



# American Academy McAllister Institute

of Funeral Service...  
on Campus and Online

Catalog 2020-2021



Message from the President .....	iii
A Career in Funeral Service .....	1
State Licensure Requirements .....	1
Why You Should Choose AAMI .....	2
Mission Statement and Goals .....	2
Admissions .....	3
Requirements for Admission .....	4
Program Requirements .....	4
Admission of Military Students .....	6
Admission of International Students .....	6
Transfer Credit Policy .....	7
Reinstatement Policies .....	8
Tuition and Fees .....	8
VA Pending Payment Policy .....	9
Institutional Refund Policy & Schedules .....	10
Financial Aid .....	14
Academic Eligibility for Financial Aid .....	14
Pell Grant Program .....	14
Guaranteed Student Loan Program .....	14
New York State Financial Aid Programs .....	23
Cost of Attendance .....	23
Student Computer Initiative .....	24
Funeral Service Scholarships .....	24
Associate Degree Program .....	24
Two-Year Policy .....	25
Campus Program .....	25
Required Course Sequence .....	26
Online Program .....	28
Academic Standards .....	31
Academic Integrity .....	31
Tests and Examinations .....	31
Graduation Requirements .....	32
National Board Examination .....	33
Academic Progress .....	



On behalf of the faculty and staff of  
American Academy McAllister  
Institute (AAMI), I would like to

According to the National Funeral Directors Association, Funeral Service has accomplished a shift in emphasis from preoccupation with death and the dead to a genuine concern for life and the living, from safeguarding the physical health of the survivors to safeguarding their mental and emotional

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

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 work is seen for its time-honored value and contribution.
  - b. Managers who help to plan and organize the details of 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.
9. To respond ethically and appropriately to internal and external constituents when defining standards of excellence and





required and/or any legal requirements. In no instance will a student be permitted to continue in the program if the required documentation is not received within 30 days of the start of their first semester.

1. \_\_\_\_\_ An official transcript from each college that you are requesting transfer credit from (submitted from the college(s))





Eligible civilian employees and

Registration fee (per semester)	\$25.00	nonrefundable fee payable with tuition
Late tuition payment fee	\$75.00	
Returned check fee	\$30.00	
Graduation fee	\$175.00	
Transcript fee	\$5.00	
Reinstatement Fee	\$35.00	
Audit fee	\$100.00	(per course)
Embalming Clinical Fee (assessed concurrent with PHT 412)	\$565.00	

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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

Produce the





**there are no refunds after the 30<sup>th</sup> day of the semester.**

The percentage of refund is determined by the official date of withdrawal posted on the official \_\_\_\_\_ 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 \_\_\_\_\_ office electronically or in person.

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

For 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**

For information on tuition and fee credit balances see the Student Handbook and/or

amount of TA funds originally awarded.

Students who receive tuition assistance (TA) funds for a course or courses from the Department of Defense (DOD) may have a refund processed and returned to the withdrawal and refund processes.

Per Refund Exception 4, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of

A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of funds refunded. Please note that withdrawing after the 60% date will not result in student financial responsibility as a result of withdrawal. Please contact the Financial Aid Office for potential

When a TA student officially withdraws from a course, the date of withdrawal will be used as the last date of attendance. For unofficial withdrawals, AAMI will determine the last date of attendance based on the last date a student participated in the class as determined by their instructors.

## **REFUNDING OF CREDIT BALANCES**

A credit balance occurs





a. You are not in default on a federal student loan and do not owe



semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

### **Financial Aid Suspension**

If a student does not meet the SAP standards after the warning semester, federal aid is suspended for future semesters unless the student successfully appeals or meets the SAP standards.

### **Financial Aid Probation – Approved Appeals Only**

Students that have an approved SAP appeal may continue on Financial Aid Probation if they are meeting the requirements of their established Academic Plan.

### **The Satisfactory Academic Progress (SAP) Appeal Process**

Students who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility. Examples of extenuating circumstances include injury or illness, death or injury of a relative, or any other unforeseen, documented circumstance.

final, but if an appeal is denied, a student may file another appeal if there are additional documented circumstances that were not included in any previous appeal. A student can only have one approved appeal during their tenure at AAMI.

The SAP Appeal requires the following four items before it can be reviewed:

1. Completed and signed SAP Appeal form,
2. Statement explaining the extenuating circumstance(s) that prevented the student from meeting SAP requirements,
3. Explanation regarding what has changed to enable future academic success, and
4. Third-party documentation of the extenuating circumstance(s).

If a SAP appeal is approved the student is assigned a Financial Aid Probation status and may continue to receive federal aid. The probationary period is defined by the Academic Plan, which is developed by AAMI Academic representatives and agreed to

based on the Academic Plan requirements.

### **Reinstatement of Financial Aid**

A student that is ineligible to receive federal aid as a result of not meeting the minimum SAP standards, and one that did not file a successful appeal, will be included in the SAP evaluation at the end of a subsequent term of enrollment if AAMI has received a federally processed Free Application for Federal Student Aid (FAFSA) application for the corresponding award year. If the minimum SAP requirements are

SAP evaluation. The student will be notified within five (5) business days at their personal email address of the SAP evaluation if the SAP status is Financial Aid Satisfactory and the student is federal aid eligible.

Note: Federal aid awards cannot be paid retroactively for the term(s) during which a student was ineligible to receive financial aid.

### **Types of Federal Financial Aid Available at AAMI**

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 assistance from a number

office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Officer.

Name of Aid	Type of Aid	College Expenses Covered	Annual Limits	Special Requirements
Federal Pell Grant	Grant	Tuition; fees; books; educational expenses	\$6,345 award amount based on need and determined by EFC	Student may not have a advanced degree *Subject to lifetime limits
			Dependent: \$5,500 - No monced	

Federal Direct Subsidized & Unsubsidized Loans	Loan	Tuition; fees; books; educational expenses
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Contact the financial aid office with any questions regarding federal aid. Students who are first-time borrowers on or after July 1, 2013, may not receive Direct Subsidized Loans for more than 150% of the published length of their program. Additional information on the 150% Rule for first-time borrowers is available at: <https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action>

Important Note: Aid received at another institution may affect the amount of aid a student is eligible for at AAMI and it is the responsibility of the student to only accept aid for which he or she is eligible with regard to annual limits. Students should contact the Financial Aid Office with any questions concerning aid amounts and eligibility.

### **Attendance Policy for Federal Financial Aid**

To receive credit in an AAMI course, a student must attend at least 80% of all

regulations also require that students establish attendance or participation in their courses each term to be eligible for federal financial aid.

There are many ways to establish attendance. The following examples of academically related activities may constitute attendance in a course; however, this is not an exhaustive list of activities:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer-assisted instruction; or
- Participating in an online discussion about academic matters.

The following list of activities do not qualify as activities where attendance can be established because they are not academic-related activities:

- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

Handbook.

### **Financial Aid Verification**

Federal verification is a process whereby institutions are required by the U.S. Department of Education (ED) to verify the accuracy of information provided on a

The federal government reserves the right to randomly select financial aid applications for verification. It is advised that all students planning on receiving financial aid apply far enough in advance in order to avoid delay of an award disbursement due to the verification process. Verification requires that all students who have been selected provide the Financial Aid Office with income and citizenship documentation.

For the 2018-2019 award year the FAFSA information selected by ED that an required to verify are:

- Adjusted Gross Income

## Identity/Statement of Education Purpose

Please note that AAMI may select FAFSA items for verification beyond the items required by ED. Students will receive notification that they have been selected for verification which will specify the actions required by the applicant and the documents

Official Withdrawal - Official Withdrawal - A student provides official notification to the school of his or her intent to withdraw. The date the student initiates intent to withdraw is the last date of attendance. Failure to attend class, notify the instructor, or stopping payment on a check or credit card is not considered an official drop or withdrawal. You

Unofficial Withdrawal - A student stops attending courses without notifying the school of intent to withdraw. AAMI is an attendance-taking institution and uses the last date of

New York State who are matriculated at colleges and other



Funeral Service degree program **and** American Academy McAllister Institute of Funeral Service **are** accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org)

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.

In-ogram.

laboratory that reflects a functional embalming facility.

A range of visual and learning aids are utilized to enhance and facilitate the educational experience in the classroom. These include films, slides, charts, manikins, video equipment and Power Point presentations.

The library contains about 1,400 carefully selected books, and a growing collection of periodicals and videos. Current Funeral Service journals and bound volumes of past issues are available for reading and reference.

Online and video-based students have access to all AAMI facilities.

Students interested in transferring to another institution must contact that institution for an assessment of how many credits will transfer.

#### REQUIRED COURSE SEQUENCE (Campus and Online)

AAMI requires admitted students to complete all courses in the curriculum. All courses are listed on the next page with the pre-requisites (i.e., a course or courses that must be taken before another course) and co-requisites (i.e., a course required to be taken in conjunction with another course), if any. The required sequence for enrolling in courses is listed in the first column on the left of the chart. A student wishing to attend full-time or part-time, and also to be assured of completing the program in a timely manner, should follow the course listing in the categories A through K as follows:

#### REQUIRED COURSE SEQUENCE

Sequence	Course # / Course Name	Credits	Pre-requisites	Co-requisites
A				
1	GEN 101 Communication Skills	2	none	none
2	SOC 102 Death & Human Development	2	none	none
3	GEN 102 Introduction to Science	2	none	none
B				
4	SOC 101 History of Funeral Service	2	none	none
5	GEN 104 Principles of Mathematics	3	none	none
6	LAW 101 Professional Ethics	1	none	none
C				
7	BUS 203 Business Law	2	none	none
8	PHT 201 Principles of Embalming I	2	none	none
9	GEN 103 Funeral Service Psychology & Counseling	3	none	none
D				
10	BUS 201 Funeral Home Directing	2	none	none
11	GEN 313 Introduction to Chemistry	2	GEN 102	none
12	BUS 202 Small Business Management	2	none	none
E				
13	GEN 211 Anatomy I	3	GEN 102	none
14	GEN 212 Introduction to Microbiology	2	GEN 102	none

15	PHT 412 Clinical Embalming	1	PHT 201	none
F				
16	PHT 301 Color and Cosmetics	2	none	PHT 201
17	BUS 311 Accounting I	2	GEN 104	none
18	PHT 411 Chemistry for Embalmers	2	GEN 313	none
G				
19	SOC 202 Sociology of Funeral Service	1	none	none
20	PHT 312 Microbiology for Embalmers	3	GEN 212	none
21	BUS 411 Accounting II	2	BUS 311	none
H				

22



Request our Online Program Brochure by calling 1-866-932-2264 or go to [www.aami.edu](http://www.aami.edu) and select Online Program for more information.

Funeral service is one of the many professional fields that has been plagued by limited access opportunities. Potential students encounter significant access barriers in their desire to attend a funeral service education degree program. Currently, in the United States, there are 56 Accredited Funeral Service Programs located in 31 out of 50 states.

Even in those states that have one or more funeral service programs, there are large numbers of potential students who live too far from a campus to enroll. This lack of access to funeral service education programs nationally has led to a growing shortage of funeral directors/embalmers. Employment of funeral directors is expected to grow about as fast as average for all occupations. Those who embalm and are willing to relocate should have the best job prospects.

Every state requires approval of out-of-state institutions delivering online learning

Information about browser and computer requirements are on the AAMI website ([www.aami.edu](http://www.aami.edu)). Click on Online Learning and Technical

The online courses at AAMI have the same rigorous academic requirements and content as those

## **PROCTORING POLICY FOR ONLINE STUDENTS**

AAMI requires all students to take final exams and some midterm exams in a proctored environment. Students will be allowed to take exams on their computer in a location that ensures the



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-attendance	0	0
NCP	No Credit Passing	0	0
NCF	No Credit Failing	0	0
W	Withdrawal without penalty		
WP	Withdrawal with penalty		
TR	Transfer credit		
-R	Repeat course		
P	Pass		
I	Incomplete		
IP	In Progress		
AU	Audit		

ONLY credits earned at AAMI are used in computing the student grade point average.

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 or but not grades of or After 6 months an Incomplete converts to an F.

### ACADEMIC HONORS

Both academic excellence and improvement are encouraged during the college year by means of the Highest Honors List, the High Honors List and the Honors List.

To qualify for Highest Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.80-4.00.

To qualify for High Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.50-3.79.

To qualify for Honors, a student must take a minimum of 8 credits and achieve a semester Grade Point Average of 3.20-3.49.

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

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 loans.
6. Students receiving any form of Title IV federal financial aid must participate in an exit counseling session with the Financial Aid Officer.
7. Successfully complete all requirements of the Clinical Embalming Program and be certified by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
8. Attend and actively participate in the Comprehensive Review Courses.

**Note:** For students unfamiliar with computerized testing or who wish to



### SAP Requirements

Three requirements must be met to receive federal financial aid for future semesters. See the *Measurement* column in the policy chart.

### Financial Aid SAP Warning Status

Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

### Financial Aid SAP Appeal Process

Students failing SAP by the end of their warning semester or have reached Maximum Time frame who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility.

### Financial Aid Eligibility

If you are not meeting the SAP Pace and/or GPA requirements, you will be assigned warning status for your next semester of enrollment, and you can receive federal aid for that semester. If SAP is not achieved by the end of your warning semester, your Federal financial aid will be suspended. Students with extenuating circumstances can appeal this suspension by submitting a Satisfactory Academic Progress Appeal with all necessary documentation.

### **Satisfactory Academic Progress**

The American Academy McAllister Institute (AAMI) monitors the Academic Progress of

	18 35 36	1.80 or higher
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If a student does not meet the SAP standards for GPA after the Academic Warning Semester, the student is placed on Academic Probation for as many semesters as they do not meet SAP. Students must also agree to and sign a





decision of the Faculty Council may be appealed to the Executive Committee, whose determination is final.

1. \_\_\_\_\_ on substance abuse and alcohol;
2. College sanctions for violation of these

**BUS 203 Business Law**

2 credits

Nature and development of law, emphasizing the broad field of contracts, their nature, classification, operation and effects; negotiable instruments and sales.

**BUS 311 Accounting I**

2 credits

*Prerequisite:* GEN 104

This course introduces the fundamental accounting equation and its application to accounting theory. The

**GEN 103 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

based on the State in which the student intends to be licensed.

**PHT 201 Principles of Embalming I**

2 credits

Introduction to embalming; history





and expressions of grief; salient concepts relevant to funeral service are explored and related to the daily practice of the funeral director.

**SOC 416 Comprehensive Arts Review**

1 credit

*Prerequisite:* All Courses; *Co-Requisites:* PHT 414, PHT 415, and PHT 416

This course is designed to review course work previously taken.

This course is only offered PASS/FAIL. This course is to be taken in x/D340.137 RG[ 33 557.5 Tm19( )

### **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.

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 90 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 stud.122 0.125 rg422 rg(P)-(t)-5(o)199(s

DANIEL B. McMANUS, Chairperson  
SHARON P. TAYLOR, Vice Chairperson  
DONALD CYMBOR, Secretary/Treasurer  
MARY-ELLEN CHIFFRILLER, MEG DUNN, WILLIAM FLOOKS, JOHN FRASER, I. MARTIN  
GOLDSTEIN, LIZABETH KONOPKA, THEODORE LEE, PAMELA MacBRAYNE, AYRIS  
GRANBY

**LEGAL COUNSEL**

Bond, Schoeneck & King, Attorneys

**ACADEMIC AREAS**

WILLIAM FLOOKS, JR.  
Director of

LaSalle College B.A.





ANDREA L. MORVILLE\*  
Appointed 2009  
TRISHA NASH\*  
Licensed Funeral Director

New York University, Medical Center M.S. Ph.D.  
New York University B.S.  
Temple University B.S.  
American Academy McAllister Institute



## ACADEMIC CALENDAR 2021

