



# American Academy McAllister Institute

of Funeral Service...  
on Campus and Online

**Catalog 2022-2023**



# TABLE OF CONTENTS

Message from the President.....	1
A Career in Funeral Service .....	2
State Licensure Requirements .....	2
Why You Should Choose AAMI.....	3
Mission Statement and Goals.....	4
Aims and Objectives .....	6
Requirements for Admission .....	6
Program Requirements.....	7
Admission of Military Students .....	8
Admission of International Students.....	8
Transfer Credit Policy .....	9
Reinstatement Policies.....	11
Tuition and Fees.....	12
VA Pending Payment Policy .....	13
Institutional Refund Policy & Schedules .....	13
Financial Aid.....	19
Academic Eligibility for Financial Aid.....	19
Pell Grant Program.....	19
Guaranteed Student Loan Program.....	20
New York State Financial Aid Programs.....	26
Cost of Attendance .....	26
Student Computer Initiative.....	26
Funeral Service Scholarships .....	27
Associate Degree Program.....	28
Four-Year Policy.....	29

Academic Calendar & Contact Information.....

## 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

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



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 \_\_\_\_\_ ng 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.

\_\_\_\_\_ 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





## 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

## 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 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 copy of your birth certificate. If your name has changed, a

website).

7. \_\_\_\_\_ Complete the Emergency Contact form (available on the AAMI website).
8. \_\_\_\_\_ Submit two forms of acceptable identification (ID) to prove residency. (examples are available on the AAMI website).
9. \_\_\_\_\_ English Language Requirement. All applicants to AAMI whose first language is not English must submit an official Test of English as a Foreign













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



**online 9-week semester (63 days)**

	Refund
Before the first day of the semester	100%
1-7 From the first day to the seventh day of the course	75%
8-38 From the eighth day to the thirty-eighth day of the course	60%

**there are no refunds after the 38<sup>th</sup> day of the semester.**

The percentage of refund is  $deW * nB$

tuition and course fees, provided courses have not been completed.

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 TA funds will be service.

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 DOD branch of service. Withdrawing after the 60% date will not result in adjustment withdrawal policy and DOD branch of service for potential student financial responsibility as a result of withdrawal.

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 whenever a student has funds credited to their account which exceeds the total amount of a student's direct charges. Refunds are not automatically generated except in cases where Federal

**CREDIT BALANCE FROM EDUCATIONAL LOANS**

## FINANCIAL AID

## 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



verified. See Verification Process section for more details.

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

Return  
only)  
W2s  
only)  
d date of marriage  
(dependent students only)  
Amounts of any additional income received in an entire year, such as child

## **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

*eligible for additional Stafford Loan amounts.*

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: <https://studentaid.ed.gov/sa/repay-loans/understand>

All loans require the completion of a Master Promissory Note, as well as Entrance Counseling. Both requirements are completed online at <https://studentaid.gov/> and can require their FSA ID and Password to complete these requirements.

Contact the financial aid office with any questions regarding federal aid. Students who are first-time borrowers on or after July 1, 2013 were subject to statutory requirements that have limited a first-time borrower's eligibility for Direct Subsidized

program. In addition, under certain conditions, the requirements have caused first-time borrowers who have met or exceeded the 150% limit to lose the interest subsidy on their Direct Subsidized Loans.

The *FAFSA Simplification Act*, part of the *Consolidated Appropriations Act, 2021* (Public Law 116-260) provides for a repeal of the 150% Subsidized Usage Limit Applies (SULA) requirements. Additional information on the 150% Direct Subsidized Loan Limit is available at: <https://fsapartners.ed.gov/knowledge-center/topics/150-percent-direct-subsidized-loan-limit-information>

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 scheduled classes. Students are required to attend at least 80% of all scheduled classes 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 with the instructor.

Student Handbook.

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

student is otherwise eligible to receive the funds, a post-withdrawal disbursement (PWD) of the earned aid will be offered to the student. The PWD accepted by the student will first pay the balance owed to AAMI, and the excess amount is refunded in accordance with the refund policy.

Federal Grants - a PWD o



## 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 Associate Degree in Occupational Studies



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.

#### FOUR-YEAR POLICY FOR COMPLETING THE ASSOCIATE DEGREE

All courses and degree requirements must be completed within four years of beginning the first day of class at AAMI. This applies to all matriculated students. If you do not complete the required coursework within the four-year timeframe, you must repeat courses beyond the four-year time limit.

## COURSE LIST (Campus and Online)

15	PHT 412 Clinical Embalming	1	PHT 201	none
F				
16	GEN 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.26 575.5 41.52 15.144 re39.18 317.47 14.88 reW* nBT/I				



and (2)

ONLINE POLICIES  
**CLINICAL REQUIREMENTS**  
You

**PROCTORING POLICY FOR ONLINE STUDENTS**

### **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

If, after the close of the withdrawal period outlined above, a student wishes to withdraw from a course or AAMI, he or she must provide documentation of extenuating circumstances to warrant a grade of W. Each situation will be evaluated individually.

For any withdrawal after the above time-frame, a grade of \_\_\_\_\_ will be entered on the transcript.

### **ONLINE SEMESTER AND/OR DEGREE PROGRAM WITHDRAWAL POLICY**

Students who withdraw from the degree program and all courses before the semester begins will not be penalized or charged for the semester. Students must notify the Registrar before the start of the semester.

Students who completely withdraw from the program or all courses after classes start must notify the Registrar immediately by phone or email. Consideration will be given policy only applies to a full semester withdrawal for online courses.

Students may apply for withdrawal at any point during the semester for serious medical reasons. Medical documentation must accompany the student request for withdrawal. Each request for a medical withdrawal is considered individually.

The student is responsible for any financial obligations incurred as a result of registration.

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 (specific semester). Students must check with the Financial Aid office to evaluate the impact the wi





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

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

## **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 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.

If the school does not receive written notification, a student will receive a notation of **W** 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.

# CREDIT ASSIGNMENT POLICY

## **Federal Definition of Credit Hour**

amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a  
or
2. definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit

## **New York State Definition of Credit Hour**

The Regulations of the New York State Commissioner of Education further state in

instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only:

1. when approved by the commissioner as part of a registered curriculum; or
2. when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.

## **AAMI's Program**

Note: The minimum requirement for maintaining full-time undergraduate student status is 12 credits per semester and 6 credits per semester for half-time undergraduate student

(See

practicum, and clinicals. In instances where enrollment falls short of the minimum requirement for a course that is necessary for a student to take to progress in his/her academic program, an individual faculty member may work with the student in arranging meeting times that do not coincide with the published semester schedule. In all such instances, however, such courses must offer the minimum instructional time and minimum out of class student work per week in keeping with the credit hour definitions above, and the instructor must keep records documenting the same.

Independent study refers to a faculty member regularly meeting with the student and directing his/her research progress within a specific period of time. Minimum credit hours are determined based on contact time with the instructor and time the student spends out of class doing research work, again calculated in keeping with the credit hour definition cited above. The instructor must keep records documenting the same.

AAMI offers 3, 2 and 1 credit courses. External documentation consisting of a written

description or external evaluation by someone in a supervisory capacity are also required in order to earn credit for specific course work, such as Ft.ort0.000Cirec9(x)-6(t)inglua

## STUDENT SERVICES AND RESPONSIBILITY

### **ORIENTATION**

Orientation for all new students will take place before the beginning of each semester. The purpose of this orientation is to familiarize the new student with the policies and procedures of AAMI. Each student will receive a Student Handbook and policies will be reviewed. A copy of the Student Handbook is available on the AAMI website.

### **BOOKSTORE**

All AAMI students, whether campus or online, should order textbooks for their classes through Akademos, our online bookstore. To order your textbooks, have a credit card ready and click on the following: [www.aami.textbookxBT0com](http://www.aami.textbookxBT0com)

### **CONDUCT (See Student Handbook)**

College matriculation assumes maturity, seriousness of purpose and self-discipline. This is particularly true of students who will dedicate themselves to this important field of human service. Students are expected to conduct themselves in a manner that reflects credit to the Funeral Service profession and AAMI.

The College will investigate allegations and has authority to take disciplinary action in cases of misconduct, which are handled by the Director of Student Services or Title IX Coordinator, as appropriate. AAMI reserves the right to sanction any student, up to suspension or dismissal, found to have engaged in misconduct pursuant to s

## PUBLIC INFORMATION POLICY

The Family Educational and Privacy Rights Act of 1974 specifically states that a school  
timate request is

Id 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  
ill 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 records can be found in Student Handbook or can be  
obtained by inquiring at the Administrative Office.

Transcripts of academas4(y)-5(a)19(t)4(e)4( )- re3 0.122 4(f)-5(f)-5(i)1( )-iforn g athout wimatethe0.133 0.





**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



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

**PHT 201 Principles of Embalming I**

2 credits

Introduction to embalming; historical and contemporary perspectives; moral, ethical and legal consideration; definitions and objectives of embalming; terms associated with death; types, signs and tests for death; pre-embalming changes; pre-embalming diagnosis and techniques; instruments and equipment utilized in basic embalming procedures.

**PHT 301 Color and Cosmetics**

2 credits

*Co-Requisite:* PHT 201

Principles of color theory in pigments, vision and illumination; principles of cosmetology; consideration of cosmetic media; complexion types and deviations from normal





## THE FUNERAL SERVICE OATH

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 those who have placed their trust in me.

While I continue to keep this oath inviolate, may it be granted to me to enjoy honor in my life and in my profession;

and may I be respected by all people for all time.

HISTORY OF AMERICAN ACADEMY MCALLISTER  
INSTITUTE (1926] Present)

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

The career of Professor John McAllister was



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

## BOARD OF DIRECTORS

DANIEL B. McMANUS, Chairperson SHARON P. TAYLOR, Vice Chairperson, MATTHEW BAILEY,  
Treasurer, MARTIN GOLDSTEIN, Secretary  
NANCY BROWN, MARY DUNN, ALEXANDER K. BUCHHOLZ, MARY-ELLEN CHIFFRILLER,  
WILLIAM FLOOKS, I. MARTIN GOLDSTEIN, AYRIS GRANBY  
LIZABETH KONOPKA, MICHAEL MITTENZWEI

### **LEGAL COUNSEL**

Bond, Schoeneck & King, LLC  
Davidoff, Hutcher & Citron, LLC



Appointed 2021

CORINNE OZER\*  
Licensed Funeral Director  
Appointed 2021

Queens College B.A.  
Nassau Community College A.A.  
American Academy McAllister Institute A.O.S.

**CLINICAL EMBALMING COORDINATOR**

CATHERINE FREEMAN  
Licensed Funeral Director  
Appointed 2019

University of Hartford B.A.  
American Academy McAllister Institute A.O.S.

**CLINICAL EMBALMING INSTRUCTORS**

ELIZABETH CASARIO  
Licensed Funeral Director  
Appointed 2021

Iona College-B.B.A  
American Academy McAllister Institute Diploma

ANDREW NIMMO  
Licensed Funeral Director  
Appointed 2021

The College of New Jersey-B.S.  
American Academy McAllister Institute A.O.S.

ELYSIA SMITH  
Licensed Funeral Director  
Appointed 2021

Michigan State University-B.A.  
American Academy McAllister Institute A.O.S.

**DIRECTOR OF PROCTORING**

MONICA VALVANO\*  
Licensed Funeral Director  
Appointed 1989

Columbia University M.P.H.  
Seton Hall University B.S.  
American Academy McAllister Institute Diploma

**ADMINISTRATIVE ASSISTANT**

PAUL T. RYAN  
Appointed 2021

Dean College A.A.

Licensed Funeral Director  
Appointed 2001

St. University B.S.  
American Academy McAllister

\*Adjunct







