the student with:
 1. Written notice of the charge(s) and an outline of rights.
 2. Review of all available information, documents, exhibits, and a list of witnesses that may testify against the student.
 - b. Following receipt of the notice of charges, a student:
 1. May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a conference and must accept the sanction imposed by the Student Conduct Officer. The decision to waive a conference and accept the sanction is final and not appealable.
 2. May contest the charges and elect to proceed to a conduct conference. The conference shall be scheduled not less than five (5) and no more than twenty calendar days from the student conduct meeting.

ARTICLE G: CONDUCT CONFERENCE PROCESS

Conduct conferences afford parties to an allegation the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the Program Director. The Program Director is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee conference, not less than five (5) or more than twenty business days after the student has been notified. The maximum time limit for scheduling conferences may be extended at the discretion of the Program Director or designee.

Conferences shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

1. In cases in which the Student Discipline Committee has been authorized by the Program Director to conduct a conference, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the Program Director in determining and imposing sanctions.
2. Composition: The Student Discipline Committee is composed of three members, from the faculty and staff appointed by the Dean of the College or designee.
3. Term of service: Members shall serve for one academic year and may continue to serve at the discretion of the College Dean.
4. Training: All members of the Student Discipline Committee, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.
5. Conferences normally shall be conducted in private.
6. The Program Director will assess the Student Discipline Committee members for a potential conflict of interest, bias, or prejudice, and will determine whether to replace a committee member due to any conflict of interest, bias, or prejudice. Postponement of the conference may occur if the replacement member cannot be immediately identified.
7. The Reporting Party and the Responding Party have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The Reporting Party and the Responding Party are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any conferences before the Student Discipline Committee. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the Student Discipline Committee because delays will not normally be allowed due to the scheduling conflicts of an advisor.
8. The Reporting Party, the Responding Party, and their advisors, if any, shall be allowed to attend the entire session of the Student Discipline Committee conference at which information is received (excluding deliberations). Admission of any other person to the conference shall be at the discretion of the Student Discipline Committee and/or the Program Director, or designee.
9. In the case of Student Discipline Committee conferences involving more than one student as the Responding Party, the Program Director or designee, at his/her discretion may permit the Student Discipline Committee conference concerning each student to be conducted either separately or jointly.
10. The Reporting Party, Responding Party, and the Student Discipline Committee may arrange for witnesses to present information to the Student Discipline Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if possible, and who are identified by the Reporting Party and/or Responding Party at least two (2) business days prior to the Student Discipline Committee conference. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the Reporting Party and/or Responding Party to be answered by each other or by other witnesses, with such questions directed at the chairperson, rather than to the witnesses.

directly. This method is used to preserve the educational tone of the conference and to avoid the creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Committee, in consultation with the Program Director or designee.

11. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the Program Director.
12. All procedural questions are subject to the final decision of the Program Director.
13. After the portion of the Student Discipline Committee conference in which all pertinent information has been received concluded, the Student Discipline Committee shall determine by majority vote whether the accused student has violated each section of the Student Code that the student is charged with violating. The committee has fourteen business days to issue a determination.
14. The Student Discipline Committee's determination shall be made based on whether it is more likely than not that the accused student violated the Student Code.
15. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
16. There shall be a single verbatim record, such as a transcription or video recording, of all conferences before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee conferences shall be the property of the College. These materials are confidential. They are made available in case of appeal and, upon request, to the College Dean deliberating the appeal.
17. If the Responding Party, with notices, does not appear before a Student Discipline Committee conference, the information in support of the charges shall be presented and considered even if the Responding Party is not present. If the Responding Party fails to attend the conference, it shall be deemed that they deny all the allegations. When appropriate, a sanction will be determined, and both the Responding Party and Reporting Party will be notified in writing.
18. The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, or other witness during the conference by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Program Director to be appropriate.

ARTICLE H: SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **WARNING**-a notice in writing to the student that the student is violating or has violated institutional regulations.

- b. **PROBATION**-a written reprimand for violation of specified regulations. Probation is for a designated period and includes the possibility of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **LOSS OF PRIVILEGES**-denial of specified privileges for a designated period.
 - d. **LOSS OF ACADEMIC CREDIT**- forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.
 - e. **FINES**-previously established and published fines may be imposed.
 - f. **RESTITUTION**-compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. **DISCRETIONARY SANCTIONS**-work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)
 - h. **COLLEGE SUSPENSION**-separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. **COLLEGE EXPULSION** is permanent separation of the student from the College.
 - j. **REVOCATION OF ADMISSION AND/ OR DEGREE**-Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
 - k. **WITHHOLDING DEGREE**-The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion. The instructor of record for the course in which the academic dishonesty took place may recommend to the conference officer whether a loss of academic credit for the assignment or course should be sanctioned. The Program Director or designee maintains records of Code of Conduct offenses.
 4. The College reserves the right to notify parents or guardians of any conduct situation in which alcohol and or narcotic/substance/ inhalant abuse or violations are suspected. The College may contact parents/guardians of dependent or non-dependent students who are under the age of twenty-one. The College may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
 5. Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged from disciplinary actions other than College suspension or College expulsion, upon application to the College Dean. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from

the student's disciplinary record three (3) years after the student completes all requirements for graduation.

6. In situations where both the Responding Party and Reporting Party are both students (or student group[s] or organization[s]), the records of the process and the sanctions imposed, if any, shall be the education records of both the Reporting and Responding Parties because the educational career and chances of success in the academic community of each may be impacted.
7. The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service including service to the College, loss of selected rights and privileges for a specified period, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.
8. In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Program Director or designee in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine whether a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Program Director in determining and imposing sanctions. The Program Director is not limited to sanctions recommended by members of the Student Discipline Committee.
9. Following the Student Discipline Committee conference, the Program Director shall simultaneously advise the Responding Party and Reporting Party (including groups and organizations) in writing of the determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the Responding Party's disciplinary record. Cases involving suspension, expulsion, or revocation or withholding of a degree will also be filed in the student's academic record.

ARTICLE I: APPEALS

1. A decision reached by the Student Discipline Committee, or a sanction imposed may be appealed by the accused student(s) or complainant(s) to the Dean of the College within ten (10) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of the College.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee conference and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Discipline Committee conference was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the Reporting Party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Responding Party a reasonable opportunity to prepare and to present a rebuttal of these allegations.
 - b. To determine whether the decision reached regarding the Responding Party was based on substantial evidence; that is, whether the facts in the case sufficiently established it was more likely than not that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.

- d. To consider new evidence, sufficient to alter a decision, or other relevant facts because such evidence and/ or facts were not known and could not have been known to the person appealing at the time of the original conference.
3. If the Dean of the College upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee conference to allow reconsideration of the original determination and/or sanction(s).
 - a. In cases involving appeals by students accused of violating the Student Code, the Dean of the College may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.
 - b. In cases involving appeals by people other than student(s) accused of violating the Student Code, the Dean of the College may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.
4. Following the appeal, the Dean of the College shall simultaneously advise the Reporting Party, Responding Party and/or Groups and Organizations of the results in writing within fourteen business days.

ARTICLE J: EXCEPTIONAL PROCEDURES

1. **Interim Suspension:** In certain circumstances, the Program Director or designee may impose a College suspension prior to a student conduct meeting or a conduct conference before the Student Discipline Committee. Interim suspension is an action requiring a student to immediately leave the campus and College property.
 - a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.
 - b. During the interim suspension, the student shall be denied access to the campus (including classes) and/ or all other College activities or privileges for which the student might otherwise be eligible, as the Program Director or designee may determine to be appropriate.
2. **Voluntary Withdraw Agreement:** In certain cases where a student's behavior and continued enrollment may adversely affect his or her well-being or the College, the Program Director or designee may work collaboratively with the student and their family to agree to discontinue the student's attendance at the College for a specified period of time and agree to conditions for re-admittance to the College. In such instances, the Program Director or designee and the student will sign a written withdrawal agreement.
3. **Temporary Restriction from Personal Contact:** The Program Director or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and/or third- party contact with another person pending an investigation and/or conference whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.

4. **Withdrawal Prior to Student Conduct Proceedings:** The student who withdraws or fails to return to the College while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The College reserves the right to formally restrict individual(s) from the campus grounds while such action is pending.
5. **Interim Measures:** The Program Director or designee may temporarily take Interim Measures which are individualized plans to assist those who report incidents of gender-based or sexual harassment or sexual assault in continuing their education at the College. This may include changes for either/both the Reporting Party and Responding Party's: class schedule, transportation, and/or co-curricular activities, among others.

ARTICLE K: INTERPRETATION AND REVIEW

1. Any question of interpretation regarding the Student Code shall be referred to the Program Director for final determination.
2. The Student Code will be reviewed every three years under the direction of the Program Director.

STUDENT EXPECTATIONS

A. ADDRESSING FACULTY AND STAFF

When speaking to members of the Faculty or Staff, students should address the person as "Mr. ____" or "Ms. ____," unless permitted otherwise.

B. DRESS CODE

CCMS defines appropriate dress for both seated and distance education students as casual clothing that covers the body in a conservative manner, in consideration of expectations in the health care profession, and to ensure a respectful learning environment. No midriffs should be displayed. Students wearing shorts should ensure that they are an appropriate length to be viewed with modesty. Cleavage should be revealed with modesty. Men should not wear open collars to reveal the chest area. Clinical laboratory dress is spelled out in the Clinical Lab Dress Code, where specific protective clothing is necessary and required to protect the individual (see Clinical Lab, Clinical Lab Dress Code). I. Students involved in synchronous communication are expected to adhere to the dress code while online. CCMS reserves the right to intervene in cases where clothing is offensive or inappropriate, distracting, or revealing.

Students are required to dress professionally for field trips, guest lectures, graduation, and other College-sponsored events.

Each student, staff, and faculty member are issued an ID badge that is programmed to function with the campus security system. Students and employees are required to wear their ID badges around their neck, on a lanyard, always during school hours and events, with the exception during Clinical Lab/Gross Lab. (For more information, see Health & Safety Policies/Procedures, Security System.)

C. VISITORS AND CHILDREN

To be courteous to other students and to maintain the maximum level of security and confidentiality, students must keep personal visitors to a minimum.

All visitors should be registered in the reception area and must be escorted by the student they are visiting/accompanying at all times while on the College premises. No visitor under 18 years of age may access restricted areas, including classrooms while class is in session and the lab. Visitors over 18 may enter restricted areas only with express permission from a duly authorized College representative.

The College does not have childcare facilities, nor is it affiliated with a childcare facility. For safety, insurance, and privacy reasons, no child may be left unattended and all children on campus must be accompanied at all times by their student-parent or legal guardian.

D. CONTACT INFORMATION

Students should inform CCMS of any changes in address, phone number, or other contact information, whether the changes are permanent or temporary.

E. CELL PHONE & IMAGE CAPTURING DEVICE POLICY

CCMS prohibits the use of cell phones and image capturing devices for the purpose of taking pictures or videos in the clinical lab, showers, or restrooms. Students should consult their syllabi for details on cell phone use in the classroom. Faculty have the right to set a no-cell phone policy for their classes. Exceptions may be granted if the faculty member and the student agree to the exception and duration of the exception.

F. SOCIAL MEDIA POLICY

Students are responsible for any and all consequences that may arise as a result of information posted on social media, and students are encouraged to act accordingly. Students' use of social media and online communities must also conform with all relevant policies governing Student Conduct, including, but not limited to, the Title IX Policy. Students understand that information posted on social media sites may become available to advertisers, law enforcement, employers, alumni, campus organizations, CCMS administration, and other users. All information posted on these sites may be utilized for CCMS's legitimate business purposes, including but not limited to assessing student conduct, confidentiality, or health and safety matters. Unless a student obtains prior written consent from CCMS, students may not create any account, page, or profile on any social media outlet that (1) appears to be sponsored by or associated with CCMS or any CCMS group or organization, or (2) may lead others to believe that the account, page, or profile is sponsored by or associated with CCMS or any CCMS group or organization. Violations of this policy may result in sanctions, which may be grieved through the Grievance Procedure.

G. INFORMATION TECHNOLOGY USAGE POLICY

CCMS provides computing and network resources to its students primarily for educational purposes. CCMS may provide access to other users at its discretion. Use of CCMS's computing and network resources is a privilege, which can be revoked at any time. All users are expected to exercise personal and professional responsibility and integrity when using these resources. Each user must understand and acknowledge that their freedom to access and display information is constrained by the rights of others.

Email and Accountability

A CCMS-provided email address (username.students@ccms.edu) is an official means of communication. Students are responsible for all CCMS communication sent to their CCMS email address. Students must check their email account on a frequent and consistent basis. CCMS communicates regularly to students via email, thus it is strongly suggested that students check their email at least once every day. CCMS advises students to respond to all official CCMS communications as directed in each communication (e.g.,

responding in person, in writing, or by email). Students should not assume an email response is a satisfactory substitution when directed otherwise. This email policy applies from orientation and continues through the academic terms for which they are enrolled, including during breaks, holidays, vacations, and periods of suspension.

Students may forward their CCMS email to another email address. However, CCMS is not liable for any problems that may result from forwarding CCMS messages to another email account (e.g., problems with spam filters, full mailboxes, or loss of attachments). Forwarding CCMS email may have the unintended consequence of exposing privacy information to third parties because Internet-based email is handled in a public fashion.

Students should not use their CCMS email for bulk emails, forwards, chain mail unrelated to the essential functions CCMS. Students should not open attachments from unknown sources.

CCMS employs various measures to protect the security of its computing resources and users' accounts. However, CCMS does not and cannot guarantee such security. Furthermore, individuals must exercise caution when sending sensitive or FERPA-protected student information via email. In addition, some College information is not appropriate for email communication.

CCMS hereby advises its students that all electronic data may be reviewed and/or accessed in accordance with CCMS's policies. CCMS has the authority to access and inspect the contents of any equipment, files, or email on its electronic systems.

After graduation, CCMS permits the graduating student to retain their email address for an additional 18 months subject to the provisions of this policy. This is a privilege, which may be revoked at any time for any reason. After 18 months or if revoked earlier, CCMS will terminate the account and all contents therein. CCMS will terminate the accounts of student users who do not graduate when that student is no **(Information Technology Usage Policy continued)** longer active. CCMS in no way warrants the contents of any email account and has no duty of preservation.

Information Technology Requirements for Students Enrolled in Distance Education

Students enrolled in distance education are required to meet technology requirements to assure access to course materials, software allocations, and interaction with faculty and other students during the semester while online. Students are required to have a web camera, and an operating system that can connect to a web-based learning management system platform known as Populi. Within Populi, Proctorio exam software is used for quizzes, exams, and other assessments. The technology requirements for Proctorio are listed below:

Proctorio System Requirements

Proctorio requires the use of the Chrome web browser. Please make sure you have the latest version of Chrome installed prior to taking an exam via Proctorio. Additional information is available at <https://proctorio.com/> and within the exam taking instructions inside your NetMath course.

Operating System	Windows 7 + (Windows RT may not be supported)	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM

Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB	2 GB	2 GB	1 GB
Upload Speed	0.092 Mbps - 0.244 Mbps			
Microphone	Any Microphone, either internal or external (may or may not be required)			
Webcam	320 x 240 VGA resolution (minimum) internal or external (may not be required)			

Information Security

Cyber and physical threats put CCMS and its students at risk. CCMS requires that all passwords be “strong.” Students must immediately report to the Director of Library & Information Technology the discovery of any malware, such as viruses, spyware, and botnets, on any CCMS computer. CCMS further advises that devices from which students access their CCMS email account should meet the minimum-security requirements set forth in this policy, including anti-malware protections, secure connections, updated operating systems and software, and encryption.

Prohibited Actions

No student, employee or agent of the Cincinnati College of Mortuary Science will utilize CCMS' information technology, including but not limited to, computers, network, email account, fax machine, copy machine, or telephones, for the following:

- 1) preparation and/or transmission of any illegal or unlawful communication including, but not limited to, obscene or sexually explicit material, libelous or slanderous communications, or communications intended sexually or otherwise to harass or improperly discriminate on the basis of sex, gender identity, race, color, economic status, class, religion, culture, national origin, citizenship, veteran status, ethnicity, sexual orientation, position, age, handicap, or disability;
- 2) any action that violates system security.
- 3) in violation of copyright law.
- 4) use of the Internet in general, and social media sites in particular, as a venue and/or platform for discussing any aspect of the care and/or treatment of deceased human beings, including, but not limited to, embalming and restorative art classes, human anatomy lab class, clinical rotations and any other course in which the topic of discussion is of a sensitive and confidential nature; and
- 5) changing, modifying, or eliminating library computer configurations and loading any application or program software onto the library computers.

This list is not all inclusive.

Copyright Policy

Copyright Law (Title 17, U.S. Code) provides legal protection of intellectual property in whatever medium. Protected works include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film, and multi-media works. These include books, magazine articles, software, digital works, motion pictures, sound recordings, and unpublished works, among others. A copyright owner has the exclusive right to reproduce the work, prepare derivative works of the work, distribute copies or recordings of the work, perform the work publicly, including by means of a digital audio or video transmission, and display the work publicly.

Violations of Copyright laws can result in civil penalties, including actual or statutory damages, as well as criminal prosecution.

CCMS is committed to remove, take down or otherwise block access to infringing material whenever it is brought to our attention and whether the individual who is infringing has received notice.

Important to an educational institution, under the Copyright Act, is the “fair use” doctrine, which excludes from the limits of copyright law the use of intellectual property for purposes such as criticism, commentary, news reporting, teaching, scholarship, or research. This allows educators and students to use copyrighted materials, in certain circumstances, without having to get permission from the author or copyright owner. “Fair use” is not absolute but rather must conform to the guidelines of the U.S. Copyright Office on what constitutes fair and acceptable use in an educational setting.

Please report all violations or concerns about Copyright Law to the Director of Library & Information Technology, who will investigate and take all appropriate measures to remedy the situation. CCMS monitors its network, maintains firewalls to deny access to certain websites known for unauthorized copyrighted materials, and may deny access to any student violating this policy, as well as apply any other sanctions available to it. CCMS, no less than annually, using relevant assessment criteria, shall review the effectiveness of its program to combat the unauthorized distribution of copyrighted material.

CCMS, through its Director of Library & Information Technology, may provide legal alternatives for accessing and downloading copyrighted material.

Populi Privacy Policy

In addition to the privacy policies set forth in the Student Handbook, Populi, CCMS’s online student information system provided by the third-party (Populi) protects the information collected from or about students and CCMS, including private personally identifiable information, from unauthorized access, use, or disclosure. Because transmitting information over the Internet or storing information is not always completely secure, Populi cannot guarantee the absolute security of any information, but it does take necessary measures to do so.

Policy Violations

If a student violates any of the acceptable use provisions outlined in this document, their computer privileges will be terminated, and future access may be denied. Some violations constitute a criminal offense and may result in legal action and/or other penalties as deemed warranted by the President of CCMS.

H. DISTRACTED DRIVING POLICY

The Cincinnati College of Mortuary Science recognizes that distracted driving can impair safe driving and contribute to vehicle accidents. This policy will apply to all students operating CCMS-owned vehicles and is intended to define certain prohibited activities; however, any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off driving responsibilities is prohibited.

Specific Prohibitions when Vehicle is in Motion

- Using a cell phone, unless coupled to a hands-free device
- Manipulating a GPS device
- Using a tablet or personal computer

- Wearing headphones
- Playing electronic games
- Eating
- Using any device in violation of any applicable local ordinance, state, or federal statute

Emergencies

If a student must use a cell phone, even in the event of an emergency, he or she must pull over safely to the side of the road or another safe location. If the student is accompanied by a passenger, the passenger may use the phone while the vehicle is in motion.

A. Violations of Distracted Driving Policy

If a student is caught violating the above stipulations, whether by a law enforcement official or the CCMS President or their designee, the individual will be subject to the following consequences:

First Offense

The student is required to take a distracted driving class, at his or her own expense, within two weeks of the reported offense. A list of establishments offering classes can be found at the Ohio Department of Public Safety's website: <http://www.dps.state.oh.us/drivingschools/>. Students should select Adult Remedial Schools and choose the county in which they would like to take the class.

Second Offense

The student will automatically fail the Clinical Mortuary Practice course in which he or she is currently enrolled. Students are required to immediately report to CCMS any tickets, warnings, or citations received from law enforcement officials for violation of the above-mentioned stipulations.

I. STUDENT CONFIDENTIALITY AGREEMENT

Legal Requirements

State law imposes privacy and confidentiality requirements on Funeral Homes. As a student and affiliate of CCMS, you are required to adhere to the legal requirements of Funeral Homes and Death Care Providers to protect all knowledge, privilege, and information acquired in your professional dealings with a decedent and their family members or representatives.

Confidentiality

I acknowledge my legal obligation to be bound by confidentiality with all information and agree that I will not disclose, directly or indirectly, to anyone who is not bound by confidentiality any information pertaining to decedents, their family members, or those persons or facilities whose care they were entrusted to. This obligation of confidentiality includes any information regarding appearances of deceased remains, circumstances, or causes of death, medical conditions, the funeral home, or institution providing care, or any other information regarding the decedent not otherwise known to the public or available through public documents. Information regarding payments, financial resources, family relationships and other information disclosed in confidence is also to be protected and are included within this obligation of agreement. This confidentiality shall be inclusive to dissemination of information across all forms of communication including, but not limited to, verbal, written, photographic, audio/visual, and digital communications such as the use of personal social media (online) content. This obligation of confidentiality supersedes any and all personal agreements with any other person or entity, including online services as it may relate to CCMS.

No Photograph Policy

In the clinical lab setting CCMS strictly prohibits taking photographs, videos, or recordings of any type by any means including cameras, cell phones, or any other electronic or recording device.

Social Media Requirements

It is strictly prohibited and a breach of legal obligation of confidentiality to discuss cases from clinical lab on social media. In addition, it is strongly discouraged that funeral service and embalming practices in general be discussed on social media as at minimum it reflects poor taste and a lack of professionalism unbecoming a CCMS student.

Funeral Service Code

I acknowledge that by not following the legal obligation of confidentiality, including refraining from taking photographs or discussing cases on social media, I do not support the funeral service code of Reverence for The Dead and clearly place me at risk for dismissal from the program.

Indemnification

I understand and agree that the obligation to maintain confidentiality is a legal requirement of CCMS and a moral obligation entrusted to its employees, and students. I agree to indemnify and hold harmless CCMS from any claims or damages suffered as a result of any breach under which this confidentiality agreement binds me.

STUDENT BODY, ORGANIZATIONS & EMPLOYMENT

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 twenty-five 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:

- Student Government
- Delta Gamma Pi Sorority
- Student Organizations

The Student Government maintains a bridge between the student body and CCMS, creates a sense of community among the student body, and enriches the student experience at CCMS through extra-curricular activities.

A. STUDENT GOVERNMENT - CLASS OFFICERS

The Student Government maintains a bridge between the student body and CCMS, creates a sense of community among the student body, and enriches the student experience at CCMS through extra-curricular activities.

In a formal election, each new class will cast votes for a Class President, Vice-President, Secretary/Treasurer, and two class representatives. A 2.5 GPA is required to run for office. The class officers will assist peers in learning college procedures and policies, organizing class fund raisers,

coordinating events, programs, etc. Officers should meet with the President each term to discuss student concerns. Online students will be provided the opportunity to vote electronically.

B. SORORITY

CCMS has opportunities for sorority events, as organized by the students with Faculty and/or Staff assistance. Eligibility is open to all students as outlined in the bylaws of the groups. The structure of the group changes from time to time.

C. STUDENT ORGANIZATIONS

- GSA Club – In 2024, students at CCMS formed the Gender and Sexuality Alliance (GSA) Club. The purpose of the GSA Club is to unite the LGBTQ+ and allied youth to build community and organize around issues impacting them in their communities. The GSA Club provides social events, community, and civic service events, and works to create a safe, welcoming, and accepting environment, as well as allowing students to make stronger connections with their peers.

D. STUDENT ATHLETICS

Students may wish to organize sporting activities and events during the year. However, CCMS-sponsored athletic teams, clubs, etc. are not offered.

E. FIELD TRIPS AND GUEST SPEAKERS

Each academic year, CCMS sponsors a series of field trips and guest lecturers for the benefit of seated students. The trips and presentations are considered part of the curriculum and students are expected to attend. Students should take advantage of CCMS-provided transportation whenever possible. CCMS cannot provide liability insurance for anyone who does not make use of authorized transportation. Professional conduct and dress on field trips and during lectures is required. Any electronic recording of third-party facilities or operations is not permitted without expressed permission of said party. Online students will be afforded the opportunity to hear from guest speakers through online synchronous or asynchronous opportunities as they surface.

F. REQUEST FOR STUDENT ORGANIZATIONS AND EVENTS

All student organizations and events must be approved in advance by the CCMS President or their designee(s). To request a special event or organization, students shall be required to complete a Request Form which can be found on the website: [About CCMS | Student Body | Student Body](#)

G. EMPLOYMENT OPPORTUNITIES

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.

An 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.

H. GRADUATION

Graduation represents the culmination of the students' hard work throughout the program. For information on graduation requirements, see Academic Policies & Procedures, Graduation Requirements.

STUDENT SERVICES

Students should be aware that CCMS is, by design, small and informal. As a nonprofit private college, financial resources and personnel are limited; however, we work diligently to offer a full range of services. If a student finds they need a service not addressed herein or provided by CCMS, s/he should seek additional referral or assistance from any of CCMS's personnel.

A. ORIENTATION

Orientation for seated courses is mandatory and is conducted on the Friday before the start of the term. of the term. Students are provided information about CCMS programs, policies, procedures, and services. All students are required to attend. In addition, students will be assigned a mandatory orientation session for the Clinical Lab on orientation day. Orientation for online courses is also mandatory and is made available to the student one week prior to the start of the first semester of enrollment.

B. 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 accommodation for 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.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” including, but not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, caring for oneself, working and learning. Individuals with disabilities (including, but not limited to, learning disabilities, hearing or visual impairments, mobility

impairments, attention deficit or hyperactivity disorders, psychiatric impairments, or chronic health disabilities) who apply to CCMS may choose whether to disclose their disability. Disclosure of a disability is required only when requesting ADA Accommodation and does not factor in an individual's eligibility for admission to CCMS.

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 post-secondary education level, a *qualified individual* with a disability can meet 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. Section 504 is a federal law enforced by the Office of Civil Rights designed to protect rights of individuals with disabilities in programs that receive Federal financial assistance from the U.S. Department of Education and requires appropriate academic adjustments, auxiliary aids, and services that are necessary to afford an individual with a disability an equal opportunity to participate. Institutions are not required to make adjustments that would result in a fundamental alteration of an academic program, activity, or impose an undue burden.

The protections of Section 504 extend to individuals who meet the regulatory definition in accordance with Section 504 (34 C.F.R. Part 104) and requires documentation of information and consideration of all significant factors related to the student's learning process including, but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, and adaptive behavior in evaluating a student.

CCMS is committed to protecting the confidentiality of 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).

Requesting Accommodation (See Appendix.)

Accommodation begins from the date of formal request and is not retroactive, thus it is the requestor's responsibility to disclose diagnosed disability and to apply for an accommodation request using appropriate procedures and forms prior to enrollment with CCMS.

Preparing your request:

- Submit request prior to enrollment using the Disability and Accommodation Request Form 08.01.DOC1 available in printable pdf format at www.ccms.edu > Student Resources (homepage footer) > Forms, or in your Populi Student Enrollment Online forms. Printed copies of the form may also be obtained from the Office of Admission.
- Include current documentation (i.e., medical/educational/diagnostic reports) from licensed physicians, psychologists, or other qualified professionals as well as supporting historical records and materials, including current functional limitation(s), and any recommendation(s) of appropriate accommodation with the request form. School plans (e.g., IEPs or 504 Plans), while helpful, are not substitutes for complete and current documentation. Verification of disability instructions may be seen on Request Form 08.01.DOC1.

Submitting your request:

Complete and submit Disability and Accommodation Request Form (*Form 08.01.DOC1*) with required medical documentation attached by completing the online form, email, mail, or in person to:

academics@ccms.edu (SUBJECT LINE: Disability Accommodation Request LAST / FIRST NAME)
Cincinnati College of Mortuary Science
Program Director
645 W North Bend Rd
Cincinnati, Ohio 45224

Determination of Eligibility (Form 08.01.DOC2)

Upon receipt of a completed accommodation request, the Program Director may engage the individual in an interactive process to discuss limitations and the accommodation(s) requested to overcome those limitations.

A Determination of Eligibility will be provided in writing (Form 08.01.DOC2) to the requestor by email, mail, or in person within two weeks. If approved, at the beginning of each semester, the requestor must communicate accommodation plans for the semester with each faculty person.

CCMS is not required to approve a request that would fundamentally change the nature of an academic program or activity as assessed by the College. It is unacceptable for an institution to rely on presumptions and stereotypes regarding persons with disabilities or the classes of such persons.

Eligibility decisions may be disputed under the college's Student Dispute Resolution Process for General Student Complaints.

C. STUDENT EMAIL

CCMS provides students with an email account for CCMS-related correspondence. Students are required to check their student email at least once each day, including weekends, holidays, breaks, etc. Students are allowed to retain their CCMS email account for approximately 1.5 years post-graduation. See Appendix: Information Technology Usage Policy for more information.

D. POPULI

CCMS utilizes an online student information system called Populi. Each student is assigned a Populi username and password upon acceptance to CCMS. Students can use Populi to check their grades, print unofficial transcripts, access course content, search the library catalog, etc. Populi can be accessed at <https://ccms.populiweb.com/>.

E. ID CARDS

Each student attending a seated course, staff, and faculty member are issued an ID badge that is programmed to function with the campus security system. Students and employees are required to wear their ID badges around their neck, on a lanyard, at all times during school hours and events, with the exception of during Clinical Lab/Gross Lab. Students must notify a college administrator of a lost badge. A nominal fee is charged for replacement badges. (For more information, see Health & Safety Policies/Procedures, Security System.) Online students attending clinical experiences on campus will also be issued an ID card and will be expected to wear the badge while on campus.

F. PRINTING & PHOTOCOPYING

Students in seated courses have access to printers/copiers in the library, and the general fee paid each semester covers printing costs. Anyone using the printers/copiers must abide by CCMS' Information Technology Usage Policy.

G. PARKING

CCMS students may park on campus. Students are liable to the local police department for any parking or driving violations while operating a personal or college vehicle. CCMS must be notified of guests who park on campus. Students must also report thefts, vandalism, etc. in the parking lot. Fines are assessed for damage caused to CCMS property. Accidents or damage to personal property in the CCMS parking lot should be reported to CCMS personnel, to law enforcement, and to the students' insurance provider.

H. LOCKERS

Student lockers are provided as a convenience for limited purposes. Students may use a CCMS-provided lock or a private lock. Students have exclusive use of their lockers; however, administrators and their representatives reserve the right to inspect student lockers at any time, without notice, and students have no expectation of privacy as it relates to their lockers and CCMS' administrators and representatives. All items are to be stored inside lockers or taken with the student. Do not store items on top of lockers or they will be removed and disposed of.

II. CLASS PICTURES

During a student's enrollment, seating for individual professional photos is offered to compile class composites. Students will be informed of the time and place of photo taking and will have the option to purchase individual professional photos directly through the photographer. A class composite may be provided to each student upon successful completion of the program at the college's discretion. Online students will be provided the opportunity to submit a professional photo taken at the location of their choosing and submitting this photo for the class composite.

J. PERSONAL MAIL & MESSAGES

CCMS does not maintain mailboxes or mail services for students. Students should have all mail directed to their home/local address. Staff and Faculty may take messages for students; however, the student will not be called out of class unless there is an emergency.

K. ANNOUNCEMENTS

Students are held responsible for the content of any posted notices and announcements. There are designated areas where notices and announcements are electronically posted by/for students. Students should check postings regularly so as not to miss vital information. Announcements are also made via CCMS email.

L. HOUSING

Students should contact the Admissions Director for details.

M. ACADEMIC COUNSELING

The faculty members serve as academic advisors to students. Students are encouraged to speak with the faculty at any time regarding academic progress or concerns. Students may contact Faculty for advising via email or phone, or in person. Students may use the phone/intercom just inside the main campus entrance to call an instructor's office. If an instructor requests a conference with the student, the student should make an appointment promptly and present him/herself at the appointed time.

N. PERSONAL COUNSELING

CCMS does not employ a counselor or offer mental health services, but Faculty and Staff will help students with personal problems as much as they are able. However, if serious problems do arise, the student may be referred to a Counseling Center. In cases in which the student has been the victim of a sexual / interpersonal offense, the Title IX Coordinator can refer the student to appropriate resources/services. (See Health & Safety Policies & Procedures, Title IX Policy.)

O. HEALTH SERVICES & INSURANCE

CCMS does not offer health services. Students may be referred to a private physician or other health professional. In cases in which the student has been the victim of a sexual / interpersonal offense, the Title IX Coordinator can refer the student to appropriate resources/services. (See Health & Safety Policies & Procedures, Title IX Policy.)

All students are required to have health insurance coverage or sign a Waiver/Release of Liability.

P. LEAVE OF ABSENCE

All Leave of Absence requests (military, health, family, medical, etc.) must be submitted before the leave of absence begins. CCMS may refuse to grant a requested leave of absence. Students should complete the form in the Appendix, Leave of Absence Form.

ACADEMIC POLICIES & PROCEDURES

A. 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 to work and your educational background. More information is available 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.)	Three semesters 12 months (approximately)	Thirty semester credits (*including required prerequisite courses)	47
Bachelor of Mortuary Science (B.M.S.)	Four semesters 16 months (approx..)	60 semester credits (*including required prerequisite courses)	62

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

B. LEARNING STRUCTURE AND SCHEDULE

CCMS academic programs are offered either full-time, campus-based, or online, with students carrying 15-17 semester credit hours each term. 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-appliedscience/aas-class-schedules/. As a general guideline, student schedules are as seen below:

Campus Based 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 1 day a week
Campus Based SPRING (January enrollees)	Clinical Lab	8:30 am – 11:30 am (approx.)	Morning lab 1 day a week
	Classes/Lecture	1:00 pm – 4:00 pm (approx.)	M-F

C. SEQUENTIAL COURSES

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; Embalming Theory I, II, and III and Management I, II, and III.

D. SPECIAL COURSES OF STUDY

Students may pursue a special course of study upon rare occasions. Such students are registered and enrolled but not matriculated in any of CCMS's regular programs. Permission of the President and Faculty may be required after formal application through Admissions.

E. ATTENDANCE

Regular attendance and thorough preparation for classes have proven essential for success in the study of Mortuary Science. All students must attend at least 90% of scheduled classes and instructors record attendance for class sessions in Populi. Some absences which are unavoidable may be excused by the instructor. An excused absence will allow the student to make up the missed academic work without penalty. It is the student's responsibility to request an excused absence and present documentation if requested from the instructor. Students who attend less than 90% of scheduled classes with unexcused absences will receive a letter grade drop at the end of the semester. Students who fail to attend at least 75% of scheduled classes with unexcused absences will receive a failing grade for the course. A student who does not regularly attend class is subject to disciplinary action by the instructor. Any instructor may enforce more stringent policies for a specific course; such policies will be clearly identified on the course syllabus.

The college may, at its discretion, drop from any course, a student who is absent for the first three (3) class sessions during a term, unless the student notifies the instructor in advance of their intention to take the course and the reason for missing classes is approved. The student would then be required to take the course at the next regularly scheduled offering.

The college may, at its discretion, withdraw any student who is habitually absent from or late for classes. This shall be done in consultation with the faculty and Program Chair.

When a student is absent from class to such an extent as to make the student's work insufficient, the instructor, in consultation with the Program Chair, may drop the student from the course with an "F" grade.

F. THE GRADING SYSTEM

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 & below	F	0	Failing

Only grades of A, B, C, D and F are used in computing the G.P.A., Grade Point Average, on a 4.0 scale. Each grade is assigned the grade point equivalent shown in quality points for each term credit hour scheduled. The following grades, when assigned, will not be used in computing the grade point average:

- W = Withdrawal given when the student is officially withdrawn, either voluntarily or involuntarily, for any reason.
- I = Incomplete: given at the discretion of the instructor when all course requirements have not been satisfied. Incomplete must be made up within 15 days of the end of the term.
- T = Transfer credit: given when a comparable course at a satisfactory level has been successfully completed at another college.
- P = Pass given in Pass/Fail courses offered.
- F = Fail: when given in Pass/Fail option course.
- N = No grade assigned: see Instructor.

The student's grade point average is computed by assigning a value to the grade and then multiplying by the number of hours in the course. For example, if the student earns an "A" (4 points) for a 3-hour course, then the student earns 12 quality points. By dividing the number of hours taken and the number of points earned, one can compute the cumulative grade point average.

Sample:

Course 1: 3 credit hours Grade of B (3) = 9 qual. pts.

Course 2: 4 credit hours Grade of A (4) = 16 qual. pts.

Course 3: 2 credit hours Grade of C (2) = 4 qual. pts.

Totals: 9 credit hours 29 qual. pts.

The grade point average is 29 divided by 9 or 3.222.

G. ACADEMIC HONORS

I. Term Honors

GPA 3.50 (minimum) – Dean's List

II. Degree Honors

GPA 3.85-4.0	Summa Cum Laude	"with the highest distinction"	GOLD honor cord
GPA 3.7-3.84	Magna Cum Laude	"with great distinction"	SILVER honor cord
GPA 3.5-3.69	Cum Laude	"with distinction"	BRONZE honor cord

H. TRANSCRIPTS

CCMS maintains official transcripts for all students. Current students can request an official transcript at no cost. Each student receives one complimentary copy of the official transcript after graduation. Additional official transcripts can be requested via the transcript request form on the CCMS website. In addition, a final official transcript is sent by the CCMS Registrar to the graduate's specified state licensing board upon completion of the academic program at no cost to the graduate. There is a fee of \$15/transcript. Students may also view their unofficial transcript at any time by logging into their Populi account.

I. ACADEMIC PROGRESS AND GOOD STANDING

To be in academic good standing, a student must be making satisfactory progress toward the completion of their degree requirements. Satisfactory progress is defined as 100% course completion rate and earning a minimum of 2.00 GPA each term at CCMS. Failure to do so, in any term, will result in academic action.

A) Academic Probation. In the event a student's cumulative grade point average is 1.90-1.99 after any given term, the student will be placed on academic probation. The student will be allowed to continue into the next term, but if the required 2.0 cumulative grade point average is not attained at the conclusion of the subsequent term, the student will be suspended.

B) Academic Suspension. In the event a student fails a course in any term, the student will be placed on academic suspension. The student will NOT be allowed to continue but will be required to re-take the failed course with the next cohort of enrolling students. Additionally, the student will re-take courses in which a "D" was earned, and audit* all others previously taken. A student may waive the audit requirement by re-taking and passing (with a "C"/76% or higher) a comprehensive final exam for those courses previously taken in which a course grade of "C" or better was earned.

C) Academic Dismissal. In the event a student's cumulative grade point average is below 1.90 after any given term, the student will be dismissed from the program. A student who is dismissed may be considered for readmission with the next cohort of enrolling students. Readmission after dismissal is not automatic and will depend upon demonstrated productive activity in the interim. Typically, a student will be asked to take a designated number of courses in the area of deficiency at another regionally accredited college or university to demonstrate academic progress. Additionally, the student will re-take courses at CCMS in which a "D" or "F" was earned, and audit* all others previously taken. If a student is dismissed a second time, readmission will not be considered for at least three years.

*Auditing courses after academic suspension or dismissal is defined as meeting all course requirements (per the syllabus) expected of those enrolled for credit. This includes, but is not limited to attendance, completion of assignments, and taking quizzes/exams which will be graded. The purpose is to ensure that returning students remain current with all course material in order to maintain NBE preparedness.

J. ACADEMIC DISHONESTY

Academic dishonesty is defined in two ways:

A) Improper aid given or received by any source on any exam, paper, or other assignment.

B) Plagiarism (the submission of work which has been taken directly from another person or source without reference or citation).

Evidence of academic dishonesty detected by students shall be reported to the examination proctor or instructor.

Evidence of academic dishonesty detected by the instructor shall be reported to the Program Director or their designee. The Program Director, instructor, and student shall meet to discuss the incident and to examine the evidence. The student shall be permitted their response. After the meeting, the Program Chair or their designee and instructor shall decide whether dishonesty has taken place and what an appropriate penalty should be, if any. Together they will impose the penalty and acknowledge the student's right to appeal.

Penalties, include, but are not limited to:

1. The minimum grade penalty which the instructor must impose for dishonesty on any project, paper, quiz, midterm, or final examination is failure for that particular portion of the course. This may be indicated by an "F" or zero grade.
2. The minimum penalty for a second offense is a grade of "F" in the course.
3. The minimum penalty for a third offense is expulsion from CCMS. The student will not be readmitted.
4. The minimum penalty for a student who takes an exam for another student is suspension from CCMS and a failing grade.
5. The minimum penalty for academic dishonesty during a waiver, challenge, or proficiency examination is failure for that examination.

CCMS reserves its right to implement any step of the above, regardless of the offense or number of the offense, its discretion depending on the circumstances of the situation.

READMISSION AFTER ACADEMIC SUSPENSION

A student who is suspended will not be readmitted to CCMS for a minimum of one (1) academic term. During this time, the student should take some related coursework at a regionally accredited institution and earn a C or higher in each course taken. The student will then be required to notify CCMS in writing of his or her reason for seeking readmission and conduct a personal interview with the President and at least one member of the faculty, either in person or by phone. A new application must be filled out and returned to the Admissions Director.

Readmission is NOT guaranteed but will be at the sole discretion of CCMS based upon demonstrated academic productivity during the suspension. Students returning from suspension must re-take all CCMS courses in which they earned a "D" or "F" grade and audit other classes previously taken at CCMS.

Any student earning a GPA (in any term) below a 1.90 will be dismissed from CCMS up to one year and will only be readmitted after the student has shown progress in their academic career. Proof must be in the form of an official transcript from a regionally accredited institution.

Credits earned prior to withdrawal or suspension will be recognized for a period of up to 3 years from the student's departure date. The student must submit any transcripts of academic work taken in the interim

period. If the student is suspended again from CCMS, he or she may not be readmitted for a period of at least three years.

K. WITHDRAWAL

Withdrawal from a Course

To withdraw from a course, the student must notify the Program Director 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 complete and submit a Request for Withdrawal Form to the Program Director. 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.

L. GRADUATION REQUIREMENTS: ASSOCIATE OF APPLIED SCIENCE

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 certified to sit for the Arts and Sciences sections of the National Board Examination ("NBE") through the International Conference of Funeral Service Examining Boards. 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), their 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 many opportunities 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.

M. GRADUATION REQUIREMENTS: BACHELOR OF MORTUARY SCIENCE

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), their 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.

CLINICAL 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.

1. CCMS Physician Group: URGENT CARE. Get details from Clinical Faculty.

These procedures govern everyone. Violators are subject to dismissal.

CLINICAL LAB

Students begin their clinical studies in semester I in our one-of-a-kind clinical facilities located on-site. Distance education students will have the opportunity to complete their clinical studies on campus or in an approved funeral home preceptor. 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.

A. SCHEDULE

Each student is required to take Clinical Mortuary Practice (CMP) each term, with the exception of the fourth semester. In each of these terms, **students are scheduled into one lab per week** (Monday-Friday). All students are on call for the lab on their scheduled CMP day and will be available in the lounge area. (See the Clinical Faculty for further information). Lab experience on weekends, holidays and breaks is voluntary, and a signup sheet will be provided.

B. ATTENDANCE

Each student must be present and on time for their scheduled lab. Arriving late may result in "non-participation" for that day's lab. Arriving late twice will result in an absence. Late arrival on a scheduled transfer day may result in an absence. More than one absence could result in failure of the course. Excused absences must be approved in advance by the instructor and proper documentation must be provided. Excused days may not be carried over into the next term. There are no "free" days.

C. LAB HOURS

The lab is open from 8:00a.m. - 4:00p.m. or until the last case has been completed. Occasionally students are selected on a rotating basis to work in the lab as the need arises.

D. ASSIGNING STUDENTS TO CASES

Each day the instructor will typically choose, on a rotating basis, up to five students per case and will assign them duties accordingly. Lab assignment sheets may be used at the instructor's discretion to assign a specific station, group, and task.

E. EVALUATION

The Lab Instructor uses the Clinical Lab rubric to evaluate students based on their progress. Students should see the Lab Instructor for more information. Note: Embalming Theory I, II, and III are lecture-based courses and are separate from Clinical Mortuary Practice (i.e., Clinical Lab) I, II, and III. If a student fails any of these classes, they must retake it the next time it is offered. (See Academic Policies & Procedures for more information).

F. STUDENT FILES

Each student is required to fill out their file upon completion of each case. These files are in the student file room in the lab. The file is a perpetual report of the student's activities while in the lab and should remain in the lab for the duration of the program.

G. PERSONAL CONDUCT

Student conduct in the clinical laboratory will be always ethical and professional. Professional conduct includes respect for the deceased, confidentiality, and adherence to college protocol and procedures. Electronic recording, images, etc. is strictly prohibited by college policy and state law. Students are legally held to this standard by signing the Student Confidentiality Agreement during Orientation. Violations are subject to penalties of law and expulsion from CCMS. (See Appendix: Student Confidentiality Agreement).

H. CLINICAL REQUIREMENTS

Each student is required to participate actively in a minimum of thirty (30) clinical case experiences (20 embalming's, 5 transfers, 5 cosmetic applications). Those students who desire additional practical experience have ample opportunity to achieve it. See Clinical Lab, Health & Safety for information about Lab Assistants. In addition, three full semesters of clinical lab are required. Thus, even after the minimum case requirements are met, the entire term must still be completed.

I. TRANSFERS

Two students from each lab day are assigned to transfers for that day and are to report to the lab as scheduled by the faculty. CCMS transfers deceased remains from area hospitals and the County Coroner's Office. CCMS also transports cases from its lab to area funeral homes. Definitions of professional business attire will be elaborated during the clinical orientation and in the course syllabus.

If a student has had more than two moving violations in the past three years, he/she must notify the CCMS Clinical Lab instructor and will not be permitted to drive CCMS vehicles. Students must also notify the instructor if they have an issue, medical or otherwise, that may prohibit them from driving CCMS vehicles. Students will be required to sign a Distracted Driving Policy during Orientation (See Appendix, Distracted

Driving Policy). Note: Infectious kits are kept in the removal vehicle should they be necessary during the removal operation.

J. HEALTH & SAFETY

CCMS employs universal precautions and treats each clinical embalming case as if it were infectious. While in the lab, students must demonstrate a high degree of concern for safety and health procedures. During lab orientation, students will become familiar with safety equipment, disinfectants, and health aids. Furthermore, to ensure the safety and health of the students, showers are available to use after work completion. Any student who sustains an injury while working in the laboratory should immediately inform the instructor, Lab Assistant, and Clinical Director, who will then take the necessary precautionary measures. (See Statement of Policy, Disinfection and Health Procedures in the Clinical Lab, which may be obtained from the Clinical Director).

K. CLINICAL LAB DRESS CODE (Non-Transfer Days)

All students are required to wear surgical scrubs and a gown while working in the lab. These scrub suits and gowns are issued daily by CCMS and ***are not to be worn over street clothes***. After completion of the operation, the student should return the scrubs and gown to the lab assistant. The scrubs and gowns are then laundered by CCMS before being worn again. Mandatory items to be worn during the embalming process are as follows:

1. scrubs
2. gowns
3. gloves (doubled)
4. shoe covers
5. approved eye protection
6. face mask
7. head cover

L. LAB ASSISTANTS

This position is held by two students from each class and is renewable at the end of each term upon the discretion of the Clinical Director. The Lab Assistants are responsible for maintaining the daily flow and operations of the lab. The advantages of this position are that the students receive payment every two weeks for each term served under agreement with CCMS and are afforded extra practical experience. For more information, contact the Clinical Director.

M. COSMETOLOGY COMPONENT

When scheduling of cases will allow, the students will be given practical experience in normal facial restoration and cosmetics application, under the direct supervision of the Lab Instructor. See the Clinical Director for more information. All cosmetic applications must be evaluated by the Clinical Instructor and signed by the faculty member (instructor initials and dates) and the student on the student's case log.

N. CLINICAL LAB POLICIES

1. Distracted driving is not permitted when driving CCMS vehicles (students should refer to Appendix, Distracted Driving Policy for a definition of "distracted driving").
2. Students may not work in the lab in an impaired state including under the influence of drugs or alcohol. Your instructor may ask you to leave lab, unexcused, if they suspect impairment and are

concerned about your safety and the safety of those around you, and the event will be reported to the President.

3. Eating, drinking, smoking, and using smokeless tobacco products is prohibited in the lab.
4. Bodies will be always covered with a sheet except during embalming. This includes remains placed in the refrigeration system for storage.
5. Genitals will be covered when appropriate on normal (non-autopsied) remains during the embalming process.
6. Students are prohibited from embalming a body without permission from their instructor or when a clinical instructor is not in the building.
7. Scrubs, gloves (doubled), shoe covers, approved safety glasses, face masks, gowns and head covers are to be worn by all embalming participants.
8. Street clothes, apart from undergarments, are to be removed prior to wearing scrubs. It is unsafe to wear your personal clothing under your scrubs and is therefore not permitted.
9. Hats, sandals, electronic devices, and sunglasses are prohibited in the lab. Socks and close-toed/covered shoes must be worn by all students in order to participate in lab.
10. Students are to remove gloves, gowns, and shoe covers at the exit door before leaving the main lab area.
11. Showers are available for all embalming participants upon completion of the embalming.
12. Any student who defaces or steals property steals instruments, scrub suits, or any other CCMS property, will be subject to possible dismissal. Restitution for any damage will be required.
13. People who are not full-time students at CCMS or authorized by the Staff of CCMS will not be admitted to the lab at any time for any reason, especially when there are bodies present and never during an embalming operation. The only exception might occur when there are no bodies present in the lab and there is a request for a tour. All requests for access should be referred to the Clinical Director, Lab Manager, or licensed Clinical Staff. Authorized observers (for example - that day's removal team who are not actively participating) will be required to wear eye protection, face mask, and shoe covers in order to be admitted into the lab.
14. The main lab area is always locked. Garage doors are kept always closed unless actively assisting a funeral home or ambulance service with taking in a body.
15. No student is allowed to congregate or wait in the lab unless he/she has been called. This includes the Removal Team. Students who are assigned to C.M.P. but not on removals, are to report to the student lounge as scheduled.
16. After every embalming, students will clean and dry the entire embalming area. This includes terminal disinfection of the embalming machine, table, and all instruments, counter tops, drawers and mopping of the floor in their respective area in accordance with the written and posted procedure. All paperwork is to be completed prior to leaving the lab.
17. The Lab Manager and lab are authority figures in the clinical lab and respect should be shown to them. If a problem arises, they have the authority to ask students to leave the lab.

Violators are subject to expulsion.

O. CLINICAL ACCIDENT OR INJURY

If a student or Faculty member is injured in the clinical lab, follow this procedure:

2. Immediately notify 1) the Clinical Instructor; 2) Lab Manager; 3) the Clinical Director
3. Immediately cleanse the wound

4. Immediately call 911 (or a hospital emergency room if the accident is serious). One of the nearest emergency rooms is UC as listed below). If you are a Lab Assistant, identify yourself as an employee in order to apply for worker's compensation.
5. Have the injury treated and fill out a report of what happened within 48 hours for the clinical instructor.

EMERGENCY PHONE NUMBERS

University of Cincinnati (ER)	(513) 558-5281
University of Cincinnati (main)	(513) 584-5700
Bethesda North Hospital	(513) 865-1111
Local Police and Fire	911
Mercy West	(513) 215-5000
Springfield Twp Police	(513) 729-1300
Drug and Poison Control	(513) 558-5111

P. EMBALMING PROTOCOL

To err on the side of caution, CCMS considers blood and body fluids from all cases to be infectious. The following procedures will supplement the Infectious Diseases Policy (see Health and Safety Policies/Procedures, Infectious Disease Policy):

1. Proper attire is required to participate in preparation of an embalming case. Students must be in full embalming attire to enter the room with a body present.
 - scrubs
 - head covers
 - shoe covers
 - approved eye protection
 - face mask
 - gowns
 - gloves (doubled)
2. Prior to proceeding with the embalming procedures, all embalming supplies, instruments, fluids, etc., should be out on the countertop and ready for use.
3. After the room is prepared, the body should then be placed on the table. The cot should then be disinfected and be removed from the embalming area immediately.
4. All sheets, disposable body bags, clothing, etc., are to be properly disposed of before beginning the embalming process. If you are unsure of what to do with an item, especially personal property, ask your instructor, Lab Manager, or Lab Assistant.
5. The entire body should be washed with water and then sprayed with an approved post-mortem disinfectant.
6. After the arterial and cavity treatments, the remains should be examined carefully for any additional localized treatment that might be necessary. The remains should be placed in plastic if deemed necessary by the instructor or requested by the facility CCMS is assisting.
7. Operating table surfaces, aspirating equipment, floor and wall surfaces, sinks, water faucet handles, doorknobs, waste receptacles, etc. should be disinfected.
8. Certain cases may require metallic instruments used to be placed in the autoclave for sterilization. After removal of visible debris /blood, etc., the instructor, Lab Manager, or lab assistant will run the autoclave. All other instruments are to be disinfected by hand. Plastic cannot be autoclaved.

9. The embalmer should scrub their hands and forearms with a suitable medicated soap. They should then shower and shampoo, if desired.

LIBRARY

A. LIBRARY SERVICES

With over 1,500 items focused on mortuary science and related topics, the CCMS library is a lending and research library that supports the academic needs of students and faculty. The library provides the following services:

- Copies of course textbooks for student checkout or reference
- National Board Exam study resources
- Desktop computers and laptops
- Printers/copiers & wireless printing
- Books, trade journals, and videos
- Assistance with technology
- Reference services
- Online library catalog
- Study area in library

For more information about the library, see <https://www.ccms.edu/about-ccms/library/>.

B. LIBRARY HOURS

The library is open during CCMS' regular business hours, and the Library Director is on staff during this time to assist students. When the Library Director is *not* available, students are still permitted to use the library and should consult another staff member to check out items. Items may be returned after-hours via the book return bin in the library.

C. LIBRARY CATALOG

Students, faculty, and staff may use the catalog to search for items in the library. The library's catalog is online and may be accessed at <https://ccms.populiweb.com/library/catalog/index.php>. The catalog may also be used to place holds on items and renew items.

D. STUDY AREA WITHIN LIBRARY

A designated area in the library is available for students to study. It is intended for individuals to study, complete homework, etc. Students are expected to use this area for its intended purpose and to be considerate of their fellow students.

E. ALUMNI & VISITORS

CCMS alumni and visitors are welcome to use library materials on-site but may not check out materials or remove materials from campus. Alumni may use the library computers and printers, within reason, if the equipment is not needed by current students at that time.

F. CIRCULATION POLICY

Checking out items

CCMS students, faculty, and staff may check out circulating materials. Alumni and visitors may utilize library resources on-site but may not check out items. To check out an item, the item may simply be

brought to the Library Director's office. In the Library Director's absence, other staff members may check out items for students or employees. Note that not all items in the collection are permitted to circulate. See *Circulation Cheat Sheet* on our website: <https://www.ccms.edu/about-ccms/library/circulation-policy/>

Returning items

Items are due on their due date. Items can be given directly to the Library Director or placed in the library return bin. All library materials must be returned prior to a student leaving CCMS for any reason, including Co-op, graduation, or withdrawal.

Renewing items

Students may renew items through their Populi account or by contacting the Library Director. Not all items may be renewed, including items on which there is a hold. After a student has renewed an item the maximum number of times allowed, the item must be entered back into circulation for a period of at least 1 day before it can be checked out again by the same student. See *Circulation Cheat Sheet* at <https://www.ccms.edu/about-ccms/library/circulation-policy/>

Placing holds

Some items may be placed on hold (reserve). Students can place a hold via Populi or by contacting the Library Director. See *Circulation Cheat Sheet* <https://www.ccms.edu/about-ccms/library/circulation-policy/>

Late items

There are no late fees for items returned after the due date. However, items should be returned in a timely manner in order to avoid being marked "lost" – see below.

Lost items

Items not returned in a reasonable amount of time are automatically marked lost in Populi and are charged to the student's account. The cost will be determined by several factors, including current retail prices, historical value, etc. See *Circulation Cheat Sheet* for information on when an item is considered "lost" <https://www.ccms.edu/about-ccms/library/circulation-policy/>

Damaged items

If a student returns an item that is damaged beyond the reasonable wear and tear expected of circulating materials, the student will be charged the replacement cost. The cost will be determined by a number of factors, including current retail price, historic value, etc.

G. LIBRARY USE POLICY

In order to maintain a safe environment conducive to study, all users are prohibited from engaging in the following activities in the library:

1. Eating food or drinking uncovered beverages by the computers
2. Possessing alcohol, drugs, illegal substances, or weapons
3. Behaving in an abusive, sexual, or harassing manner
4. Stealing library materials or the private property of staff, students, faculty, or visitors
5. Selling, soliciting, panhandling, or loitering on library property
6. Being intoxicated or impaired
7. Emitting strong body odors that interfere with or disrupt others from using the library

8. Using furniture, library equipment, and facilities in a manner for which they were not intended
9. Duplicating or distributing copyrighted materials outside the guidelines of academic fair use
10. Accessing pornographic materials
11. Violating the terms of the Information Technology Usage Policy
12. Engaging in any behavior that disrupts other library users
13. Any other action deemed inappropriate by the Library Director, staff, or faculty

Any breach of these policies will be considered a violation of the student code of conduct.

For more information on the library and its policies and mission, see the college's website or contact the Library Director.

FINANCIAL POLICIES & PROCEDURES

It is the student's responsibility to be in financial good standing with CCMS. Students should anticipate and be prepared to make tuition and fee payments when due. If a financial problem arises, the student should contact the Business Officer as soon as possible in order to remain in good standing. Students who are not in financial good standing may be suspended from attending classes. For information on tuition and fees, see the Appendix: Tuition Schedule.

A. 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 define 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.

B. FINANCIAL AID INFORMATION

CCMS's Business Office and Financial Aid Officer will provide assistance on all matters relating to grants, loans, scholarships, Title IV, and VA entitlement programs, etc. Students who are eligible for and have been awarded any financial aid will have the net awarded amounts subtracted as pending credits from the corresponding term tuition rate on their billing statement.

Tuition and fees are invoice approximately 30 days prior to the start of the semester. The student is expected to pay the difference by the first day of classes. Failure to pay for courses in a timely manner will result in a financial hold being placed on the student's record. The student will not be allowed to register for the next semester or graduate until payment is received in full. Financial aid is awarded per two semester (fall/spring, spring/summer, or summer/fall depending on the student's semester of entry) award year; your award statement will specify time of distribution.

All students requesting aid should re-apply beginning October 1 for the next award year. Any questions concerning aid should be directed to the Financial Aid Officer. Note: CCMS does not offer athletically related student aid programs.

TUITION REFUND POLICY

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

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

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

C. FINANCIAL AID AND VETERAN BENEFITS

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

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.

If you are planning to use VA funds toward tuition, please contact the School's SCO Officer in the Registrar's Office at your earliest convenience to begin processing.

D. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Effective July 1, 2011: Federal regulations require that all students who receive federal financial aid make Financial Aid Satisfactory Academic Progress (also referred to as SAP throughout this policy and on the CCMS Office of Financial Aid webpage) toward achieving a degree. For financial aid purposes, progress is measured by the student's cumulative grade point average, percentage of credit hours earned in relation to those attempted, and the length of the academic program. The Registrar provides this information to the Office of Financial Aid at the end of each semester. In order to ensure that students make progress toward earning a degree both in terms of number of hours completed and cumulative GPA, CCMS employs the following financial aid satisfactory progress policy:

PROGRESS STANDARDS: Students must earn a satisfactory grade in at least 67% of the total credit hours attempted. Students must also earn at least a 2.0 minimum cumulative GPA, earn at least 67% of the credit hours attempted, and not exceed 150% of the maximum credit hours needed to earn a degree or 150% of the number of semesters needed to earn a degree.

SEMESTER PROGRESS: Students must, at a minimum, receive a satisfactory grade (*) in the courses they attempt each semester. *For purposes of financial aid, satisfactory grades are A, B, C, D, S, SP or P. Unsatisfactory grades are F, W, U, or I. Audits do not count as attempted hours and are not eligible for financial aid. NOTE: Unsatisfactory grades will not be counted as earned credit hours but will count as attempted credit hours.

Financial Aid Warning: Warning status will be assigned to a student who fails to meet progress standards at the conclusion of a semester. A student assigned a Financial Aid Warning will be notified by email at their CCMS e-mail address. The student may continue to receive financial aid for one subsequent semester under this status; progress standards must be met at the end of the subsequent semester to continue eligibility and be in good standing.

Financial Aid Probation: A student who was assigned Financial Aid Warning status who does not meet progress standards at the end of the subsequent semester will be placed on Financial Aid Suspension. If the student chooses to appeal against the suspension and the appeal is approved, the student is placed on Financial Aid Probation status. A student on Financial Aid Probation may receive financial aid for one subsequent semester. A student on Financial Aid Probation may be placed on an Academic Plan that will require the student to meet certain terms and conditions as determined by the CCMS Financial Aid Appeals Committee. At the conclusion of the SAP Financial Aid Probation semester, the student must meet the progress standards or fulfill the requirements specified in the Academic Plan.

Financial Aid Suspension: A student may be placed on Financial Aid Suspension for one or more of these reasons:

1. A student on Financial Aid Probation fails to meet progress standards and/or who does not fulfill the requirements in his or her academic plan is placed on Financial Aid Suspension.

2. At the end of each semester, if the student does not earn a satisfactory grade in at least 67% of the total credit hours attempted, he or she will be placed on Financial Aid Suspension.
3. A student who does not earn any credit hours in a semester.

Any student on Financial Aid Suspension is ineligible for further financial aid and can only receive financial aid again if eligibility is regained by successfully appealing or making up the deficient hours.

EVALUATION PROCESS: Students who do not make SAP as outlined in the Progress Standards are notified by e-mail at their CCMS address of their status (Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension).

Students who receive all I, F, W, or U grades in courses attempted in ANY semester will be placed on Financial Aid Suspension.

Repeat courses will be counted in earned credit hours. (Note: ALL courses attempted, except audited courses, count in total credit hours attempted.)

Transfer credit hours will be counted in both attempted and earned credit hours.

CUMULATIVE PROGRESS: Students must, in addition to the above, meet the retention standards of CCMS as outlined in the current CCMS Student Handbook.

MAXIMUM ELIGIBILITY: Maximum eligibility is reviewed each semester. If a student has attempted enough hours to graduate, and has not graduated, a warning email will be sent to the student at their CCMS address, reminding them of maximum eligibility standards. Students who have attempted 150% of the required credit hours for their degree will become ineligible for financial aid.

REPEATED COURSES: Beginning July 1, 2011, students may only receive federal financial aid funding for one repeat of a previously passed course. There is an exception for courses which require repeats (see examples below). Students taking the required repeat of a course should work with the Office of Financial Aid to ensure those credits are counted appropriately for financial aid eligibility. Please note that the student may need to provide documentation from their Faculty advisor confirming the requirement to repeat.

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

1. **Allowable:** Repeated coursework may be included if the student receives an unsatisfactory or failing grade. There is no limit on the number of allowable repeats if the student does not receive a passing grade, as long as SAP standards are met.
2. **Allowable:** Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a D in a course which requires a minimum grade of C for the academic program.
3. **Allowable:** Student is enrolled in 15 credit hours which include 3 credits repeating a previously passed course. The student's financial aid eligibility is not impacted by the repeat because the student is enrolled in a minimum of credits which are not repeats.
4. **Not Allowable:** Student receives a D in a course which does not have a minimum grade requirement for the program and decides to repeat the course to improve their GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credits, including the three credit second repeat, so only nine credits will count for financial aid eligibility.

All repeated courses affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credit hours.

REGAINING FINANCIAL AID ELIGIBILITY (Satisfactory Progress Appeal Process): Students who lose eligibility for financial aid can appeal that status to the Financial Aid Office. The appeal must be prepared in writing on the Satisfactory Academic Progress Appeal Form (Appendix, Satisfactory Academic Progress Appeal Form), and must be accompanied by appropriate supporting documents. The reasons that may be acceptable for an appeal are:

- Serious illness or accident on the part of the student;
- Death, accident, or serious illness in the immediate family;
- Class cancelled by CCMS; and
- Other documented extenuating circumstances

SAP APPEAL LIMITS: The Financial Aid Office may grant or deny any SAP appeal. The maximum number of appeals any student may normally have granted during the total of all their enrollment periods at CCMS is two (2). Under extreme circumstances, a third appeal may be granted, provided that the student has documented proof of the circumstances. In the case of a student who files a third appeal, the reasons for the student's two previous appeals will be considered when making a decision. The student's progress within their academic program will be a determining factor on the rare occasion when a third appeal is allowed.

SAP APPEAL REVIEW AND DECISION PROCESS: All appeals must be submitted in writing on paper or in electronic form to the CCMS Financial Aid Office. Provide written, detailed information and documentation as requested on the Satisfactory Academic Progress Appeal Form. SAP Appeals will be reviewed by the CCMS Financial Aid Office.

If an appeal is denied by the CCMS Financial Aid Office and the student wishes to further appeal, the student may appeal that denial to the second level appeal designee. Note: Appeals to the second-level appeal designee that do not contain further explanation and new documentation of the extenuating circumstances will not be approved nor eligible for a second level review and cannot be appealed further.

E. FINANCIAL OBLIGATION OF THE STUDENT

Students will receive their semester billing invoices via email 30 days before classes start. It is the responsibility of the student to be sure their financial obligations are met on time. If a student has not paid semester tuition/fees or provided complete financial aid paperwork by the first day of classes, he/she will be required to meet with the Dean and/or Assistant Dean to determine status. CCMS reserves the right to withhold official transcripts and degree conferring of a student who is not in good financial standing. **CCMS reserves the right to charge 1.5%/month interest on all unpaid balances once a student is officially withdrawn from the College.**

F. FEDERAL RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who: Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e. Federal Pell Grants, Federal SEOG awards, or Stafford or Parent Plus loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs, and who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment. Payment periods are

defined as a (term, trimester, semester, or X number of clock credit hours). Eligible Title IV aid recipients who fail to complete over 60% of a payment period of enrollment are considered to have not earned all the Federal Student Aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned Federal Student Aid that must be returned to the U.S. Department of Education. This calculation will be done before tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with Federal Student Aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

HEALTH AND CAMPUS SAFETY POLICIES/PROCEDURES

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.

A. INFECTIOUS DISEASE POLICY

Student Inoculation

CCMS requires that a tuberculosis (TB) test be completed within six months prior to enrollment. The two-step process TB test is recommended. CCMS also requires students to complete the Titer Antibody Test or HEP B series (three inoculations) prior to, or while attending CCMS. Their first HEP B series inoculation must be completed prior to enrollment, along with the Tetanus/DPT inoculation.

The Deceased and Infectious Diseases

Due to the nature of their work, Funeral Directors and Embalmers accept a personal risk of exposure to infectious diseases. Therefore, licensed Embalmers and student embalmers must care for infected deceased persons in the same way they would care for non-infected deceased persons, using their best professional judgement to employ techniques designed to limit or prohibit the spread of infection and to sanitize the remains.

Preventing the Spread of Infectious Diseases

Faculty, staff, and students who have an infectious disease have an obligation to take steps to prevent the spread of the infection. People who even suspect that they have an infectious disease are obligated to report this to the CCMS staff or appropriate physicians and to take the steps to prevent the spread of infection. If the person confirms they have an infectious disease, the infected person should be referred to the appropriate health service for evaluation and counseling.

Exposure Occurring in the Embalming Lab

Students are to fill out an Incident report documenting a detailed description of what happened. Licensed Faculty on call must sign off and give a copy to the Clinical Lab Supervisor. On each form, the student should document whether the injured party wants medical attention. Desired medical attention must occur within 48 hours of injury; otherwise, CCMS authorization to treat is void. If treatment is desired, CCMS has an agreement with Urgent Care. We offer coverage of an initial visit to any of their

facilities. Urgent Care has service available 7 days a week 9 a.m.-10 p.m. Our contact person, if necessary, is Jamie Flynn at the Oakley-Hyde Park location 531-1505.

B. VEHICLE ACCIDENT PROCEDURE

In case of an accident in CCMS automotive equipment:

1. Make sure everyone is clear of immediate danger.
2. Attempt to assess what happened and find a witness.
3. Call the police/fire department for assistance (911) and report the accident. Fill out necessary forms. A motor vehicle crash report must be completed. CCMS has copies available if the police do not provide one.
4. Call CCMS immediately. CCMS has the auto registrations and other data needed by the insurance companies (copy of registrations should be in the CCMS auto glove compartment).
5. Write down if you can, the other party's name, address, license number, and insurance company information.
6. CCMS insurance information: Cincinnati Insurance, Brian Begley, CPCU, 513-870-2580.
7. The police will call a tow truck if needed. Usually, the tow truck will take the vehicle back to its own garage. CCMS will then follow-up on the vehicle and its repair.

Please remember: all states require seat belts when operating a motor vehicle.

C. DRUG AND ALCOHOL POLICY

CCMS adheres to the Drug-Free Schools and Communities Act Amendments of 1989. It will uphold all federal, state, and local laws regarding alcohol and other drugs. It will impose sanctions for violations of the standards of conduct that include all laws as well as student complicity in violations and conduct unbecoming a CCMS student.

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited on CCMS Property, as is the possession of drug paraphernalia. Any student or employee must notify the school of any criminal drug and alcohol statute conviction no later than 5 days after such conviction. Employees must also comply with the Drug-Free Workplace, Drug, and Alcohol policies applicable to them.

Violation of Drug and Alcohol Policy

Intoxication or Negative Behavior Involving Use of Drugs or Alcohol: Identification of a student presumed to be in violation of the Drug and Alcohol policy is based on observable behaviors that may indicate the presence or use of alcohol or drugs. Observable behavior includes but is not limited to alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, etc. The President or his/her designee is required to assume impairment and protect the safety and rights of others by having the individual vacate the CCMS campus if necessary. The student must then submit to drug testing at his/her expense. If the student's test comes back positive, the student must undergo counseling and/or treatment before returning to CCMS. Other penalties may include community service or suspension/termination of enrollment or employment. A student or employee may be suspended or dismissed for a single violation. Furthermore, additional penalties may be warranted.

Other Violations of Drug and Alcohol Policy (manufacture, distribution, etc.): Depending on the situation, penalties could include counseling and/or treatment before returning to CCMS, community service, or

suspension/termination of enrollment or employment. Other penalties may include community service or suspension/termination of enrollment or employment. A student or employee may be suspended or dismissed for a single violation. Furthermore, additional penalties may be warranted.

Surgeon General Warning

According to the Surgeon General, women who drink or take drugs during pregnancy risk birth defects. Consumption of drugs and alcohol impairs your ability to drive a car or operate machinery and may cause health problems such as memory impairment or lack of sound judgment. It could form grounds for termination of enrollment, loss of financial aid or employment.

Alcohol Use and Effects

Alcohol consumption can cause marked changes in behavior, even in low doses, which include the inability to drive, accidents, aggression, and abuse. High doses can lead to personality disorders, inability to learn, illness, and death. Repeated use of alcohol leads to dependence. Withdrawal can produce depression, anxiety, tremors, hallucinations, convulsions, and damage to major organs of the body. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome, including abnormalities and retardation. These children are also at risk of becoming alcoholics.

Applicable Laws

1. CCMS will uphold all federal, state, and local laws regarding alcohol and other drugs. The following excerpts are from federal and State of Ohio laws regarding the unlawful possession, use, or distribution of illicit drugs, including alcohol, are not all-inclusive, may not read in the exact manner of the laws, and are not to be relied upon as legal advice or guidance.
2. Persons under the age of 21 who pay for, share the cost of, or attempt to purchase, or possess or consume beer or intoxicating liquor in any public place either from a sealed or unsealed container or by the glass or by the drink, or furnish false information as to name, age or other identification, are subject to a fine of up to \$1,000 dollars and imprisonment of up to 6 months.
3. Persons shall not knowingly furnish false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining alcoholic beverages.
4. No person under 21 shall knowingly show or give false information for the purpose of obtaining or purchasing alcoholic beverages.
5. No person shall manufacture, sell, or distribute identification cards for the purpose of establishing a person's age that displays the great seal of the State of Ohio or in any way represents the card as the official Ohio card.
6. No person shall display or possess false identification cards, operator's licenses or lend such identification cards to any other person.
7. No person shall sell, buy, or furnish beer or intoxicating liquor to a person under the age of 21, unless for established religious purposes, or unless the person under 21 is accompanied by a parent, spouse, or legal guardian.

8. No person who is the owner or occupant of any public place shall knowingly allow anyone under 21 to remain in the place while possessing or consuming beer or intoxicating liquor unless given by the person's parent, spouse, or legal guardian.

9. No person shall consume intoxicating liquor in a motor vehicle.

10. No person shall drive a motor vehicle while under the influence of alcohol and/or any drug of abuse.

11. No person shall violate Open Container Laws of local city ordinances.

Federal and State Penalties for Illegal Sale and Possession of a Controlled Substance

Federal Law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 U.S.C., §§ 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4,000,000. Depending on the amount of a first offense, maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PSD, LSD, fentanyl and fentanyl analogue, range from five years to life imprisonment and fines from \$2,000,000 to \$4,000,000. First offense penalties for illegal possession of controlled substances range from up to one year in prison or a fine of at least \$1,000.

Under Ohio law, no person shall knowingly corrupt another with drugs by forcing them to use a controlled substance (penalty – imprisonment from 6 months to 10 years). No person shall knowingly “traffic” in controlled or illicit substances, including marijuana (depending on drug, fine of \$100 to \$20,000 and jail sentence of 6 months to 10 years). No person shall knowingly obtain, possess, or use a controlled substance (fine from \$100 to \$15,000 and prison not more than 8 years for marijuana; fines up to \$20,000 and jail terms up to 10 years for other drugs). No person shall make, obtain, possess, or use drug abuse instruments (up to 90-day jail terms, fines of \$750, and suspension of driver's license for six months to five years). No person shall knowingly use, possess with purpose to use, manufacture, or advertise drug paraphernalia (fine up to \$1,000 and imprisonment up to six months). No person shall knowingly possess, make, sell, or deliver counterfeit controlled substances (up to 180 days in jail and a \$1,000 fine, but with aggravating circumstances, this will become a felony of the fourth degree with prison term of 6 to 18 months and fine up to \$5,000).

The City of Cincinnati and Springfield Township may also have laws that apply to drugs and alcohol.

Addiction/Recovery Resources

CCMS encourages students and employees to educate themselves, seek counseling, or seek treatment. The following are resources available to students and employees in the community:

- Ohio Behavioral Health Directory <http://www.odadas.ohio.gov/Directory/>
- Ohio Department of Mental Health and Addiction Services <http://mha.ohio.gov/>
- Substance Abuse Treatment Facility Locator:
<http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx>

D. SMOKING POLICY

Smoking is prohibited inside CCMS and is only permitted in the designated outside smoking area. The designated smoking is outside the student lounge doors.

E. TITLE IX POLICY

CCMS is committed to encouraging and sustaining a healthy and safe learning community that is free from sex/gender discrimination, harassment, and violence. To that end, and consistent with Title IX of the Education Amendments Act of 1972 and the Violence Against Women Act, CCMS has implemented this comprehensive Policy, which applies to admissions, employment, and all other CCMS education programs and activities whether academic, educational, or co-curricular.

CCMS also provides education and awareness programs with the goal of preventing and discouraging all forms of sex/gender discrimination, sex/gender-based harassment, sexual assault, interpersonal offenses (domestic violence and dating violence), and stalking.

As discussed more fully below, this Policy prohibits all forms of sex/gender discrimination, sex/gender-based harassment, sexual assault, interpersonal offenses (domestic violence and dating violence), and stalking. These terms are defined below. Where appropriate, these terms are referred to collectively as “Sexual Misconduct.”

This Policy is designed to serve three principal purposes:

- Establish conduct standards.
- Establish processes for prompt, reliable, equitable, and impartial supportive measures, investigations, adjudications, and (if appropriate) disciplinary sanctions.
- Describe resources available to the CCMS community to deal with the impact of Sexual Misconduct.

CCMS’s Policy is designed to comply with applicable state and federal laws. CCMS reserves the right to modify or deviate from this Policy when, in the sole judgment of CCMS, circumstances warrant to protect the rights of the parties involved or to comply with the law.

In addition to the report, formal complaint, and resolution processes defined in this Policy, CCMS encourages students and employees who believe they have been the victim of Sexual Misconduct to pursue criminal charges against the person or persons they believe to have committed the offensive conduct. Students or employees may make a report or file a formal complaint with or without pursuing criminal charges. While minimal delays may be necessary if the circumstances of a criminal charge warrant delay, CCMS’s processes and any criminal processes can often be pursued on parallel tracks at the same time. Supportive measures and resources are available regardless of criminal charges, a CCMS investigation, or CCMS disciplinary action.

Title IX Coordinator

CCMS has designated a Title IX Coordinator as a part of its systematic approach to ensuring nondiscrimination, including a nondiscriminatory environment. The Title IX Coordinator handles matters related to Title IX violations (detailed below). The Title IX Coordinator may be reached directly at 513-618-1933, through the main telephone number at 513-761-2020, by email to titleix@ccms.edu, or by mail or in person at 645 W. North Bend Road, Cincinnati, Ohio 45224. The Title IX Coordinator is a resource for both students and employees.

The Title IX Coordinator further creates, supports, and evaluates education and support programs aimed at fostering an equitable learning and working environment and the eradication of Title IX violations. The Title IX Coordinator’s duties include, but are not limited to, Policy enforcement, minimizing risks of Sexual

Misconduct, reporting options, and providing and coordinating supportive measures, resources, bystander intervention, and wellness programs.

CCMS is committed to promoting a safe, equitable, and unbiased campus environment. Further information can be obtained in CCMS's Annual Campus Security Report (<https://www.ccms.edu/about/safety/clery-act/>).

Prohibited Conduct

CCMS prohibits all forms of Sexual Misconduct (sex/gender discrimination, sex/gender-based harassment, sexual assault, interpersonal offenses (domestic violence and dating violence), and stalking).

A. Sexual Assault, Interpersonal Offenses, and Stalking (Appendix A lists relevant Ohio Criminal Offenses meeting these definitions).

Sexual Assault

Any sexual act directed against another person, without the consent of the victim, include instances when the victim is incapable of giving consent.

- Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances when the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees in which marriage is prohibited by law.
- Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or,
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or,
- Suffer substantial emotional distress.

B. Title IX Sex/Gender Discrimination and Harassment

- **Discrimination:** conduct that is based on a person's sex/gender (including sexual harassment, sexual misconduct) sexual orientation, gender non-conformity, gender identity, or pregnancy that:
 - Adversely affects a term or condition of a person's employment, education environment, or participation in a CCMS activity;
 - Conditions the provision of an aid, benefit, or service offered by CCMS on an individual's participation in unwelcome sexual conduct; or,
 - Is used as a basis for or a motivating factor in decisions affecting the person's employment, education, or participation in a CCMS activity.
- **Harassment: Unwelcome** sexual or gender-based conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it alters a person's work environment and/or effectively denies a person equal access to one or more of CCMS's education programs or activities. Sex-based harassment may take several forms. One form is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual assault, domestic violence, dating violence, and stalking may also be considered sex-based harassment. Gender-based harassment often includes unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and may not necessarily involve conduct of a sexual nature.

Examples of discrimination or harassment include, but are not limited to:

1. Denying a person access to an educational program based on the person's sex, sexual orientation, gender identity, or pregnancy.
2. Denying salary increases and/or promotions on the basis of the person's sex, sexual orientation, gender identity, or pregnancy.
3. Preventing a person from using CCMS facilities or services on the basis of that person's sex, sexual orientation, gender identity, or pregnancy.
4. Instigating or perpetuating an environment that is unwelcome, or hostile based on a person's sex, sexual orientation, gender identity, or pregnancy.
5. Subjecting a person to offensive and unwelcome conduct based on the person's sex, sexual orientation, gender identity, or pregnancy. Offensive and unwanted conduct can include offensive jokes, offensive pictures and digital images, slurs, epithets, threats, intimidation, stalking, and unwanted sexual conduct or contact (including rape, sexual assault, sexual battery, or non-consensual touching).

6. Basing decisions about employment or educational opportunities on a person's acceptance or rejection of a sexual advance, sexual imposition, or request for sexual favors.

The more severe the conduct the less need there is to show a repetitive series of incidents to demonstrate a hostile environment. In fact, a single severe incident may be sufficient to create a hostile environment.

C. Retaliation

Retaliation against any individual who makes a good-faith report or formal complaint of a violation of this Policy or against any individual who participates in CCMS's investigation or adjudication of any report or formal complaint is strictly prohibited. This means that any action taken against any person(s) who reports an incident, brings a complaint, pursues legal action, or participates in an investigation or is a witness in any investigation or proceeding under this Policy is strictly prohibited and will not be tolerated. Examples of retaliation include, but are not limited to, intimidation, threats, coercion, discrimination, and harassment. Students or employees who retaliate will face disciplinary action.

Consent

Sexual conduct requires consent. Consent must be voluntary. It cannot be inferred from silence, passivity, or lack of active resistance alone. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; who is unaware that the act is being committed; whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, by itself, constitute consent. CCMS uses this definition of consent in the Resolution Process below.

Confidentiality & Complainant's Request Not to Proceed

Students may discuss an alleged violation of this Policy with a physician or nurse at a hospital or clinic, as well as in other off-campus reports that may be legally confidential (e.g., reports to counselor, clergy, or healthcare professionals).

Students should be aware, however, that all CCMS employees who become aware of conduct that might fall under this Policy are expected to notify the Title IX Coordinator. CCMS will preserve confidentiality to the extent reasonably possible and allowed by law. There may be times when a reporting party requests confidentiality or no action. CCMS takes such requests seriously and will endeavor to preserve confidentiality to the extent possible and allowed by law; however, such requests may not be able to be honored when, in CCMS's judgment, doing so would jeopardize the safety of members of the CCMS community (including the Complainant).

Note that Ohio law and CCMS policy require those not in a legally protected role with knowledge of a felony to report it to law enforcement. Reporting to local police or other law enforcement does not require the individual to pursue criminal charges.

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects students' educational records. FERPA prohibits CCMS from releasing these records to persons outside the institution without the student's consent except in response to a lawful subpoena or as otherwise required by law. However, if the student-offender is found to have committed a Sexual Assault or Interpersonal Offense, CCMS may release the following information to anyone:

- Name of the student-offender (but not the identity of the victim);
- The violation; and,
- Sanctions imposed as a result of the disciplinary proceedings.

VI. Crime Alerts/Emergency Notification

If a report of Sexual Misconduct reveals there is an immediate threat to the health or safety of students or employees on campus or that an on-going serious or continuing threat to the campus community exists, an Emergency Notification or a Campus Crime Alert will be issued. The purpose of a Campus Crime Alert is to enable persons to protect themselves, heighten safety awareness, and seek information that will lead to an arrest and conviction of the perpetrator. **The reporting/complaining party's name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert.**

For more information on the Clery Act, Campus Crime Alerts, and Emergency Notifications, go to the Emergency Notification and Response Policy, which can be found here:

<https://www.ccms.edu/about/safety/emergency-prep/>

Reports of sexual assault, domestic violence, dating violence, and stalking are included in the Annual Campus Security Report/Crime Statistics at:

<https://www.ccms.edu/about/safety/clery-act/>

Making a Report, Filing a Formal Complaint, and Complaint Resolution

This provision details the processes related to making a report, filing a formal complaint, investigation, a hearing, and an appeal.

Where appropriate, the alleged victim is referred to herein as the “Complainant.” Where appropriate, the individual alleged/accused to have committed a violation of this policy is referred to herein as the “Respondent.” Both the Complainant and Respondent will be treated equitably, fairly, and with respect throughout the process.

A. Limited Amnesty

While CCMS does not condone underage drinking or violation of other CCMS policies, it considers reporting violations of this policy to be of paramount importance. To encourage reporting and adjudication of violations of this policy, CCMS extends limited amnesty to students who make a report or file a formal complaint of an alleged violation of this policy. CCMS will generally not seek to hold the reporting/complaining individual responsible for a violation of the law (e.g., underage drinking) or the Code of Student Conduct that occurs contemporaneous with or in close proximity to immediately surrounding the alleged Policy violation provided that the individual participates in good faith with the investigation and resolution process.

B. Making a Report

Individuals are encouraged to report a violation of this policy to the Title IX Coordinator. Reports can be made by the alleged victim, a witness, or another third party. A report may be made in person, by email (titleix@ccms.edu), by phone (513-618-1933), by mail (645 W. North Bend Road, Cincinnati, Ohio 45224), through the main telephone number (513-761-2020), or by the online form (<https://www.ccms.edu/about/safety/report-an-incident/>).

If the report is made to another CCMS employee, that employee must report it to the Title IX Coordinator by one of the channels noted above.

If the incident includes a sexual assault, interpersonal offense, or stalking, the alleged victim is also encouraged promptly to report the incident to the police. Springfield Township Police can be reached directly at 911 or 513-729-1300 (non-emergency). Upon request, police will assist victims/survivors in obtaining protection or restraining orders.

Note: If a person is dealing with a stalker or domestic/dating violence situation, it is important to take precautions when accessing any kind of support. Sometimes stalkers and/or abusers may access phone or computer records. When possible, people in these situations may want to use public computers or phones to seek out information. It is also good to safeguard your information by frequently changing passwords to random, unpredictable ones. It may also help to think about steps that can be taken to keep information away from individuals (e.g., keeping things with a friend or getting mail at a different address). Upon making a report, the Title IX Coordinator will promptly reach out to the alleged victim to discuss the availability of supportive measures (including that they are available with or without the filing of a formal complaint) and explain to the alleged victim the process of filing a formal complaint.

Making a report is different from filing a formal complaint. Making a report will not, by itself, trigger the full complaint resolution process. Only the filing of a formal complaint will trigger the full complaint resolution process. And only after an adjudication of responsibility (or after an agreed resolution has been reached) will CCMS take disciplinary action against a Respondent.

C. Supportive Measures

As appropriate, the Title IX Coordinator will provide supportive measures to the Complainant and the Respondent. Supportive measures include non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to CCMS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or CCMS's educational environment, or deter conduct in violation of this policy.

Supportive measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

CCMS will maintain as confidential any supportive measures provided to the complainant or Respondent, to the extent that maintaining that confidentiality would not impair the ability of CCMS to provide the supportive measures.

D. Emergency Removal and Administrative Leave

If, after conducting an individualized safety and risk analysis, CCMS determines that an immediate threat to the physical health or safety of any student or other individual arises from the reporting/complaining party's allegations, CCMS may immediately remove the Respondent from all of CCMS's education programs and activities.

In such a case, CCMS will promptly provide the Respondent with notice and an opportunity to challenge the removal. The Respondent's challenge must be submitted to the Appeal's Officer, which is the President unless there is a conflict of interest, which would cause it to go to the Chair of the Board of Trustees or his/her designee.

If the Respondent is a non-student employee, CCMS retains complete authority to place the Respondent on administrative leave for the pendency of the complaint resolution process.

D. Filing a Formal Complaint

To proceed with seeking an adjudication of a violation of this Policy, the Complainant or (in certain limited circumstances) the Title IX Coordinator must file a formal complaint.

A formal complaint is a document that is written and signed by the Complainant (physically, digitally, or by some other means that sufficiently identifies the author). A Complainant may file a formal complaint with the Title IX Coordinator in person, by mail, or by email.

If an alleged victim declines to file a formal complaint, a Title IX Coordinator may also file a formal complaint when the Title IX Coordinator determines that an investigation is necessary to ensure a safe, equitable, and non-hostile work and educational environment. A Title IX Coordinator's formal complaint must also be written and signed. When a Title IX Coordinator signs a formal complaint, the Title IX Coordinator does not then become a Complainant or otherwise a party to the resolution process.

E. Rights of the Complainant and Respondent

Complainants and Respondents will be treated equitably, fairly, and with respect before, during, and after the investigation and resolution.

Upon receipt of any formal complaint, the Title IX Coordinator will provide both parties with a notice of allegations. At a minimum, the notice of allegations will contain a copy of the formal complaint; a copy of this Policy with a specific directive to review this entire section relating to formal complaints and complaint resolution; and a reminder that knowingly or maliciously making a false statement or allegation will be separately viewed as a serious disciplinary offense, but that such a finding will not be made solely on the determination regarding responsibility. And if in the course of an investigation, CCMS decides to investigate allegations that are not included in the original notice, CCMS will provide an additional or updated notice identifying the additional allegations.

A Respondent has a right to know the name of the Complainant and information regarding the nature of the allegations to respond to the complaint.

Before any investigation begins, the Respondent will be provided 14 days to prepare and submit a written response to the formal complaint. Any such written response will be submitted to the Title IX Coordinator. The parties have a right to have an advisor present with them throughout all stages of these processes. The party's advisor may be an attorney. If a party cannot afford to retain his/her own advisor, CCMS will provide an advisor for that party.

Complainants and Respondents, as well as their advisors, are entitled to and will be provided an opportunity to inspect and review the same information and evidence. This includes any information, evidence, or allegation learned as a result of the Title IX Coordinator's investigation into the formal complaint.

Respondents are entitled to a presumption of non-responsibility throughout the process unless they are adjudicated through this Complaint Resolution process as responsible for a violation of this policy.

Both parties will be provided written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

F. Investigation of a Formal Complaint

After a formal complaint is received and the parties are notified, the Title IX Coordinator will promptly send the formal complaint and a response from the Respondent to a trained Investigator to investigate the allegations in the formal complaint.

At all times, CCMS will have the burden of proof and the burden of gathering evidence. However, CCMS's ability to obtain relevant information and evidence will turn on the willingness of the parties and/or witnesses to engage in the investigatory process. And access to medical records or other sensitive or confidential documents can often only be obtained with the person's voluntary, written consent.

Throughout the investigation, each party will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

No party will be restricted in his/her ability to discuss the allegations under investigation or to gather and present relevant evidence.

As mentioned above, Complainants and Respondents, as well as their advisors, are entitled to and will be provided an opportunity to inspect and review the same information and evidence. This includes evidence that CCMS does not intend to rely on in determining responsibility as well as any inculpatory or exculpatory evidence whether obtained from a party or other source.

The parties will be given a meaningful opportunity to respond to any evidence gathered prior to the conclusion of the investigation. Prior to completion of the written investigation report, the Investigator will send all evidence gathered to the parties and their advisors in either electronic or hard copy format. The parties will have 10 days to submit any written response, which the Investigator will consider prior to completion of the written investigation report.

If, after the investigation concludes, the Investigator determines that the conduct alleged in the formal complaint, even if proved, would not constitute a violation of this policy, did not occur within CCMS's education programs or activities, or did not occur in the United States, the formal complaint will be dismissed. The Title IX Coordinator will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties. Such a dismissal may be appealed (see below).

If dismissal is not warranted, the Investigator will prepare a written investigative report, summarizing the relevant evidence. The Investigator will send a copy of the written investigatory report to the Title IX Coordinator. At that time, the Title IX Coordinator will begin the process of scheduling a Hearing. At least 10 days prior to a Hearing, the investigative report will be sent to the parties and their advisors in either electronic format or hard copy for their review and written response.

The Investigator will strive to complete the investigation, including a determination regarding dismissal or completion of the written investigative report within 28 days after being assigned the investigation.

G. Agreed Resolution or Hearing

Agreed Resolution—While the presumptive next step following a written investigative report is a Hearing, the Complainant and Respondent can mutually try to reach an agreed resolution before scheduling a

Hearing. The Agreed Resolution process is entirely voluntary. All parties must provide written consent to engage in the Agreed Resolution process before it will begin. And an agreed resolution is only reached where it is written and signed by the Complainant, the Respondent, the Title IX Coordinator, and the President.

Once an agreed resolution is reached, the parties may not resume the formal complaint process so long as the formal complaint arises from the same allegations subject to the agreed resolution. However, if the parties attempt an agreed resolution, any party has the right to withdraw from the agreed resolution process and resume the formal complaint process. Offers of agreed resolution that are exchanged (and statements made within those offers) during the agreed resolution process may not be used during the formal complaint process if that process restarts after a failed or cancelled agreed resolution process.

The Agreed Resolution process is not available where the formal complaint alleges that an employee has engaged in Sexual Misconduct toward a student.

Hearing Panel If an agreed resolution process fails or is not mutually elected, the process will proceed to a Hearing by the Student Discipline Committee. All Hearings will be live and held before a trained panel (typically two faculty and one staff member). The Hearings are designed to provide an equitable, prompt, fair, and impartial resolution of the formal complaint.

The Assistant Dean will assess the panelists for a potential conflict of interest, bias, or prejudice. And if the Complainant and/or Respondent believes that any of the panelists poses a potential conflict of interest, bias, or prejudice, he or she may submit a written challenge at least 7 days before the hearing to the Assistant Dean. The Assistant Dean will determine whether there is a conflict of interest, bias, or prejudice and whether to replace the panelist. Postponement of a hearing may occur if the replacement panelist cannot be immediately identified.

Hearing Procedure—The Hearing Panel has general authority over the conduct of the hearing, including time limits and written materials, so long as the Complainant and Respondent are afforded the same opportunities. The general course of procedure will be as follows:

- Introduction by Panel
- Respondent's Statement Accepting or Denying Responsibility
- Complainant's Opening Statement (in writing or oral)
- Respondent's Opening Statement (in writing or oral)
- Relevant questions and follow-up questions from the Panel to the Parties and Witnesses
- Relevant questions and follow-up questions from the Party's Advisor to the Other Party and Witnesses
- Closing Comments from Complainant
- Closing Comments from the Respondent

Evidence—All evidence gathered during the investigation will be made available to the parties for potential use during the hearing. The Hearing Panel will objectively evaluate all relevant evidence – including both inculpatory and exculpatory evidence. Any credibility determination made by the Hearing Panel will not be based on a person's status as a Complainant, Respondent, or witness.

Cross examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and not by the party personally. If a party or a witness does not submit to cross-examination at the live hearing, the Hearing Panel will not draw an inference about the determination of

responsibility based solely on that party's or witness's absence from a live hearing or refusal to answer cross-examination or other questions. If deemed reliable and relevant by the decision-maker, and not otherwise subject to exclusion under this Policy, the decision-maker may consider the statements of persons who were not present at the hearing, or persons who were present at the hearing but who nevertheless were not subject to cross-examination. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, investigation notes of interviews, emails, written statements, affidavits, text messages, social media postings, and the like.

The Hearing Panel will not require, allow, rely on, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Relevance—Only relevant questions, information, and evidence are permitted. The Hearing Panel determines whether questions to be asked and information and evidence presented are relevant to the issue(s) or fact(s) presented. For example, before a party or witness answers a cross-examination question, the Hearing Panel will determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Further, a Complainant's prior sexual behavior is typically not relevant and will be considered only as evidence if to prove that someone other than the Respondent committed the alleged acts, or if offered to prove consent.

Request for Separate Rooms—CCMS will accommodate concerns for personal safety, well-being, and/or confrontation among the Complainant, the Respondent(s) and other witnesses by using physical or technological means that still enables the Hearing Panel and the parties simultaneously to see and hear the party or the witness answering questions.

Standard of Review—The standard of review used to determine responsibility on campus is a "preponderance" standard. This determination is based on the greater weight of the evidence and does not require proof beyond a reasonable doubt.

Decision—The Hearing Panel's written decision will be delivered simultaneously within 14 days of the Hearing. The decision will include identification of the allegations potentially constituting a policy violation; a description of the procedural steps taken from receipt of the formal complaint through the hearing; findings of fact and conclusions applying the policy to those facts; the rationale for the finding related to each allegation; any disciplinary sanctions on the Respondent, any remedies designed to restore or preserve equal access to CCMS's education programs and activities to the Complainant; and the permissible bases for appeal.

Disciplinary Sanctions—Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, probation, counseling, and/or other educational sanctions. Factors pertinent to the determination of sanctions include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent (shared with Panel only if there is a finding of responsibility by the Panel), previous CCMS responses to similar conduct, and CCMS's interests (e.g., providing a safe environment).

Recording—CCMS will record the live hearing through audio recording, audiovisual recording, or transcript, and make it available to the parties for inspection and review.

H. Appeal

Both the Complainant and Respondent have the right to appeal a pre-Hearing dismissal and/or the Hearing Panel's decision within 10 days of the written decision. Appeals must be submitted in writing and are limited to five pages (12-point font, 1-inch margins, double-spaced). The three grounds of appeal are: (1) new evidence that was not reasonably available at the time the determination was made and that could affect the outcome of the matter; (2) procedural irregularity that affected the outcome of the matter; and (3) the Title IX Coordinator, the Investigator, and/or the Hearing Panel had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. Disciplinary sanctions will be stayed pending the outcome of the appeal.

The appeal statement must note the ground for appeal. An appeal is not a rehearing of the case. The appeal is directed to the Appeal's Officer, which is the College Dean unless there is a conflict of interest, which would cause it to go to the President.

If the reason for appeal is substantiated, the Appeal's Officer will review the Investigator's file (if an appeal from a pre-Hearing dismissal), the Hearing Panel record, the appellant's written statement, and any response to that statement from the other party (five pages, 12-point font, 1-inch margins, double-spaced, and due within 7 days after the request by the Appeal's Officer).

The Appeal's Officer has the discretion, but no obligation, to conduct a meeting. The Appeal's Officer will issue a decision in writing. The Appeal's Officer can affirm in whole or in part (including on other grounds) or reverse in whole or in part and remand.

I. Timelines

The timelines listed throughout the above procedure may be extended for good cause with written notice to the parties of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

H. Training

Where applicable, the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process will receive training on the definitions in this Policy; the scope this Policy; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including by avoiding prejudgment of the facts at issue; conflicts of interest and bias; technology used at a live hearing; issues of relevance of questions and evidence, including when questions and evidence about when sexual predisposition or prior sexual behavior are not relevant; and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints. All training materials are available on CCMS's website.

Resources and Support Services

A. Medical and Counseling Resources

CCMS provides many resources and support services to any student who has been the victim of Sexual Misconduct. Students are encouraged to seek support and obtain medical attention.

1. Medical Treatment

A person who has been the victim of an offense is urged to seek appropriate medical evaluation immediately, ideally within 96 hours of the incident.

For life-threatening conditions, call 911 or go to the nearest hospital emergency department.

2. Medical—Legal Evidence Collection

A person who has experienced Sexual Misconduct is encouraged to request the collection of medical/legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. Prompt medical care and documentation of any injuries is also essential to the collection of evidence. A medical exam can be administered at local hospitals.

Collection of evidence may involve interaction with police and a police report. The sooner the Sexual Misconduct is reported, the more likely evidence will still be present. “Date rape” drugs, including Rohypnol and GHB, may still be present in the victim/survivor’s system and should be tested for if the victim/survivor believes they may have been drugged. To help preserve evidence, the victim/survivor is encouraged to put any soiled clothes in a paper (not plastic) bag, and to refrain from the following:

- Bathing or douching
- Washing hands or face
- Urinating
- Drinking any liquids
- Smoking, eating, or brushing teeth (including mouthwash and flossing)

Even if an individual is uncertain about whether he/she wants to report what has occurred, he/she can still have evidence collected. In cases of sexual assault or severe injuries, the police will be called to the hospital. The victim can decide whether to speak with the police at that time to report officially what has happened.

While evidence may be collected anonymously (i.e., without the victim’s name attached to it) and/or when there is no report made to the police, these cases are managed differently. A discussion about the merit of collecting evidence “anonymously” and in instances where the victim does not want to report should be discussed with medical personnel and/or an advocate.

Questions about evidence collection can be directed at the Title IX Coordinator.

A person who has experienced stalking should retain all communications from his/her stalker including email, voicemail, and text-messages.

3. Confidential Counseling Resources

Counselors at many agencies can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and reporting to authorities. Information, support, and advice are available for anyone who wishes to discuss issues related to Sexual or Interpersonal Offenses, whether a Sexual or Interpersonal Offense has occurred, whether the person seeking

information has been a victim/survivor of a Sexual or Interpersonal Offense, has been accused of a Sexual or Interpersonal Offense, is a witness, or is another affected person.

The Rape Crisis and Abuse Center maintains a 24-hour rape crisis helpline at 513-872-9259/1-888-872-9259. The website is located at <http://www.womenhelpingwomen.org/>.

B. Immigrants or International Student Visa Information

There are certain legal protections available to immigrants or international students in the form of Visas, particularly the U visa and the T visa. The U visa provides temporary legal status and work eligibility for victim/survivors of certain crimes (including domestic violence, sexual assault, human trafficking, involuntary servitude, and other offenses). The T visa provides victim/survivors of human trafficking and immediate family members with temporary legal status and work eligibility. These visas can be applied for when agreeing to assist law enforcement, unless an individual meets one of the exceptions. Additional information is available through the U.S. Department of Homeland Security U.S. Citizenship and Immigration Services: www.uscis.gov.

C. Legal Assistance and/or Title IX Inquiries

Legal Aid Society of Greater Cincinnati Ohio, 513-241-9400 provides legal services to those struggling to recover from domestic violence, sexual assault, and stalking. Legal services include restraining orders, child support, custody, divorce, and visitation restrictions.

In addition to CCMS disciplinary action, a person who engages in a Title IX violation may be the subject of criminal prosecution and/or civil litigation. A police report must be made for criminal prosecution to be considered by the local prosecuting attorney. The chances of successful prosecution are greater if the report is timely and is supported by the collection of medical and/or legal evidence.

In addition to the Title IX Coordinator, a party may also contact the United States Department of Education Office for Civil Rights with inquiries related to Title IX.

Complaints of a Title IX violation may also be filed with the United States Department of Education Office for Civil Rights or by consulting an attorney at the person's own expense. See: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

D. Protection Orders

Parties may consider obtaining a court-issued restraining order or other lawful order of protection. After a protection order is issued, the protected party should provide a copy of the court order to the College President and Springfield Township Police. Any violation of the court order should be promptly reported to the police.

F. AMOROUS RELATIONSHIPS POLICY

Due to ethical considerations, the potential of abuse, impropriety, or the appearance of abuse or impropriety, CCMS prohibits all members of the Faculty and Staff from engaging in romantic and/or sexual relationships or romantic and/or sexual conduct with anyone whom he or she educates, counsels, supervises, or evaluates in any way. CCMS prohibits such relationships and conduct even if the parties entered into them consensually.

G. GUNS AND FIREARMS POLICY

Under the terms of the Ohio Concealed Carry Law, unless otherwise authorized by the Board of Trustees, CCMS does not permit firearms or guns of any kind on the premises or inside the building. CCMS reserves the right to search any person suspected of violating this policy. When appropriate, such items discovered may be taken into custody and may be turned over to the proper law enforcement authorities.

H. CRIME INCIDENT REPORTING

The Federal Clery Act 10 U.S.C. § 1092, as amended by the Violence Against Women Reauthorization Act of 2013, requires the College to report and disclose information concerning health and safety to allow the college community to make informed decisions. Specifically, CCMS has in place: (1) emergency notification and evacuation procedures; (2) the timely issuance of campus alerts for crimes that represent an ongoing threat to the safety of students or employees; (3) crime and fire log; (4) the collection of crime reports from campus authorities; (5) the ability to collect crime statistics from local law enforcement; (6) the submission of crime and fire statistics to the U.S. Department of Education; and (7) an annual security report and fire safety report. Further detailed information can be found in the Campus Safety and Security Report (available at <https://www.ccms.edu/about/safety/clery-act/>).

If a student witnesses or is a victim of any crime, violence, building entry, damage to the building, vandalism, or other criminal activity, the student should:

1. Retreat to safety
2. Seek medical attention if needed.
3. Inform law enforcement of the incident (CCMS strongly suggests that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation).

An Incident Report should be completed and submitted to the Assistant Dean for review and potential action. (The Incident Report is available online at <https://www.ccms.edu/forms/report-an-incident/> or in Appendix, Incident Report.) If assistance is required from the Springfield Twp. Police Department, CCMS will contact the appropriate division.

Emergency: 911

To report an incident to CCMS that is a non-emergency, call 513-761-2020.

Springfield Township Police

Emergency: 911

Office: 513-729-1300

Hamilton County Sheriff

Criminal Investigation: 513-851-6000

Office: 513-946-6400

Ohio State Patrol Post #9

Emergency/Accident: 911

Office: 513-489-8954

Campus

Front Office: 513-618-1921

Main: 513-761-2020

Safety Officer, Mr. John Vinnedge: 513-618-1922

Area statistics on crime and help for parents and students can be found at:

<http://www.ed.gov/admins/lead/safety/campus.html>

I. EMERGENCY CLOSINGS POLICY

In case of a closing or delay due to inclement weather or other factors, students will be notified by the following means: 1) an email will be sent to your @students.ccms.edu account; 2) a text message will be

sent to your cell phone (for those students who have opted-in); 3) an alert will be put on the ccms.edu homepage; 4) a notice will be sent to the local media (WLWT, WCPO, WLW radio). Students should see <https://www.ccms.edu/student-resources/safety/> for more information.

J. EMERGENCY NOTIFICATION & RESPONSE

For information on emergency response procedures, evacuation procedures, etc., see the Emergency Notification and Response Policy at <https://www.ccms.edu/about/safety/emergency-prep/>.

K. SECURITY SYSTEM

CCMS is equipped with a security system featuring cameras and a cloud-based storage system that allows administrators to access it remotely 24/7. The CCMS campus will be locked 24 hours per day, except for special events such as open house, graduation, etc. Each student, staff, and faculty member are issued an ID badge that is programmed to allow access to particular external and internal doors. Students and employees are required to wear their ID badges around their neck, on a lanyard, at all times during school hours and events, with the exception of during Clinical Lab/Gross Lab. Lost ID badges should be reported to the Office Manager immediately and will be subject to a replacement fee. Visitors to CCMS will be buzzed in at the main external door and issued a visitor badge.

APPENDICES

Attach the following:

1. Academic Calendar
2. Transfer Credit Worksheet
3. Tuition Schedules
4. Course Curriculums
5. Course Descriptions
6. Disability Accommodations

BOARD OF TRUSTEES MEMBERS

To view our current Executive Officers/Executive Committee Members, Trustees, and Nonvoting Board Affiliates, please visit our website at <https://www.ccms.edu/board-of-trustees/>.

CONTACTING LEADERSHIP, FACULTY & STAFF

See the About Us page of the CCMS website for a full list of leadership, faculty, staff, and adjunct contacts.

<https://www.ccms.edu/a/about-ccms/ccms-team/>

GENERAL CONTACTS

Academics	academics@ccms.edu	513-618-1928
Administration	admin@ccms.edu	513-761-2020
Admissions	admissions@ccms.edu	513-618-1926
Bursar	accounting@ccms.edu	513-618-1929
Clinical Lab	clinical@ccms.edu	513-618-1932
Financial Aid	finaid@ccms.edu	513-618-1929
Library / IT	library@ccms.edu	513-618-1933
Main / reception	admin@ccms.edu	513-761-2020
President	president@ccms.edu	513-761-2020
Registrar	registrar@ccms.edu	513-618-1926

GET CONNECTED

Facebook Official Page <https://www.facebook.com/CincinnatiCollegeofMortuaryScience/> Facebook

Instagram https://www.instagram.com/ccms_1882/

Twitter <https://twitter.com/CCMS> College

YouTube <https://www.youtube.com/channel/UC9I7OUxRfle3vyKwNQecNbA>

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Federal and State regulations mandate that students must meet the minimum Satisfactory Academic Progress requirements to be eligible to receive financial aid. The Satisfactory Academic Progress policy can be found in the Student Handbook and on the CCMS website at: <https://www.ccms.edu/admissions/financial-aid/satisfactory-academic-progress/>.

Students wishing to appeal their ineligibility for financial aid must complete the Request for Financial Aid Appeal Form, attach required documents, and return it to the Cincinnati College of Mortuary Science Office of Financial Aid. DO NOT submit the appeal to the Office of Financial Aid for review until all four sections of the form are completed, including your signature and all required documents are attached. Incomplete appeals will not be reviewed. Completed appeals are normally reviewed every two weeks by the Financial Aid Appeals Committee. You will be notified of the appeal decision via your CCMS email address.

I. Student Information

Student's Full Name _____

Last 4 SSN # _____

Phone # _____

Student's Mailing Address _____

Expected Graduation Date _____

II. Statement of Appeal

Please indicate the problem that occurred, the nature of the problem, the dates of occurrence and how your studies were affected. You should be sure that the circumstances you are providing directly relate to periods of enrollment in which your academic performance was affected.

Explanation:

Attach additional page(s) if needed.

(Satisfactory Academic Progress Appeal Form continued)

Last 4 SSN # _____

III. Documentation

- 1) Attach all date-specific documentation supporting your appeal to this form. Include your name and the last four digits of your SSN # on all attached documentation.
- 2) Check the appropriate box pertaining to the required documents which are to be attached:

If Reason was:

Serious injury, illness, or mental health condition involving student or immediate family member



Required Documentation:

Statement from physician or mental on letterhead reflecting date(s) of occurrence/treatment.

Death of immediate family member	→	Copy of death certificate, obituary, or physician's statement
Other circumstances beyond the student's control	→	Date-specific documentation that supports the situation.

IV. Achieving Satisfactory Academic Progress

Explain the steps that you have taken or will take toward achieving Satisfactory Academic Progress. What has changed that will allow you to demonstrate Satisfactory Academic Progress at the end of your next term of attendance?

Explanation:

Attach additional page(s) if needed.

STUDENT'S SIGNATURE: _____ **Date:** _____

Please return this form and all required documents to Cincinnati College of Mortuary Science, Office of Financial Aid, 645 W North Bend Rd Cincinnati, OH 45224. Fax number (513) 761-3333

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INCIDENT REPORT

Date of report (mm/dd/yy) _____

Reporting Person Contact Information

Reported by: _____ Victim _____ A third party _____

Victim/Survivor Contact Information (if different from above)

First name _____ Last name _____

Phone number _____ Email _____

Date of incident (mm/dd/yy) _____ Time of incident (if known) _____ A.M. P.M.

Location of incident _____

List any witnesses who were present or may be able to provide relevant information.

Description of incident *(Please provide specific, detailed information; you may attach additional documents if necessary.)*

Certification & Signature

I hereby certify that the information I have provided is true and correct to the best of my knowledge.

Signature _____

Submit this completed form to CCMS Safety Officer, Title IX Coordinator, or President

Printed name _____ Date _____

____ CCMS Safety Officer

____ CCMS Title IX Coordinator

____ CCMS President

____ Other CCMS faculty/staff member

LEAVE OF ABSENCE REQUEST

All Leave of Absence requests (military, health, family medical, etc.) must be submitted before the leave of absence begins and are subject to approval upon the discretion of CCMS Staff. Please complete the form in its entirety, as not providing a reason for the requested leave of absence will nullify the request. These guidelines are part of the Department of Education requirements for all students receiving student aid.

I, _____, request a leave of absence from Cincinnati College of Mortuary Science beginning on ____/____/____ for the following reason(s):

I will return to CCMS on ____/____/____

I understand that regulations require that:

- 1) I am allowed to take multiple leaves of absence.
- 2) The total of all my leaves may not exceed 180 days in any 12-month period.
- 3) I will not incur any additional tuition charges during any leave of absence.
- 4) In the event I do not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 30 days of the date I was scheduled to return.

I understand that:

- 1) My program of study must be completed within 24 months of enrollment, or I will be required to reapply for admission.

____/____/____

Today's Date

Student Name (printed)

Student Signature

INSTITUTIONAL USE ONLY:

This Leave of Absence is approved.

Date

Signature of CCMS Administrator

STUDENT HANDBOOK & ANNUAL SECURITY REPORT: ELECTRONIC ACCESS

Student Handbook electronic access

The Student Handbook has been emailed to your CCMS email account and is also available on the CCMS website (<https://www.ccms.edu/student-resources/student-handbook/>) and on the library computers. During orientation, the Library Director will show you how to access the Handbook electronically. You should read the Handbook and become familiar with CCMS's policies and procedures. I acknowledge that:

1. I will be shown how to access the Handbook electronically during orientation.
2. The information contained in the Handbook is subject to change at the sole discretion of CCMS.
3. I should read the Handbook and become familiar with CCMS's policies and procedures.

Student Printed Name

Student Signature

Today's Date

Annual Security Report electronic access

The Clery Act and the Violence Against Women Reauthorization Act of 2013 require that college campuses disclose statistics and information on the safety of their campus to students and prospective students. The Annual Security Report provides this information about the CCMS campus. The report is available on the CCMS website at <https://www.ccms.edu/about/safety/clery-act/>.

I understand that I will be shown how to access the Annual Security Report electronically during orientation and that I can find more information about campus safety in general at <http://www2.ed.gov/admins/lead/safety/campus.html>.

Student Printed Name

Student Signature

Today's Date

Student Online Forms & Links	
Disability & Accommodation Request	
Satisfactory Academic Progress Appeal Form	
Student Confidentiality Agreement	
Incident Report	
Leave of Absence Request	
Student Handbook & Annual Security Report – Electronic Access	