



American Academy McAllister Institute

of Funeral Service...
on Campus and Online

Catalog 2007-2008

SERVITIUM PER SCIENTIAM

A not-for-profit educational institution

The Associate Degree in Occupational Studies at American Academy McAllister Institute is accredited by the American Board of Funeral Service Education, Inc., 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506 816.233.3747

Chartered under the membership corporation laws of the State of Missouri

Authorized by the Missouri State Board of Regents to confer the degree of Associate in Occupational Studies (A.O.S.)

Missouri E-ZIS #52 20.

Missouri State Education Department
Division of College University Evaluations
Office of Higher Education
Professions Cultural Education Center
Room 5B28 Albany, Missouri 64501 12230

Funeral Service Program registered by the Missouri State Education Department

Approved by the Department of Health
Missouri State

Approved by the Missouri State Education Department for the Training of Veterans

Authorized under Federal law to enroll nonimmigrant alien students

Member- National Association of Colleges of Mortuary Science

Member-Commission on Independent Colleges and Universities

Member- National Association of Independent Colleges and Universities

Member-American Association of Collegiate Registrars and Admissions Officers

Member- National Funeral Directors Association

Member-Cremation Association of North America

Member- Eastern Cooperative for Educational Telecommunications

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

American Academy McAllister Institute of Funeral Service, Inc.

61 West 54th Street, 6th Floor

St. Joseph, Missouri 64506 Telephone: 816.233.3747 Fax: 816.233.3748

CONTACT INFORMATION

Call for all information 1.866. 32.2264 toll free
212.757.11 0 212.765.5 23 fa
.funeraleducation.org
info funeraleducation.org

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AAMI 1.866. 32.2264 toll free
212.757.11 0
866. 32.2264
.funeraleducation.org

Federal Aid .fafsa.ed.gov
e or State Aid ESC.com

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American Board of Funeral Service Education (ABFSE) 816.233.3747
.abfse.org

International Conference of Funeral Service Exam Boards (ICFSEB) 47 .442.7076
.cfseb.org

ational Funeral Directors Association (FDA) 800.228.6332 toll free
.nfda.org

ational Funeral Directors and Morticians Assoc. (FDMA) 800.434.0 58 toll free
.nfdma.com

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International Conference of Funeral Service Exam Boards 47 .442.7076
.cfseb.org (click on 'The ational Board Exam')

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State of e or Department of 518.402.0785
ealth Bureau of Funeral Directing

State Board of Mortuary Science 73.504.6425
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MESSAGE FROM THE PRESIDENT

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

AAMI has a rich history both as a pioneer and a leader in funeral service education. Our greatest strength has been in preparing students to pass the national Board Examination successfully. The preparation, by its very nature, has allowed students to grow in their confidence as funeral service professionals. Having mastered funeral service theory, our graduates are well suited for the enrichment that comes from the practical experience of working in funeral service. To that end, the faculty of AAMI is largely comprised of licensed funeral directors who have achieved further expertise in the field of education. This combination makes

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WHY YOU SHOULD CHOOSE AAMI FOR YOUR PROFESSIONAL TRAINING

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

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

AAMI's educational program conforms to the course and credit requirements of the American Board of Funeral Service Education (ABFSE), the national accrediting agency for funeral schools. The program is routinely reviewed and revised by the faculty to meet the changing needs of its students.

AAMI's students are offered the option to apply their AAMI credits to further their educational goals. They may receive advanced standing toward their B.S. in Funeral Service Administration at St. John's University. For more information, call 718-30-444.

St. Joseph's College will accept 60 transfer credits from AAMI's graduates. Students may pursue a B.S. in Organizational Management, B.S. in Community Health Services, or a B.S. in Health Administration. For more information call 718-30-1238.

In addition, AAMI has a special articulation agreement with a Zuardia Community College. Those students interested in this affiliation must attend a Zuardia Community College first, and then transfer to AAMI. For more information call 718-482-7200.

AAMI has formed a new partnership with York County Community College (CCC), Wells, Maine. Residents of Maine and Hampshire are able to earn an associate degree in funeral service online through this unique partnership. For more information call AAMI or CCC at 207-646-282.

MISSION STATEMENT

The mission of American Academy McAllister Institute of Funeral Service is to educate students so that they may reach their full potential and achieve their goal to enter the funeral service profession. AAMI is committed to creating a learning environment that supports educational excellence, encourages academic innovations and promotes the steadfastness and integrity of the funeral profession. As a leader in funeral service education for 80 years, AAMI provides and supports the educational needs of the funeral industry.

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

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

10. To provide a meaningful curriculum at the postsecondary level of instruction that encourages outstanding teaching, appropriate research and a commitment to excellence.
11. To provide and maintain an environment that is welcoming, safe, functional, accessible and cost-effective.

All policies apply to on-campus and online students except where noted.

ADMISSIONS

1. An applicant must be a high school graduate or hold a state approved equivalent diploma.

An applicant must be a high school graduate or hold a state approved equivalent diploma.

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

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

(See Transfer Credit Policy for full explanation.) Typically, on-campus students complete the program in 3 semesters (12 months) with advanced standing and 4 semesters (16 months) without transfer credits.

2. International students are persons in the United States who have a non-immigrant visa including an F-1 visa. Specific requirements must be met before being admitted to AAMI.

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

3. All applications for Admission and supporting documents must be received **ONLINE** 70 days prior to the first day of the semester.

All applications for Admission and supporting documents must be received **ONLINE** 70 days prior to the first day of the semester.

If your paper work is received after the deadline, we will process your application for the next semester. If you plan to attend school for the fall semester and your documentation arrives after June 20, we will process your application for the following fall semester.

Note: At this time, we are not able to admit international students to our online program.

4. International students will need to obtain a Certificate of Eligibility form I-20 in order to receive a student visa through the U.S. Consulate or Embassy in their country. These documents indicate that all admission requirements have been met to enter AAMI and are issued through SEVIS, the Student Exchange Visitor Information System. The U.S. Consulate makes the final decision regarding whether students will be allowed to enter the United States to study.

International students will need to obtain a Certificate of Eligibility form I-20 in order to receive a student visa through the U.S. Consulate or Embassy in their country. These documents indicate that all admission requirements have been met to enter AAMI and are issued through SEVIS, the Student Exchange Visitor Information System. The U.S. Consulate makes the final decision regarding whether students will be allowed to enter the United States to study.

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

1. A completed and signed AAMI application for admission.
2. A completed International Student Information Form.
3. A Financial Resource Statement verifying the ability of you or your sponsor to meet all educational living expenses for sixteen months while attending AAMI. This must be signed and sealed by a notary public or accompanied by a letter or bank statement dated within six months of the application. Financial support of approximately \$10,000.00 (USD) is needed per year.

4. Payment of \$ 50.00(USD) processing fee. This must be nJ-njy/J-tjstlgr-6m6-yd3py/J-njy

If you were born prior to January 1, 1957, you are exempt from the above stated immunization requirements. You may also be exempt if a physician certifies in writing that the immunizations may be detrimental to your health. Additionally, if you hold genuine and sincere religious beliefs which are contrary to immunization, you may also be exempt after submitting a written statement to that effect.

As a prospective student entering the funeral service field, with its attendant risk of health problems, you should be aware of the likelihood of your susceptibility to a number of vaccine-preventable diseases which may cause serious problems. You should discuss this with your doctor at the time you apply for the medical statement and immunization certificate.

10. You are required to submit a record of meningococcal meningitis immunization within the past 10 years, or an acknowledgment of meningococcal disease risks and refusal of the immunization signed by you. This form is included with your application and is to be returned with your application.
11. Any other document or certification that may be required by the state licensing agency.

Your application should be filed early enough to permit all necessary records to be verified.

You will not be considered fully matriculated until all requirements for admission have been met and you will not be considered for admission later than the 10th day following commencement of classes.

12. Signed Campus Security Disclosure (form enclosed with application packet) to be returned with application.
13. A personal interview is REQUIRED as part of the application process. International students must speak with the Director of Admissions. Interviews are conducted in person for on-campus applicants and via telephone for online applicants.

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a. The applicant must submit a completed admissions application form and the required application fee.

b. The applicant must submit an official high school transcript or evidence of high school graduation or an official high school equivalency exam score.

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AAMI participates in the College-level Examination Program (CLEP) of the College Board. Students in AAMI's associate degree program may earn up to 12 credits through CLEP. In accordance with AAMI's Transfer Credit Policy

O _ those credits taken at American Academy McAllister Institute of Funeral Service are used in computing gse

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State Department of Health
Registration fee \$ 50.00

International Conference of Funeral
Service Examining Boards Fee
(National Board Examination) \$ 350.00

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

ON CAMPUS REFUND POLICY

Tuition is computed with the assumption that a student will remain throughout the entire program

The percentage of refund is determined by the official date of withdrawal posted on the official drop form. This form may be accessed online or

When a student enrolls for the first time at AAMI, he/she is considered to be making academic progress for purposes of financial aid. However, if a student is dismissed for academic or attendance deficiency, financial aid will be discontinued. In some instances, as designated by state and federal law, waivers may be considered. This would be determined by the financial aid officer. Financial aid would automatically be restored once satisfactory academic progress is demonstrated.

A student must also successfully pursue the program in which he/she is enrolled, that is, he/she must complete the program within a given time period.

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

administered by the New York State Higher Education Services Corporation, with headquarters in Albany. The applicant must be a New York State resident who is enrolled full time and is matriculated in an approved New York post secondary program. The Degree program in Funeral Service is registered and approved (E&S 52.20).

TAP (Tuition Assistance Program) (School Code: 7 52) is limited to legal residents of New York State who are matriculated at colleges and other post-secondary institutions located in New York State. A matriculated student is one who has been accepted as, and is registered as, a candidate for a degree.

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

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

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

OTHER ELIGIBLE STATE AWARDS

Awards available are the New York State Regents Award for Children of Deceased or Disabled Veterans the New York State Regents Award for Children of Deceased Police Officers, Firefighters and Corrections Officers the New York State Regents Awards for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility Vietnam Veterans Tuition Awards Student Aid to Native American Indians. Further information can be obtained from the Financial Aid Office at J-aj@-g#m-igmdchhlyjnydshyobk

progress (total number of credits passed and the student's grade point average in a specific semester). The Financial Aid office maintains current records on all students receiving financial aid and monitors their eligibility for such aid. More detailed information is available through the financial aid office and the link's below. For

Classes are conducted five days per week between the hours of 8:50 AM and 3:45 PM. The amount of time required to complete the degree requirements of 6 credits depends upon the number of transfer credits completed by the

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ONLINE ACCESS TO FUNERAL SERVICE EDUCATION*

Request our Online Program Brochure by calling 1-866- 32-2264 or go to www.funeraleducation.org and select Online Program go

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There is no minimum number of credits you must take each semester, however, you must complete the degree requirements in four years. There are 6 credits required in the Associate Degree program. In a four year period there are 16 twelve-credit semesters. If you take 4 or 5 credits (approximately 2 courses) per semester, you will be finished in four years. (See transfer credit policy for accelerated 57 credit program).

Semester Plan - (Actual start dates will vary year-to-year and are posted on the website)

Fall	Winter	Spring	Summer
October-December	January-March	April-June	July-September

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A student may not take more than 13 credits per semester.

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ACADEMIC STANDARDS

All currently enrolled students can see the Student Handbook by going to www.funeraleducation.org. Click on Associate Degree then click on Student Handbook.

See Student Handbook (See Student Handbook)

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

In courses extending beyond a single semester, subsequent testing generally includes the work of previous semesters. Final examinations are usually comprehensive, concerning all of the subject matter of the course. This procedure aids the student in preparing for National Board and licensure examinations.

Students are required to take all tests and examinations at the scheduled date and time.

See Student Handbook

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

Grade	Description	Percentage	Quality Points
A	Excellent	90-100	4
B	Very Good	80-89	3
C	Satisfactory	70-79	2
D	Passing	65-69	1
F	Failure	below 65	0
F	Failure due to non-attendance	0	0
CP	Passing with Credit	0	0
CF	Failing with Credit	0	0
	Withdrawal without penalty		
	Withdrawal with penalty		
T	Transfer credit		
-	Repeat course		
	Pass		
I	Incomplete		

A grade point average is computed each semester by dividing the total number of quality points achieved by the number of semester credits attempted, including a grade of 'F' or 'F-' or 'CP'/'CF' but not grades of 'I', 'T', 'W' or 'W-'. After 6 months an Incomplete converts to an F.

See Student Handbook (See Student Handbook)

To qualify for the Resident Scholarship, a student must achieve a semester Grade Point Average of 3.80 – 4.00.

To qualify for Dean's Scholarship, a student must achieve a semester Grade Point Average of 3.50 – 3.79.

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

Summa cum laude	3.00 – 4.00
Magna cum laude	3.75 – 3.89
Cum laude	3.50 – 3.74

See Student Handbook (See Student Handbook)

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

1. Satisfactory completion of all required courses.
2. An earned cumulative grade point average of a minimum of a 2.0.
3. Satisfactory record of attendance (as described elsewhere in this catalog and the Student Handbook).

If a student must repeat a course, the failure will not be calculated in the subsequent cumulative grade point average once the course has been successfully repeated. Although the first grade will not be calculated in the final grade point average, it will remain on the transcript.

A student who has been academically dismissed due to a failing grade or low grade point average must apply for reinstatement at AAMI. If the student is allowed to re-enroll, he/she must follow the terms and conditions outlined by the Academic Dean at the point of reinstatement.

Repeated course(s) are indicated on the transcript by adding the suffix "R" (i.e. A- B- etc.)

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(See Student Handbook)

In order to move forward academically to succeeding semesters, a student must achieve at least a minimum passing grade of "D" in each course. A minimum grade point average of 2.00 together with satisfactory attendance.

At the end of any semester, a student deficient in grade point average or attendance will be placed on probation or considered for dismissal, depending on the extent of the deficiency. A student on probation who does not meet the conditions of probation will be dismissed.

the first week of the student's first semester. The purpose of this orientation is to familiarize the new student with the po

PUBLIC INFORMATION POLICY

The Family Educational and Privacy Rights Act of 1974 specifically provides that a school may provide that is "directory information" to third parties when a legitimate request is made in writing. AAMI may occasionally release "directory information" and only this information, without the student's consent. Directory information includes the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Other information not in the "directory information" will not be released without written authorization of the student. Any student who wishes any or all of his/her directory information to remain confidential may inform the Director of Admissions in writing, at any

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Extracurricular activities are encouraged in the conviction that wholesome recreation often provides the necessary stimulus for improved scholarship. These activities are initiated through class officers and vary fromnerouted

(# 200<B;A6;4 2 credits
" ! BUS 311

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

! <:B;60.A6<; &8699@ 3 credits

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

! ;A?<1B0A6<;A<&062;02 2 credits

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

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This is an introductory survey course. Topics include: nutrition, circulatory systems and cardiovascular care, common diseases, communicable diseases and an understanding of how stress affects us mentally and physically.

! ;A<:F 3 credits
" ! Z E 102

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

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" ! Z E 102

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

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" ! Z E 102

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

! ;A<:F 2 credits
" ! Z E 211

A detailed study of the skeletal system including the histology of individual organs

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

! ;A<:F 2 credits
" ! Z E 312

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

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Individual development and evaluation of funeral service professional system of ethics/ Jurisprudence and ethics

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3 credits

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Study of yeasts,

HISTORY

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BOARD OF DIRECTORS

MEZ DU , resident
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 MA -E E C IFF I E, Secretary/Treasurer
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ADMINISTRATION AND FACULTY

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 MEZ DU , resident Chief Executive Officer
 EZI A T. SMIT, Academic Dean Chief Academic Officer
 O MA V O OST, Bursar Director of Admissions
 JA A TSO, Financial Aid Officer
 MA MOO, librarian
 DO OT E. UTC I S, Computer Consultant
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 A A MA IE A A, Academic Advisor
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T. OMAS A D E, M.D.
 Pathology

University of Dayton - B.S.
 University of Cincinnati - M.D.
 Appointed 1 3

MATT E. BAI E
 Small Business Management

Catholic University - B.A.
 American Academy McAllister Institute - F.D.
 Appointed 2005

C. A ES BEC TO D
 Restorative Art

School of Visual Arts - B.F.A.
 American Academy McAllister Institute - F.D.
 Certified Funeral Service Practitioner
 Appointed 2000

MA -E E C IFF I E
 Microbiology

Adelphi University - B.S.
 American Academy McAllister Institute - F.D.
 Appointed 1 77

E ET, CATTE, EAD
 Death Human Development

New Jersey City University - B.A.
 American Academy McAllister Institute - F.D.
 Appointed 2004

A C COFFE
 Professional Ethics
 History of Funeral Service
 Restorative Art

Marymount College - B.A.
 American Academy McAllister Institute - F.D.
 Appointed 1 6

State Rules Regulations
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 Introduction to Science
 Microbiology
 Anatomy

Manhattan College - B.S.
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Chemistry

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Clinical Embalming

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Funeral Home Directing
Funeral Home Management
Merchandising

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Introduction to Science

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Mortuary a
Business a
State rules regulations
Accounting

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Funeral Service Psychology Counseling

St. Francis College - B.S.
Long Island University-M.S.
American Academy McAllister Institute - F.D.
Certified Funeral Service Practitioner
Appointed 1 84

Salle College - B.S.
American Academy McAllister Institute - F.D.
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St. John s University - B.S.
St. Joseph s Seminary - M.A.
American Academy McAllister Institute - F.D
Appointed 2001

Buc nell University - B.S
Montclair State College - M.A.
Appointed 2005

Babson College - B.S.
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Clinical Embalming

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American Academy McAllister Institute - F.D.
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