



Institute

FOUNDED 1926

SERVITIUM PER SCIENTIAM



The Funeral Service program **and** American Academy McAllister Institute of Funeral Service **are** accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org

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 Education
Office of Higher Education & the Profession
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 Services section of the AAMI website.

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Message from t

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The American Academy McAllister Institute (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 this 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 offers students the option of attending either part-time or full-time on campus or online. Both options are identical in terms of the curriculum and course requirements and both are fully accredited by ABFSE.

AAMI also offers continuing education opportunities for the professional development of funeral service practitioners. Programs are offered in such areas as aftercare, business administration, management services, pre-need, funeral service counseling and many other topics.

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AAMI's excellent faculty, modern teaching facilities and well-rounded educational program provide 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 al prtverèphh

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, endorses academic integrity and promotes steadfastness and ethical behavior in the funeral profession. As a leader in funeral service education for over 85 years, AAMI provides for and supports the educational needs of the funeral industry.

AAMI is an urban, not-for-profit, private, single-purpose academic institution that offers both a campus and online associate degree program option 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.

A S

1. To support and maintain academic integrity and 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 for 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 each student recognizes that his/her 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 role is to serve others.

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2. A completed International Student Information Form.

3. Challenge Examination for Transfer Credit

For selected courses that include material tested on the NBE and that were completed at another accredited institution with a grade of B or better in the past 4 years, an accepted student may take an AAMI Challenge Examination prior to the beginning of any semester in order to determine if the course can be accepted for transfer credit. The student must receive a score of 80 or above on the Challenge Exam to have the course transferred for credit in place of the AAMI course.

A Challenge Exam may only be taken once for each course challenged. A student may request a copy of the AAMI course Syllabus and course Outline in order to determine whether he or she should take a Challenge Exam and also to assist in the preparation for an exam.

Challenge Exams are available for the following courses. This list of challengeable courses is subject to change at any time.

- | | |
|------------|--|
| 1. BUS 202 | Small Business Management (2 credits) |
| 2. BUS 311 | Accounting (2 credits) |
| 3. GEN 211 | Anatomy I (3 credits) |
| 4. GEN 313 | Introduction to Chemistry (2 credits) |
| 5. LAW 201 | Business Law (2 credits) |
| 6. GEN 212 | Introduction to Microbiology (2 credits) |

Further information about the Challenge Exams and the dates they are offered is available from the Admissions office.

4. Credit by Examination

READMISSION POLICY

It is the policy of the school to limit a student to two (2) enrollments. Students dismissed

AAMI RESERVES THE RIGHT TO CHANGE THE SCHEDULE OF TUITION AND FEES. THERE ALSO MAY BE INSTANCES WHEN STUDENTS WILL BE REQUIRED TO COMPLETE COURSE REQUIREMENTS, INCLUDING CLINICAL EMBALMING, AT AN ALTERNATIVE SITE OR SITES (e.g., one or more funeral homes). IF A STUDENT COMPLETES EMBALMING, OR OTHER COURSEWORK, AT AN ALTERNATIVE SITE, ALL AAMI POLICIES, PROCEDURES, TUITION AND FEES ARE APPLICABLE.

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

{NOTE: Registered Student Trainee Card: The New York State Department of Health MANDATES that regardless of the state in which you wish to practice, you must register with its Department as a student trainee so that you may participate in Clinical Embalming. A check or money order must be made payable to the New York State Department of Health in the amount of \$50.00. (This fee is subject to change). All campus and online students MUST complete this process within 10 days of the start of your first semester. Failure to comply with this requirement WILL result in your suspension from all classes.

Practice NBE Exam \$100.00
International Conference of Funeral
Service Examining Boards Fee
(National Board Examination) \$500.00

CAMPUS RE UN SC E U E

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 on Exams@AAMI.com or Registrar@AAMI.com or by mail to AAMI, 10000 Mandarlettwi

N I N E R E U N S C E U E

Refunds are calculated in accordance with the Tuition Refund Policy (unless a student's home state refund policy is different) for those students who officially drop a class or classes during the time frame listed below.

Online 13 week Semester Days

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%

Online 9 week Semester Days

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%

Online 7 week Semester Days

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 Registrar's 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 drop form with the ne

CREDIT BALANCE FROM PLUS LOANS

Regulations require that any excess PLUS loan funds be returned to the parent, if the PLUS loan funds created the credit balance. Student Financial Services determines which funds create a credit balance on a student's account. In the case where the PLUS loan is the only loan on file or exceeds the total aid for a student any resulting credit balance will be refunded to the parent who took out the loan. If a parent wishes to have the funds proceeds from a PLUS loan to be given directly to the student the parent must authorize the Office of Student Accounts in writing to transfer the proceeds of a PLUS loan directly to the student. In cases where the student's non tuition specific financial aid exceeds the amount of a parent PLUS loan all resulting credit balances will be refunded to the student.

CREDIT BALANCE FROM EDUCATIONAL LOANS

All payments that are applied to a student account are applied by priority based on the type of payment that is received. Most scholarships and grants aid are tuition specific therefore will be applied to the student's tuition charges before any educational loans including but not limited to Stafford, PLUS & Alternative loans.

INANCIA AI

In order to maintain their 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 in a specific semester). The financial aid office maintains current records on all students receiving financial aid and thereby monitors their ongoing eligibility for such aid. More detailed information about these standards is available through the financial aid office.

Students attending AAMI may be eligible for financial assistance from a number of sources. Some are federal, others are state programs. It is strongly recommended that applicants secure all available information and required forms from the Financial Aid Office prior to enrollment in order to obtain maximum financial assistance. Since this office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Officer.

To be eligible for financial aid consideration, a student must meet the following requirements:

1. Be enrolled or accepted as a matriculated student;
2. Be a U.S. Citizen or an eligible non-citizen;
3. Demonstrate financial need;
4. Not be in default (or have made 6 consecutive payments) on any Title IV Programs; Federal PELL, SEOG, CWS, Perkins Loan, Stafford, Unsubsidized Stafford, SLS, PLUS or Consolidation Loan; have satisfied all Selective Service Act financial aid requirements.

A financial aid "entrance interview" is required for all students receiving financial aid. Campus students will have their interview at the AAMI campus; online students will have a phone interview.

In addition, a student must maintain a cumulative grade point average of a 2.0 in order to be considered in good academic standing. At the end of each semester, student records are reviewed and students whose semester grade point average falls below a 2.0 may be subject to academic sanctions.

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 successfully complete the program within the given time period.

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 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 links below.

For Federal Aid

www.fafsa.gov ~~FA • Uq~~

NEW YORK STATE FINANCIAL AID PROGRAMS

New York State financial a

COST OF ATTENDANCE (UNDERGRADUATE STUDENTS

FOUR-YEAR POLICY FOR COMPLETING THE ASSOCIATE DEGREE

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	Credits	Prerequisites	Co-requisite
GEN 101 Communication Skills	2		
SOC 102 Death & Human Development	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		
LAW 201 Business Law	2	GEN 100n5-4j-iupe	
SOC 201 Funeral Service Psychology & Counseling	3		
BUS 201 Funeral Home Directing	2		
PHT 201 Principles of Embalming I	2		
BUS 202 Small Business Management	2		
SOC 202 Sociology of Funeral Service	1		
GEN 211 Anatomy I			

ONLINE ACCESS TO FUNERAL SERVICE EDUCATION

Request our Online Program Brochure by calling 1-866-932-2264 or go to www.funeraleducation.org and select Online Program for more information.
Funeral

AAMI estimates that it

Withdrawal from Online Course Without Penalty

The time frame for withdrawing from a course without penalty is as follows:

- 3 credit course may withdraw within the first 5 week

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The Student Handbook is available at www.funeraleducation.org.

ACADEMIC INTEGRITY

AAMI is committed to creating a learning environment that supports educational excellence and endorses academic integrity. All students are required to sign the Academic Integrity Statement that will be in force throughout the student's entire program at AAMI.

TESTS 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, Anatomy III, etc.) 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 dates and times.

THE GRADING SYSTEM

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

Grade	Descriptive Equivalent	Numerical Equivalent	Quality Points
A	Excellent	90-100	4
B	Very Good	80-89	3
C	Satisfactory	75-79	2
D	Passing	70-74	1
F	Failure	below 70	0
F*	Failure due to non-aoF Fainu6J-h4lkk9)--x6Jβi---x6Jβlk9(h(xdβ-r)--x6Jβe—p̄hm)--x6Jβ-“)--x6Jβi-		

Student eligibility for financial aid is also determined by GPA. Students whose cumulative GPA drops below 2.00 are not eligible for financial aid.

Students are also reminded that they must earn a cumulative grade point average of a minimum of a 2.00 in order to graduate.

ATTENDANCE

Regular attendance and class participation are essential for successful scholarship. Moreover, the habit of attending all scheduled classes and meeting all assignments promptly are attributes that a student will carry over into his/her professional career.

Unless students are confident of their academic aptitude, they are urged not to take an outside job during the early weeks of the school year. They should first make a satisfactory adjustment to school life. Success in school is the paramount consideration and outside activities should be subordinated to this end.

EXTENDED ABSENCES

Verified extended absences due to military obligations, court appearances or extended illness may be given special consideration by the Faculty Council.

CAMPUS ATTENDANCE POLICY

To receive credit, a campus student must attend at least 80% of all scheduled hours in each course. Those students who do not meet this requirement will receive "NC" (No Credit) on their transcript and will be required to repeat the course the next time it is offered and attend classes on a regular basis.

ONLINE ATTENDANCE POLICY

Federal policy and AAMI online attendance policy require students to be in continuous attendance for the entire semester. To enforce these policies, AAMI maintains attendance records on all students to ensure that they are in continuous attendance.

See the STUDENT HANDBOOK for the detailed online attendance policy.

ADD/DROP POLICY

(See Student Handbook)

Students are allowed to drop or add a course, for which prerequisites have been met and course capacity permits, during the first week of class. Additional tuition charges are due when a student adds one or more credits. Students wishing to add/drop a course should contact your Academic Advisor.

ACADEMIC WITHDRAWAL

ACADEMIC SEMESTER WITHDRAWAL FOR CAMPUS STUDENTS

A student may voluntarily withdraw from the program without penalty until the end of the 6th week of the semester. The student must notify the Registrar in WRITING of his or her intent to voluntarily withdraw. A notation of "W" will appear on the transcript indicating formal withdrawal. If the school does not receive written notification, a student will receive a notation of "F" in all course work. Students may appeal to drop a class after the 6th week of the term for extenuating circumstances.

If, after the beginning of the 7th week, a student wishes to withdraw from AAMI, they must provide documentation of extenuating circumstances to warrant a grade of W. Each situation will be evaluated individually.

ACADEMIC WITHDRAWAL FROM A CAMPUS COURSE

Students will be allowed to drop an individual course up until the end of the 6th week of a semester. If, after the beginning of the 7th week a student wishes to withdraw from a course, they must provide documentation of extenuating circumstances to warrant a grade of W. Each situation will be evaluated individually.

AUDIT POLICY

Audit is a registration status allowing a student to attend a course without receiving a grade or credit. Registration to audit a course is on a space available basis and is at the discretion of the Registrar and the instructor.

After the first week of class, a student may not change from audit status to credit enrollment.

The cost to audit is \$100 per course regardless of the number of credits.

STUDENT SERVICES AND RESPONSIBILITY

ORIENTATION

Orientation for all new students will take place before the beginning of each semester. Orientation for all new online students will be ongoing before and during the first week of the student's first semester. The purpose of this orientation is to familiarize the new student

STUDENT RETENTION

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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 many students, these activities are available in their communities and during Capstone.

COURSE DESCRIPTIONS

BUS 101 Principles of Mathematics

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.

BUS 411 Accounting II

2 credits

Prerequisite: 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.

GEN 101 Communication Skills

2 credits

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GEN 411 Anatomy III

2 credits

Prerequisite: GEN 312

Study of the respiratory, excretory, 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.

LAW 101 Professional Ethics

1 credit

Individual development and evaluation of funeral service professional system of ethics; professional ethics in community relationships; ethics in regard to the deceased; ethics within funeral service operations; factual and dignified publicity and promotion procedures; pre-arrangement ethics; pre-finance ethics; education; competitor

PHT 411 Chemistry for Embalmers

2 credits

Prerequisites: GEN 313 and PHT 313

Introduction to organic chemistry including a survey of the classes of organic compounds

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 it; definitions of counseling, grief reactions; goals of counseling; types of counseling; the funeral director as a counselor; crisis intervention counseling including types, developments and characteristics of a crisis; the ABC method of counseling, family typology; qualities of effective counselors; self-actualization; facilitating communication; grief counseling; grief of the counselor; referrals and visual aids.

SOC 202 Sociology of Funeral Service

1 credit

Historical growth and development of death concepts, mourning and funeral practices from early to modern western civilization; contemporary social attitudes toward death and the funeral; consideration of different customs, reactions, beliefs and expressions of grief; salient concepts relevant to funeral service are explored and related to the daily practice of the funeral director.

SOC 411 Comprehensive Review

2 credits

Prerequisite: All Courses

This course is designed to review course work previously taken as well as to prepare students to take AAMI's Comprehensive Exam and the National Board Exam.

This course is only offered PASS/FAIL.

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I do solemnly swear by that which I hold most sacred;

That I shall be loyal to the Funeral Service Profession,
and just and generous to its members;

That I shall not let the constant relationship
and familiarity with death

give me cause to yield to carelessness
or to violate my obligation to society or
to the dignity of my profession.

That I shall obey the Civil Laws;

That I shall not divulge professional confidences;

And that I shall be faithful to the trust which is placed in me by the public.

INTERNATIONAL AMERICAN ACADEMY
McALLISTER INSTITUTE (PAPER)

McALLISTER SCHOOL OF EMBALMING (1926-1964)

The career of Professor John McAllister was marked by two dominant principles: studying 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.

**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 spons(xdϕhr)--}6Jβc—jmcjβs(xdϕhr)--}6Jβc—}6Jβ3—-}6Jβ1—-}6

KURT D. LARSEN*
Licensed Funeral Director
Appointed 2009

TRACY LENTZ*
Licensed Funeral Director
Appointed 2008

KATHLEEN A. McDONALD*
Licensed Funeral Director
Appointed 1995

PETER McEVILLY

University of Connecticut – B.S.
American Academy McAllister Institute – A.O.S.

State University of New York at Stonybrook – B.A.
American Academy McAllister Institute – Diploma

University of Bridgeport – B.S.N.
American Academy McAllister Institute – Diploma

St. Joseph's College – B.S. (1999)

CONTACT INFORMATION

AMERICAN ACADEMY McALLISTER INSTITUTE (AAMI)

For information

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ACCREDITING ORGANIZATION for Funeral Ser n

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