



American Academy McAllister Institute

of Funeral Service...
on Campus and Online

Catalog 2011-2012

American Academy McAllister Institute of Funeral Service, Inc.

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FOUNDED 1926

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., 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506 816.233.3747

Chartered under the membership corporation law of the State of New York

Authorized by the New York State Board of Regents to confer the degree of Associate in Occupational Studies (A.O.S.) HEGIS #5299.20

New York State Education Department
Division of College & University Evaluations
Office of Higher Education & the Professions
Cultural Education Center. Room 5B28
Albany, New York 12230

Funeral Service Program registered by the New York State Education Department

Approved by the Department of Health
New York State

Approved by the New York State Education Department for the Training of Veterans

A listing of all of the states in which AAMI is approved to offer online instruction is listed in the Online section of the AAMI website (www.funeraleducation.org).

AAMI is affiliated with Servicemember's Opportunity College

Authorized under Federal law to enroll non-immigrant alien students

Member-National Association of Colleges of Mortuary Science

Member-Commission on Independent Colleges and Universities

Member-National Association of Independent Colleges and Universities

Member-American Association of Collegiate Registrars and Admissions Officers

Member-National Funeral Directors Association

Member-Cremation Association of North America

Member-Western Cooperative for Educational Telecommunications

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

American Academy McAllister Institute of Funeral Service, Inc.

619 West 54th Street, 2nd Floor
New York City, N.Y. 10019

Toll-Free: 1 (866) 932-2264 • Phone: (212) 757-1190 • Fax: (212) 765-5923
Web Site: www.funeraleducation.org • Email: info@funeraleducation.org

CONTACT INFORMATION

AMERICAN ACADEMY MCALLISTER (AAMI)

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MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff of American

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WHY YOU SHOULD CHOOSE AAMI FOR YOUR PROFESSIONAL TRAINING

MISSION STATEMENT

The mission

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 mainta

- d. The applicant must complete through AAMI the final 35 credits required for the AAMI associate degree.
- e. Only those credits taken at AAMI are used in computing the student grade point average.
- f. If the applicant has previously earned credits through AAMI, only those credits are used in computing the student grade point average.

4. Servicemember's Opportunity College and DANTES Affiliation

AAMI is one of 1800 SOC colleges and universities that provide educational opportunities to service members and their families. The Servicemember's Opportunity College concept was created in 1972 to provide educational opportunities to servicemembers who, because they frequently move from place to place, had difficulty completing college degrees. As a SOC institution, AAMI is committed to aiding service personnel in the quest of their funeral service education goal. AAMI's online program is currently the only funeral service program affiliated with SOC. In addition, AAMI is affiliated with the Defense Activity for Non-Traditional Education Support (DANTES) whose mission is to support the off-duty voluntary education programs of the Department of Defense. SOC students receive special advising regarding the transfer of credit, including certified military training, and a reduced per-credit-hour tuition charge.

5. Funeral Service Major

Transfer credit for any course that is tested on the National Board Exam must meet the following criteria:

- a. The applicant may not have taken the course more than 4 years prior to the applicant's initial course enrollment at AAMI.
- b. The applicant must have earned a minimum grade of B in the course or courses for which he or she is seeking transfer credit.
- c. For courses in a sequence (e.g., Embalming I, Embalming II. etc.), an applicant must receive a B or higher in each course to have the courses and credits transferred. If an applicant received a grade of C or lower in a course in the sequence, that course plus all subsequent courses (regardless of the grade in a subsequent course) are ineligible for transfer.
- d. The applicant will be required to audit and complete all assignments and examinations for each course transferred in the major (courses tested on the National Board Exam) to ensure overall mastery of the course content. A \$50 audit fee will be charged for each course.

ONLY those credits taken at American Academy McAllister Institute of Funeral Service are used in computing the student grade point average.

READMISSION POLICY

It is the policy of the school to limit a student to two (2) enrollments. Students dismissed for academic or attendance deficiencies may apply only one time for readmission. All requests for readmission must be made in writing and will be reviewed and approved by the Admissions Committee and/or President. In addition, the student must submit an essay describing the steps he/she will perform to ensure academic success.

If a student again fails to attain an acceptable grade point average or fails a course(s), he/she will not be permitted to apply for readmission for a minimum of one year from the date of dismissal under AAMI's Academic Fresh Start Program. The student is strongly encouraged to prepare thoroughly for his/her professional training. The application process for this student will be the same as for any new student.

All previous obligations (financial or otherwise) to AAMI must be met before being considered for readmission.

TUITION AND FEES

A prospective student should thoughtfully assess his/her individual financial readiness to pursue a course of study at AAMI. It is the responsibility of each student to be prepared for his/her financial obligation whether it is from private resources or financial aid. If a student intends to use financial aid as a means of payment of tuition, all applications and awards must be in place by the beginning of each semester.

Students whose accounts are in arrears will not be permitted to register for subsequent semesters, be granted a diploma or degree, or be issued a transcript of academic record.

All tuition and fees are payable in advance at the beginning of each semester in accordance with the following schedule.

TUITION

Basic tuition on campus is \$5,780 per semester payable in advance. The campus program is comprised of 4 consecutive semesters and is normally completed in 16 months by adhering to the course schedule as outlined on page 15. Students with transfer credit normally complete the program in 3 consecutive semesters.

Online students pay tuition per credit hour at \$335. Online students may complete the program in 5 semesters by taking 14 credits per semester.

Tuition for Eligible Active and Retired Military Personnel and Family Members

The tuition for military personnel meeting the Servicemember Opportunity College and DANTES criteria for eligibility is \$275.00 per credit.

FEES

Application fee	\$50.00	non refundable fee must accompany application
Matriculation fee	\$160.00	non refundable fee payable within 2 weeks of notification that application is accepted
Registration fee (per semester)	\$10.00	non refundable fee payable with tuition
Late tuition payment fee	\$75.00	
Returned check fee	\$30.00	
Graduation fee	\$175.00	
Transcript fee	\$5.00	
Late enrollment fee	\$75.00	
Audit fee	\$50.00	

AAMI RESERVES THE RIGHT TO CHANGE THE SCHEDULE OF TUITION AND FEES.

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

FEES REQUIRED BY OTHER AGENCIES (Subject to change)

NY State Department of Health Registration fee	\$50.00
Practice NBE EXAM	\$90.00
International Conference of Funeral Service Examining Boards Fee (National Board Examination)	\$400.00

CAMPUS REFUND SCHEDULE

Tuition is computed with the assumption that a student will remain throughout the entire program. No part of the tuition can be refunded for withdrawal or dismissal without approval by the AAMI administration and settlement of all current financial obligations.

Students who withdraw are required to notify the administration in a signed and dated letter which becomes effective on the date of its receipt. A student may also be considered to have withdrawn by non-attendance for 30 days, in which instance the effective date of resignation is 30 days following the last date of attendance.

A student withdrawing prior to the commencement of classes will be entitled to a refund of all tuition paid in advance. Withdrawal or termination refunds occurring during any semester will be governed by the following schedule:

Before the first day of the semester	100%
1st week From the first week of the semester	75%
2nd week From the second week of the semester	50%
3rd week From the third week of the semester	25%
4th week From the fourth week of the semester	15%

There are no refunds after the 4th week of the semester.

For first-time students who receive Title IV funds such as Stafford Student Loans, PELL Grants, etc., and withdraw before 60% of the period of enrollment has elapsed, a pro-rata calculation shall be determined using Federal regulations.

ONLINE REFUND SCHEDULE

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

Before the first day of the term	100%
1-7 From the first day of the course to the 7th day of the course	75%
8-14 From the 8th day of the course to the 14th day of the course	50%
15-21 From the 15th day of the course to the 21st day of the course	25%

Before the first day of the term	100%
1-7 From the first day of the course to the 7th day of the course	75%
8-14 From the 8th day of the course to the 14th day of the course	50%
15-21 From the 15th day of the course to the 21st day of the course	25%

Before the first day of the term	100%
1-7 From the first day of the course to the 7th day of the course	75%
8-14 From the 8th day of the course to the 14th day of the course	50%

The percentage of refund is determined by the official date of withdrawal posted on the official drop form. This form may be accessed online or in the Administration Office on campus. Failure to attend class, giving notice to the instructor or stopping payment on a check or credit card is not considered an official drop or withdrawal. You must file an official withdrawal form with the Administration office electronically or in person.

Tuition will be refunded 100% for those courses which, at any time, are cancelled by the College.

For first-time students who receive Title IV funds such as Stafford Student Loans, PELL Grants, etc., and withdraw before the 60% of the period of enrollment has elapsed, a pro-rata calculation shall also be calculated using Federal regulations.

PRO-RATA REFUND POLICY

Pro-Rata refunds will be calculated by dividing the total number of weeks in the semester the student will not attend by the total number of weeks in the semester. The resulting percentage will be rounded down to the nearest 10 percent. The total tuition and fee charge for the semester will be multiplied by the adjusted percent. The result will represent the total to be refunded under this policy.

After comparing the school's refund calculation and the Federal pro-rata calculation, the total refund most beneficial to the student will be implemented. This refund will be disbursed in the following order: Federal Stafford Loan Programs, Federal PELL Grant Program, N.Y. State Tuition Assistance Program, other State's Grants Programs and lastly the student.

AAMI will make the appropriate refund within 30 days of the date it has been determined that the student was terminated.

FINANCIAL AID

In or

OTHER NEW YORK STATE AWARDS

Awards available are the N.Y. State Regents Award for Children of Deceased or Disabled Veterans; the N.Y. State Regents Award for Children of Deceased Police Officers, Firefighters and Corrections Officers; the N.Y. State Regents Awards for Children of Deceased State Corrections Officers and State Civilian Employees of a Correctional Facility; Vietnam Veterans Tuition Awards; Student Aid to Native American Indians. Further information can be obtained from the Financial Aid Office.

VOCATIONAL REHABILITATION

Each State has a division of vocational and educational services operating in conjunction with their State Education Department, offering aid to qualified applicants. Eligible persons must contact their respective State vocational rehabilitation office well in advance of the desired enrollment date.

VETERANS ADMINISTRATION EDUCATION BENEFITS

AAMI is approved to train Veterans and eligible dependents. Eligibility must be determined through direct consultation with the Department of Veterans Affairs. Applications, detailed information, and assistance in applying for benefits are available at V.A. offices.

FINANCIAL AID DEADLINE POLICY

Students should submit their financial aid application as early as possible, but no earlier than January 1 of the year (school year) in question. The federal government must receive all financial aid applications no later than June 30 of the year (school year) in question. AAMI must receive all financial aid applications prior to the beginning of each semester.

A late fee will be applied to all students whose financial aid applications are received after the start date of each semester.

ACADEMIC ELIGIBILITY FOR FINANCIAL AID

In order to maintain eligibility for financial aid all students who receive financial aid from the federal and or state government are required to meet specific standards of academic progress (total number of credits passed and the student's grade point average

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ASSOCIATE DEGREE PROGRAM

The Associate Degree program in Funeral Service was developed in 1977. It offers balanced, comprehensive academic training for future funeral service practitioners, enabling them to meet the needs of a more demanding and better educated public. AAMI has been authorized by the New York State Board of Regents to award the degree of Associate in Occupational Studies (A.O.S.) and it is accredited by the American Board of Funeral Service Education.

Funeral Service Education is not a static field. The past decade has witnessed the following: an increase in general education requirements; a minimum of an Associate Degree for licensure; and a broadening in the scope and content of the specialized education and training provided by the funeral service colleges.

Careful planning by the faculty provides a sound basic foundation for each course and integrates the various subjects into a unified program.

Individuals recognized as authorities in funeral service and its allied fields are invited to address the student body bringing a wealth of experiences to the classroom and

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CAMPUS COURSE SCHEDULE

First Semester	Credits
GEN 101 Communication Skills	3
SOC 102 Death & Human Development	2
GEN 103 Health Education	2
SOC 101 History of Funeral Service	2
GEN 102 Introduction to Science	2
BUS 101 Principles of Mathematics	3
LAW 101 Professional Ethics	1
Total	15
Second Semester	
GEN 211 Anatomy I	3
LAW 201 Business Law	2
SOC 201 Funeral Service Psychology & Counseling	3
BUS 201 Funeral Home Directing	2
GEN 212 Introduction to Microbiology	2
PHT 201 Principles of Embalming I	2
BUS 202 Small Business Management	2
SOC 202 Sociology of Funeral Service	1
Total	17
Third Semester	
BUS 311 Accounting I	2
GEN 312 Anatomy II	2
BUS 312 Funeral Home Management & Merchandising	3
GEN 313 Introduction to Chemistry	2
GEN 311 Introduction to Pathology	2
PHT 312 Microbiology for Embalmers	3
PHT 301 Color and Cosmetics	2
PHT 313 Principles of Embalming II	2
Total	18
Fourth Semester	
BUS 411 Accounting II	2
GEN 411 Anatomy III	2
PHT 411 Chemistry for Embalmers	2
PHT 412 Clinical Embalming	2
SOC 411 Comprehensive Review	1
LAW 411 Mortuary Law	2
PHT 413 Pathology for Embalmers	2
PHT 414 Principles of Embalming III	2
PHT 415 Restorative Art	3
LAW 412 State Rules & Reg.	1
Total	19
Total Degree Credits	69

AAMI will assign an adviser to work with you to help you make all of your arrangements for your stay in New York City. You will be provided with information about transportation to and from airports, hotel options (including the opportunity to room with one or two of your fellow students), transportation in the City (i.e., bus, subway and taxi), restaurant options, and interesting and fun things (especially those that are free) to do in the City.

The number of credits a student takes per semester will determine the length of the program. For example, the program can be completed in approximately 20 months by enrolling full-time which is 14 credits per semester or it may be completed in approximately 30 months by enrolling part-time and taking 8 credits a semester.

Many of our programs are designed to be completed in 14 credits per semester. If you are enrolling part-time, you will need to take 8 credits per semester. The number of credits you take per semester will determine the length of the program.

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SPECIAL STUDENT POLICY

You may be enrolled as a Special Student and take up to 5 credits before fully matriculating into the funeral service associate degree program. The Special Student Policy allows you to submit an admissions application, the application fee (\$50) and a copy of your high school diploma or GED certificate and begin classes before submitting transcript(s), other supporting documentation and the admissions matriculation fee (\$160). This allows you to determine if online courses and funeral service are right for you. Once you decide to fully matriculate, you must submit the required documents and the matriculation fee. Your credits will be counted toward the completion of the program and the 4-year clock starts at that time. You may select any of the following courses up to a maximum of 5x6Jfi"%ii%6Jp@he followi5x6Jfi"%ii%6Jp@hi%6Jfc=ii%6Jftn@i--m=ii%6Jfe=ii% try5x6Jfi"%ii%6Jp@hi%6Jfc=ii%6Jfi"%ii(-ni%6Jfw=u6Jfo=ii%6Jfc=ii%6Jfi=i%6Jfi"%ii%6Jft=ii%6Jfe=ii%6Jf youaf on fete seousJflimg-n9#-•xdx1xxjl4img-n9#•4igk9Jfo=io-ni%6Jfw=u6Jfo=ii%6Jfc=ii%6Jfi=i-



progress (total number of credits passed and the student's grade point average in a specific semester). Students must check with the Financial Aid office to evaluate the impact the withdrawal will have on the student's financial aid.

ACADEMIC STANDARDS

The Student Handbook is available at www.funeraleducation.org. Click on Associate Degree then click on Student Handbook.

TEST AND EXAMINATIONS (See Student Handbook)

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

In sequential courses (for example: Anatomy I, Anatomy II, Pathology I, Pathology II, Microbiology I, Microbiology II, Forensic Science I, Forensic Science II, Criminal Justice I, Criminal Justice II, etc.)

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

Summa cum Laude	3.90 – 4.00
Magna cum Laude	3.75 – 3.89
Cum Laude	3.50 – 3.74

GRADUATION REQUIREMENTS

(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).
4. All indebtedness to AAMI to be paid in full.
5. Satisfactory compliance with regard to financial aid and/or student Intbt
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At the end of each semester, those who have not demonstrated acceptable academic progress toward a 2.00 average will be placed on academic probation or be academically dismissed. Those students who have not made acceptable progress may be continued on probation for one or more semesters. A student who is on probation for two consecutive semesters may be considered for academic dismissal.

REPEAT COURSE / ACADEMIC FORGIVENESS POLICY

(See Student Handbook)

This policy allows a student to repeat coursework once in which they received grades of "F" or "D." The purpose of this policy is to "forgive" a student's past poor performance and allow the student to demonstrate his/her current ability. It also allows the student not to be permanently penalized for poor past performance.

If a student must repeat "F" work, the failure will not be calculated in the subsequent cumulative grade point average once the course work 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 was academically dismissed due to a failing grade or low grade point average must apply for reinstatement to AAMI. If the student is allowed to re-enroll, he/she must follow the terms and conditions outlined by the Academic Dean at the time of reinstatement.

Repeated course(s) are indicated on the transcript by adding the suffix "-R" (i

ACADEMIC SUSPENSION AND ACADEMIC DISMISSAL

(See Student Handbook)

Continued academic probation is an indication of very serious academic difficulty that may result in suspension from AAMI. Students who do not improve while on probation risk being

semester. The student must notify the school, in WRITING of his/her intent to voluntarily withdraw. A notation of a "W" will appear on the transcript indicating formal withdrawal. If the school does not receive written notification, the student will then be dismissed due to non-attendance. A student will receive a notation tetendJ["%ii}6J{n=ii}6J{c=ii}6J{e=ii}x6J{ =4li4in}.

1. AAMI's policies on substance abuse and alcohol;
2. College sanctions for violation of these policies;
3. Criminal sanctions for the illegal possession or distribution of drugs and alcohol;
4. Health risks of drugs and alcohol;
5. Places where one can receive help concerning the illicit use and abuse of alcohol and drugs.

In addition, each student must view educational videotapes discussing the health risks associated with drug and alcohol abuse as part of our drug and alcohol abuse prevention program.

STUDENT ACTIVITIES

Extracurricular activities are encouraged and often provide the necessary stimulus for improved scholarship. These activities are initiated through students and vary from year to year according to student interests. Class planning and organization of social functions and other activities offer opportunity for development of leadership qualities which can be extended into future professional life. For online students, extracurricular activities are available in their communities and during Capstone.

COURSE DESCRIPTIONS

BUS 101 Principles of Mathematics

3 credits

This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percents. An emphasis is placed on problem solving skills, especially in the determination of the mathematical calculation of the cost of a Funeral Service contract including the calculation of percentage discounts, and interest determination on time payments.

BUS 201 Funeral Home Directing

2 credits

Introduction to basic services performed by the funeral director from first call to final disposition of the deceased; survey of ceremonies and procedures of various religious, fraternal and other organized groups; inter-professional relationships with clergy, medical personnel and public agencies; the dual role of the funeral director as an effective caregiver and manager; business, social and ceremonial etiquette.

BUS 202 Small Business Management

2 credits

Topics include, planning, organizing, staffing and directing a successful business. Management issues affecting the funeral director are discussed including the use of computers and applicable software packages. Other topics include: business problems and risks; market analysis; layout requirements; advertising; employee relations. Emphasis is placed on business decisions regarding client family needs.

BUS 311 Accounting I

2 credits

Prerequisite: BUS 101

This course introduces the fundamental accounting equation and its application to accounting theory. The accounting equation and the accounting cycle are presented as well as the format and preparation of the books of account, and the presentation of financial statements.

BUS 312 Funeral Home Management & Merchandising 3 credits

Prerequisite: BUS 201

Federal Trade Commission regulations; filing of death certificates and other legal forms; special consideration from medical examiner cases; glossary of accepted funeral service terminology; funeral service merchandise including caskets and other burial containers;

merchandising definition, purpose, pricing, displays, service and price quota

GEN 313 Introduction to Chemistry

2 credits

Prerequisite:siP

health measures such as water purification and waste disposal. Tests will include material from Introduction to

contemporary funeral practice.

SOC 102 Death & Human Development 2 credits

An examination of death and coping skills which are developed at each stage of life; the special problems surrounding the loss of a member of the nuclear family and those major supporters of the bereaved; a major focus of the understanding of grief by the funeral director to cultivate a sensitivity to those in mourning at each stage of development; discussion and review of the funeral service profession in assessing and fulfilling the needs of the bereaved.

SOC 201 Funeral Service Psychology & Counseling 3 credits

The bereavement process and special life problems associated with death and dying.

SOC 201 Funeral Service Psychology & Counseling 3 credits

The bereavement process and special life problems associated with death and dying.

HISTORY OF AMERICAN ACADEMY McALLISTER INSTITUTE (1926–Present)

McALLISTER SCHOOL OF EMBALMING (1926-1964)

The career of Professor John McAllister was marked by two dominant principles: study and teaching.

Dr. McAllister graduated from Albany Medical College in 1879 as a Doctor of Medicine. He thereafter devoted most of his time to post graduate study and surgery in Eastern American Hospitals. From 1886 to 1889 he continued his professional education in London, Paris and Vienna under the renowned Anatomists and Surgeons of that day. He later returned to Europe from 1899 to 1901 for additional research and study.

In 1890 he founded the New York School of Pathology and Operative Surgery and was instrumental in the training of many of the leading surgeons in this country. He continued this institution until 1926.

Dr. McAllister became Professor of Anatomy and Dissection at the first Institute of Podiatry in 1914, and remained there for 15 years. He held the position of Local Surgeon to the New York Central Railroad for 20 years and was the Acting Coroners' Physician and Special Pathologist at the New York City Mortuary for 20 years, until the present Medical Examiner's Office was established in 1919.

During this time, he completed over 10,000 autopsies. This afforded him a tremendous opportunity for research into the many causes of death and their various effects on the body.

It was during these years, that Dr. McAllister discovered the need for thorough education of Embalmers and Funeral Directors. This need was finally met in 1926 when he founded the McAllister School of Embalming. He had the courage and vision to establish an educational institution with a lengthened program and rigorous faculty supervision at a time when there were minimal or non-existent standards for the licensing of funeral directors. He continued to direct the program and expand the activities of the School until shortly before his death in 1942.

His son, John McAllister was called to active duty in October of 1940 as a reserve lieutenant and was sent to Fort Dix with the 44th Division. While on duty with this division, war was declared and Captain McAllister was assigned coastal defense duties along the Atlantic. Following this, he was transferred to Foreign Service and joined the 3rd Infantry Regiment in Newfoundland. He was later promoted to Colonel.

During his period of active duty, Col. McAllister graduated from infantry school at Ft. Benning and the Command and General Staff School at Fort Leavenworth. He was awarded the bronze star medal for meritorious service, ETO ribbon with two stars.

Col. McAllister was assoknsoknso astaforFoeths, for manr rtars in the oneration of the McAllister School o

AMERICAN ACADEMY OF EMBALMING AND MORTUARY RESEARCH (1933–1964)

The history of the Academy, as it was known to many of its graduates, is a little sketchy and sparse.

After the dark days following the great depression of 1929-30, the American Academy of Embalming and Mortuary Research opened its doors to students in the embalming field in 1931. The first recorded class graduated in October 1933. This class had only four students who attended school for six months. Classes at this time started every three months.

The Academy was conceived and sponsored by George A. Dodge. He gathered together the foremost teachers of the day to serve on the Board of Education. Through the years such notable men as Clifford G. Askins, Joseph R. Parker, William Collier, Ray E. Slocum, Francis E. Dolan, Dr. Ernest W. Lampe, Lloyd W. Howe and William H. Crawford were affiliated with American Academy. Under their guidance, and as a result of their ability, the American Academy forged ahead to a leadership position in this profession.

In 1947 the Academy was purchased by Mrs. Helene Carpenter Craig, owner of the St. Louis College of Mortuary Science. It was during her administration that the Academy enrolled the largest classes in their history. After many years of aspirations to maintain a sister-school in New York City, the Directors of the Pittsburgh Institute of Mortuary Science purchased the American Academy from Mrs. Craig. The Directors of the Academy at that time were Dr. Otto S. Margolis, Professor John Rebol, and Dr. Emory S. James. The administration of the school had been conducted by Dr. Margolis as its President and Dean from January 1957 until 1964.

AMERICAN ACADEMY McALLISTER INSTITUTE (1964 – present)

It was decided in 1964 that the American Academy of Embalming and Mortuary Research and the McAllister School of Embalming should merge to form the American Academy McAllister Institute of Funeral Service (AAMI). With both Dr. Margolis and Mr. McAllister leading the school, one was assured that success would follow.

Over a span of more than 75 years, AAMI, together with our forefather schools, educated and trained over ten thousand great men and women. For many years, we have enrolled many second and third generation students. Today, many of our students are first generation.

AAMI has had the privilege and honor to have many distinguished individuals who have served as Academic Deans: William Tari, William A. McDonald, Meg Dunn, and Regina T. Smith. Meg Dunn has also served as AAMI's President from 1994 to present.

In January, 2005, the AAMI Board approved the recommendation of President Dunn that AAMI expand access to its funeral service associate degree by offering the entire program online. Following a year of planning and development, the first six online courses were offered in January 2006, to the first 15 students. Today, all courses except the clinical are offered online each semester and online enrollments have soared to 300 students in the first five years.

We have a long history and tradition in the field of funeral service education and we intend to continue well into the future.

BOARD OF DIRECTORS

MEG DUNN, President

MARY-ELLEN CHIFFRILLER, Secretary/Treasurer

LIZABETH KONOPKA, THEODORE LEE, DANIEL B. McMANUS, SHARON P. TAYLOR

LEGAL COUNSEL

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