



# American Academy McAllister Institute

of Funeral Service...  
on Campus and Online

**Catalog 2021-2022**

FOUNDED 1926

SERVITIUM PER SCIENTIAM.....

*A not-for-profit educational institution*

American Academy McAllister Institute of Funeral Service, Inc. and the Funeral Service degree program 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)

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 Education 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.aami.edu](http://www.aami.edu)).

Approved by the Department of Veterans Affairs and the Department of Defense

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-WCET and the State Authorization Network (SAN)

Member-International Center for Academic Integrity (ICAI)

AAMI reserves the right to make such changes in curriculum, faculty, textbooks, tuition and fees, and student policies and procedures as may be deemed best for the welfare of the student body and the school.

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.

# TABLE OF CONTENTS

Message from the President..... 1  
A Career in

Administration and Faculty ..... 55  
Academic Calendar & Contact Information..... Back Inside Cover

## MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff of American Academy McAllister Institute of Funeral Service (AAMI), I would like to take this opportunity to welcome you and present you with the institution's academic program.

AAMI has a rich history both as a pioneer and leader in funeral service education. Our greatest strength is our ability to deliver the curriculum created by the American Board of Funeral Service Education (ABFSE) to students in a clear, concise format that is the fundamental basis for a career in funeral service.

AAMI offers its funeral service associate degree program in two-formats: (1) the campus program, which is for students who want to attend full-time at the campus, and (2) the online program which is meant to serve students who wish to attend the institution in a part-time or full-time capacity.

On-campus classes are conducted in the heart of New York City. The format is a traditional lecture approach that requires the crucial learning disciplines of notetaking, organization, and proper study skills. The focus is on the delivery of the ABFSE curriculum with the use of real-world examples based on the extensive experiences of faculty.

The online program is identical to the on-campus program in the courses offered, course content and graduation requirements. It is meant to serve as a part-time option for those who are unable to physically attend the campus and a modified full-time option. It requires organizational planning and discipline but offers flexibility that some prospective students may require or appreciate.

Both programs require the completion of 69 credits of prescribed courses.

I hope as you examine AAMI as a potential option for entry in6( )9(M)12(c)-6(A) 1 295.oon1tq0.000063

# A CAREER IN FUNERAL SERVICE

According to the National

in the state or states in which you wish to be licensed. If you decide to make Funeral Service your career, AAMI will assist you in securing more detailed information by referring you to the appropriate state agency.

**BEFORE MOVING TO ANOTHER STATE:** An online student who is enrolled in the AAMI associate degree program and considers moving or moves to a state in which AAMI is not authorized to provide online education, should communicate with the state's funeral licensing board(s) and appropriate higher education agencies regarding the acceptance of the AAMI credits and associate degree for licensure.

## WHY YOU SHOULD CHOOSE AAMI FOR YOUR PROFESSIONAL TRAINING

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 full-time on campus or part-time 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.

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 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. AAMI was reaccruited by ABFSE in 2021 for one full year and will present before the ABFSE no later than April of 2022 for a full seven-year accreditation. In addition, the program is routinely reviewed and, where appropriate, revised by the faculty to meet the changing needs of its students and the funeral service profession.

## PARTNERSHIPS

St. Joseph's College will accept up to 64 transfer credits from AAMI's graduates.





## GOALS

1. To support and maintain academic integrity and academic excellence.
2. Upon completion, students will be able to:
  - a. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
  - b. Identify standards of ethical conduct in funeral service practice.
  - c. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
  - d.

## AIMS AND OBJECTIVES

AAMI has as its central aim, the recognition of the importance of funeral service personnel as:

1. members of a human services profession
2. members of the community in which they serve
3. participants in the relationship between bereaved families and those engaged in the funeral service profession
4. professionals knowledgeable of and compliant with federal, state, provincial/territorial and local regulatory guidelines in the geographic area where they practice as well as professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains

AAMI has the following objectives:

1. to enlarge the background and knowledge of students about the funeral service profession
2. to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
3. to educate students concerning the responsibilities of the funeral service profession to the community at large
4. to emphasize high standards of ethical conduct
5. to provide a curriculum at the post- secondary level of instruction
6. to encourage student and faculty research in the field of funeral service

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to ensure that he/she meets all state requirements.

**PROGRAM REQUIREMENTS**

Applicants who have been admitted into the program offered by American Academy McAllister Institute of Funeral Service must complete the following requirements and submit them to the Admissions Office before attending the program. A grace period may be extended depending on the documentation 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. \_\_\_\_\_ a. Official transcripts from each high school and college that you have attended (submitted directly from the institutions to the AAMI Admissions office).

2.                   A

website).

The U.S. Consulate makes the final decision regarding whether students will be allowed to enter the United States to study.

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

1. BUS 202 Small Business Management (2 credits)
2. BUS 311 Accounting (2 credits)
3. GEN 211 Anatomy I TJEn

computer-based exams: Principles of Macroeconomics, Principles of Microeconomics and Principles of Marketing).

### **REINSTATEMENT POLICIES**

AAMI provides two options for students seeking reinstatement. Contact the Director of Student Services for specific information and for the application for Reinstatement for Students in Good Standing.

## 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



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: 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 st(-)5(o)4(f)9( )TJE2 478.78 IG[ ]e]TJ



**online 13-week semester (91 days)**

		Refund
	Before the first day of the semester	100%
1-7	From the first day to the seventh day of the course	75%
8-14	From the eighth day to the fourteenth day of the course	50%
15-21	From the	

**online 9-**





## FINANCIAL AID

### **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.

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## FINANCIAL AID VERIFICATION

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 Officer with income and citizenship documentation.



verified. See Verification Process section for more details.

To complete the FAFSA, students will need the following documents:

**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 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.

Name of Aid	Type of Aid	College Expenses Covered	Annual Limits	Special Requirements
Federal Pell Grant	Grant	Tuition; fees; books; educational expenses	\$6,495 award amount based on need and determined by EFC	Student may not have a bachelor's or advanced degree *Subject to lifetime limits
Federal Direct Subsidized & Unsubsidized Loans	Loan	Tuition; fees; books; educational expenses	Dependent: \$5,500 - No more than \$3,500 may be in subsidized loans; 2nd year dependent limit \$6,500 with no more than \$4,500 in subsidized  Independent: \$9,500 - No more than \$3,500 may be in subsidized loans; 2nd year independent limit \$10,500 with no more than \$4,500 in subsidized  Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC	Enroll in at least 6 credit hours Complete online entrance counseling Complete online master promissory note **Subject to lifetime limits  All loans MUST be repaid

\*\*\*Federal Parent PLUS Loan (Dependent Students Only)

Loan  
Tuition; fees; books; educational expenses

Parents may borrow up to the Cost of Attendance less any other aid the student receives

Students

\* A student can receive the Pell Grant only up to 12 full-time semesters or the equivalent.

\*\* Lifetime Direct Loan Limits: Dependent - \$31,000 with no more than \$23,000 in subsidized; Independent - \$57,500 with no more than \$23,000 in subsidized.

\*\*\* Dependent students whose parents are unable to obtain a PLUS Loan may be

*eligible for additional Stafford Loan amounts.*

All federal loans must be repaid. Repayment begins six (6) months after a student's enrollment drops below six (6) credit hours, including students attending part-time, graduating, and withdrawing. Additional information regarding loan repayment and required exit counseling is available at: [h](#)



there was an overpayment, the monies must be returned to the appropriate federal grant programs.

Federal financial aid will not be disbursed, and refunds, if any, will not be available until verification is completed and corrections (if necessary) have been processed and received by AAMI from the ED.

**WITHDRAWAL AND RETURN OF TITLE IV FUNDS (R2T4)**

AAMI awards federal financial aid, also known as Title IV funds, with the assumption students will attend the courses for which the funds were awarded. When students withdraw, drop out, are dismissed, or take a leave of absence after bve23 648 reW\* f1 0 0 1 54.00000630



VETERANS ADMINISTRATION and DEPARTMENT OF DEFENSE EDUCATION  
BENEFITS

AAMI is approved to accept Tuition Assistance through the Department of Defense and 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. Students who are utilizing financial aid to pay for their tuition must submit the proper applications no later than 6 weeks prior to the start date of the semester in which they are enrolling. The deadline for financial aid for a semester that has already expired is June 30 of the school year in question.

**STUDENT COMPUTER INITIATIVE**

The Student Computer Initiative requires all AAMI students to own or have access to a personal computer, hardware, printer, scanner, software, and have internet accessibility.

AAMI has built an allowance into the cost of attendance for all enrolled and transfer students, which increases eligibility for financial aid. The allowance covers the minimum AAMI computer and equipment purchase and is adjusted annually.

Adding an allowance to the student's COA does not necessarily mean financial aid funds will increase to cover the expense. If a student has already borrowed the maximum amount, is not eligible for a supplemental loan or does not have any remaining funding sources, there may be no financial aid to assist with the purchase of a computer or equipment.

To determine if there are any sources of financial aid available, students should contact the AAMI Office of Financial Aid.

Whether using a laptop already owned, or buying a new one, it should meet the System Req

## 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



specially designed laboratories for Restorative Art and Computer Science which enhance the opportunities for students to learn; and an embalming “demonstration” 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, mannequins, 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.

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.

## COURSE LIST (Campus and Online)

AAMI requires admitted students to complete all courses in the curriculum. All courses are listed on 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:

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	BUS 312 Funeral Home Mgmt & Merch	2	BUS 201	none
23	GEN 311 Introduction to Pathology	2		
24	BUS 314 Funeral Directing Practicum			



and (2) have an appropriate email address to participate in the AAMI online program.

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

The online courses at AAMI have the same rigorous academic requirements and content as those offered on-campus. You will take all of the courses online except Restorative Art and the Funeral Directing Practicum Lab. Additional time will be required if students have not met required clinical/embalming requirements. These courses will require you to come to New York City.

AAMI estimates that it will cost a student approximately \$3,000 to complete the

## ONLINE POLICIES

### **CLINICAL REQUIREMENTS**

You will be required to travel to New York City once in the last semester of your program

## **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 security of the testing environment. Students may schedule exams with two approved vendors. Both services require the student to have an operational web cam, microphone and high-speed internet connection.

- Proctor U ([www.proctoru.com/](http://www.proctoru.com/)) is a live proctoring service that authenticates the identity of the student and establishes a connection with an online proctoring center via your web camera. The proctor will help you through the exam process and is available during the exam if technical difficulties arise.
- Remote Proctor Now ([www.softwaresecure.com/product/remote-proctor-now](http://www.softwaresecure.com/product/remote-proctor-now)) authenticates the identity of the test taker and captures the entire exam session on video, which is later reviewed by certified proctors. A report is provided to AAMI with links to the actual video.

Specifications for each vendor can be found on their websites, including appointment information and further computer specifications.

NOTE: Active-duty military may use an NCO or officer to proctor exams.

## **ONLINE SCHEDULE**

All courses in the curriculum are offered each semester. Online semesters start in August, January and April. Required Restorative Art and Funeral Directing Practicum Labs are offered each semester on scheduled dates and times. See the AAMI website for start dates for courses each semester and the dates for Campus required Lab and course work.

Additional time

**Late Withdrawal From Online Course**

- 3 credit course – beginning of 6th week to end of 10th week
- 2 credit course – beginning of 4th week to end of 6th week
- 1 credit course – beginning of 3rd week to end of 4th week





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 "F" or "F\*" "NCP/F" but not grades of "W" "WP" "TR" or "P." 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.
9. Attendance at the mandatory Capstone Review Week.

**Note:** For students unfamiliar with computerized testing or who wish to experience the NBE testing format, AAMI strongly recommends that students take the Practice National Board Exam during their final semester of the program.

The graduation ceremony is held once a year in August.

## EMPLOYMENT ASSISTANCE

Job opportunities brought to the attention of AAMI are referred to interested students and alumni. This service is maintained without expense to either the employer or employee. Availability of positions in funeral service and related fields vary with economic conditions, geographic location and other factors. Therefore, students should use their own initiative in securing job interviews.

The AAMI website ([www.aami.edu](http://www.aami.edu)) lists several websites maintained by other organizations that provide job information.

AAMI cannot guarantee placement or employment for its students or graduates.

### **NATIONAL BOARD EXAMINATION (NBE)0**

Students who have satisfied all requirements for graduation from AAMI are eligible to take the National Board Examination. This examination is administered by the International Conference of Funeral Service Examining Boards. Successful candidates receive a certificate attesting to their proficiency.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education

## **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 their 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



description or external evaluation by someone in a supervisory capacity are also



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

## PUBLIC INFORMATION POLICY

The Family Educational and Privacy Rights Act of 1974 specifically states that a school may provide what 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 Registrar in writing, at any time. In addition, the Family Educational and Privacy Rights Act guarantee all students access to their own academic records. Detailed information concerning specific points regarding confidentiality of students' records can be found in AAMI's Student Handbook or can be obtained by inquiring at the Administrative Office.

Transcripts of academic records are sent only upon the written request of the student. No transcript will be furnished for any student or graduate whose financial obligations to AAMI have not been met or whose records are not complete.

## CAMPUS SECURITY



1. AAMI's policies on

**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 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** 2 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 quotations; funeral home management and insurance and funeral service practice. Tests will include material from Funeral Home Directing.

**BUS 313 Crematory and Cemetery Operations** 3 credits

*Prerequisites:* BUS 201 and BUS 203; *Co-requisite:* BUS 312

This course introduces the fundamentals of crematory and cemetery operations as they

**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 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.

**GEN 104 Principles of Mathematics** 3 credits  
This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percent. 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.

**GEN 211 Anatomy I** 3 credits  
*Prerequisite:* GEN 102  
Introduction to terminology and terms of reference used in anatomical description;

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

**PHT 201 Principles of Embalming I**

2 credits

**PHT 413 Pathology for Embalmers** 2 credits

*Prerequisite:* GEN 311; *Co-Requisite:* PHT 417

Principles of special pathology applied to the study of disease of the various organ systems, emphasizing those creating specific embalming problems; introduction of forensic pathology and the importance of the autopsy as a tool in medical instruction and research. Tests will include material from Introduction to Pathology.

**PHT 414 Principles of Embalming III** 2 credits

*Prerequisite:* PHT 313; *Co-Requisites:* PHT 415, PHT 416, and SOC 416

Case analysis and treatment of special problem cases; local, state, and national (OSHA) regulations and requirements examined.

**PHT 415 Restorative Art** 3 credits

*Prerequisite:* PHT 301, PHT 413, and PHT 316; *Co-Requisites:* PHT 414, PHT 416, and SOC 416

**MUST BE TAKEN IN A STUDENT'S LAST SEMESTER.**

Practical consideration of restorative techniques; special problems caused by abrasions, burns, lacerations, excision, etc. are discussed and treatment presented; modeling techniques and practical application. Tests will include material from Color and Cosmetics. Online students must complete the lab portion of the class on Campus in New York on one of the scheduled dates and times offered by the school.

**PHT 416 Comprehensive Science Review** 1 credit

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

SOC 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 the student's last semester.

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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 the student's last semester and must be taken with the above listed co-requisites.

## THE FUNERAL SERVICE OATH

I do solemnly swear b.UNERA sL SERVICE OATH

HISTORY OF AMERICAN ACADEMY MCALLISTER  
INSTITUTE (1926] Present)

**MCALLISTER SCHOOL OF EMBALMING (1926-1964)**



1931. The first

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## CONTACT INFORMATION

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ACCREDITING ORGANIZATION for Funeral Service Schools  
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[www.abfse.org](http://www.abfse.org)

NATIONAL BOARD EXAMINATION (NBE)

International Conference of Funeral Service Examining Boards      1-479-442-7076  
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