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A CAREER IN FUNERAL SERVICE

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

their profession will find it necessary to be adequately trained and socially sensitive to the professional responsibility

material and spiritual. It offers stability of employment in a time-honored vocation that continues to increase in prestige from year to year.

A career in

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 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

pursue a B.S. in Organizational Management, a B.S. in Criminal Justice, a B.S. in Computer Information Technology, a B.S. in Human Services or a B.S. in General Studies. For more information call 718-940-5310.

MISSION STATEMENT

The mission of American Academy McAllister Institute of Funeral Service is to educate students in every phase of funeral service so that they may reach their full potential and achieve their goal to enter the funeral profession. AAMI is committed to creating a learning environment that supports educational excellence, endorses academic integrity, and promotes steadfastness and ethical behavior in the funeral profession. As a leader in funeral service education for over 90 years, AAMI provides for and supports the educational needs of the funeral industry.

AAMI is an urban, not-for-profit, private, single-purpose academic institution that offers both a campus and online associate degree program option dedicated to the educational needs of the funeral industry. AAMI provides educational leadership through learning opportunities that anticipate, prepare for and meet the challenges of educating a socially and economically diverse population. AAMI provides opportunities for students, faculty and staff to study, research and observe the culture, customs and changing dynamics of the funeral profession

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

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 copy of the appropriate document verifying any change, such as a marriage license.
3. ____ A copy of your DD214 if you served in the military.
4. ____ New York State Immunization law has different requirements for campus and online students.
 - a. CAMPUS STUDENTS: A dated proof of your immunization against mumps, rubella and two (2) measles vaccinations or a Titre (Titer) test showing immunization must be submitted prior to the beginning of class. (NOTE: If you cannot afford

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 Language (TOEFL). It can take up to three months to register, take an exam and receive official results You are advised to register and take the test as soon as possible. Applicants must register for the TOEFL through Educational Testing Service (ETS). To get a schedule or to register for a test, please visit www.ets.org/toefl. Applicants who have attended a school where the primary language of instruction is English can have this requirement waived.
10. _____ Essay. All applicants must submit a brief essay explaining why they are choosing funeral service.
11. _____ Reference. All applicants must obtain a reference from a funeral director who is not a family member.

In addition, a Computer/Laptop is required.

ADMISSION OF MILITARY STUDENTS

All active duty, active reserve and

These documents indicate that all admission requirements have been met to enter AAMI and are issued through SEVIS, the Student Exchange Visitor Information System.

The

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 (3 credits)
4. GEN 313 Introduction to Chemistry (2 credits)
5. LAW 201 Business Law (2 credits)
6. GEN 212 Introduction to Microbiology (2 credits)

Credit by Examination

AAMI participates in the College-Level Examination Program (CLEP) and DSST of the College Board. Applicants may earn credits through CLEP. Applicants must submit their official CLEP scores for evaluation prior to AAMI awarding credit.

Students may take CLEP exams at CLEP Test Centers on college campuses and at Test Centers on military bases.

To locate a CLEP Test Center and Register for CLEP Exams, go to the College Board website.

CLEP for Military Personnel:

College-Level Examination Program (CLEP) exams are available to eligible military personnel as a way to save time and money while earning college credit.

Who Is Eligible For Military-Funded CLEP Exams?

CLEP exams are free to the following eligible military personnel and eligible civilian employees. Military veterans can seek reimbursement from the U.S. Department of Veterans Affairs for CLEP exams and fees.

For more information, visit CLEP for veterans on the College Board website.

Military personnel (Active Duty and Reserve) - Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard; visit the College Board website.

Eligible civilian employees and spouses of participating Reserve Component and Coast Guard personnel.

Department of Defense Acquisition Personnel (only eligible for the following 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.

REINSTATEMENT FOR STUDENTS IN GOOD STANDING: Option 1 is for students who withdrew from the AAMI Program in Good Academic Standing.

REINSTATEMENT AFTER BEING ACADEMICALLY DISMISSED OR DISMISSED DUE TO NON-ATTENDANCE: Option 2 is for students who were dismissed for academic or attendance reasons and had to sit out one semester. The student must submit a reinstatement application and an essay describing the steps to be taken to achieve academic success. All previous financial and other obligations to AAMI must be met before the applicant will be considered for reinstatement.

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

FEES REQUIRED BY OTHER AGENW*BT/F6 8.0

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 38th day of the semester.

The percentage of refund is determined by the official date of withdrawal posted on the 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

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 the AAMI website.

REFUND EXCEPTIONS

Students withdrawing from the college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

1. A student with a serious illness, verifiable by a doctor's written stateol()-5(f)-5(r)5(o)st(ud)nt

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

CREDIT BALANCE FROM EDUCATIONAL LOANS

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

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

verified. See Verification Process section for more details.

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

Federal Income Tax Return

only)

W2s

only)

(dependent students only)

Amounts of any additional income received in an entire year, such as child support, social security, welfare benefits, etc.

Students submitting FAFSAs to AAMI will receive two separate replies after submitting this application.

From the U.S. Department of Education, the students will receive a Student Aid Report (SAR).

From AAMI, students will receive an email to their personal email account explaining the next steps.

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 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 Loans. 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

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. WhsA22. ()-5(w)sivsumption

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 -

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.

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.

FUNERAL SERVICE SCHOLARSHIPS

American Board of Funeral Service Education Scholarships:

Full information concerning these scholarships may be obtained by contacting with the Scholarship Committee, American Board of Funeral Service Education, 902 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097. Website: www.abfse.org 816-233-3747

New Jersey State Funeral Directors Association:

New Jersey applicants can obtain information from the Scholarship Committee, New Jersey State Funeral Directors Association, PO Box L, Manasquan, New Jersey 08736.

Students are also encouraged to check with their state funeral service professional association and state licensing boards for other scholarships that might be available.

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)

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.. Course Maps can be discussed with academic coordinators upon acceptance in the program.

Sequence	Course # / Course Name	Credits	Pre-requisites	Co-requisites
A				
1	BUS 102 Communication Skills	2	None	None
2	GEN 105 General Psychology	2	None	None
3	GEN 102 Introduction to Science	2	None	None
4	GEN 106 English Composition	2	None	None
B				
5	SOC 101 History of Funeral Service	2	None	None
6	GEN 104 Principles of Mathematics	3	None	None
7	LAW 101 Professional Ethics	1	None	None
C				
8	LAW 201 Business Law	2	None	None
9	PHT 201 Principles of Embalming I	2	None	None
10	SOC 301 Funeral Service Psychology & Counseling	3	GEN 105	None
D				
11	BUS 201 Funeral Home Directing	2	None	None
12	GEN 313 Introduction to Chemistry	2	GEN 102	None
13	BUS 202 Small Business Management	2	None	None
E				
14	GEN 211 Anatomy I	3	GEN 102	None
15	GEN 212 Introduction to Microbiology	2	GEN 102	None

16	PHT 412 Clinical Embalming	1	PHT 201	None
F				
17	PHT 301 Color and Cosmetics	1	None	None
18	BUS 311 Accounting I	2	GEN 104, BUS 202	None
19	PHT 411 Chemistry for Embalmers	2	GEN 313	None
G				
20	SOC 202 Sociology of Funeral Service	1	None	None
21	PHT 312 Microbiology for Embalmers	2	GEN 212	None
22	BUS 411 Accounting II	2	BUS 311	None
H				
23	BUS 312 Funeral Home Mgmt & Merch	2	BUS 201	BUS 314
24	GEN 311 Introduction to Pathology	2	GEN 102, GEN 211	None

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 in their state. States in which AAMI is approved are subject to change. Students should contact the Admissions Office before relocating in order to verify that AAMI is approved to offer its associate degree in that state. Students relocating to a state in which AAMI is not approved will not be permitted to continue in the program. Contact information for each state office of Higher Education or for submitting a complaint i

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 Restorative Art course and the Funeral Directing Practicum Lab of the program, and any remaining clinical embalmings. This estimate includes airfare, transfers to and from the airport, hotel room, meals and taxis. If a student is willing to room with one or more other students, it is estimated that these costs could be lower. This estimate does not include your tuition for the semester.

ONLINE POLICIES

CLINICAL REQUIREMENTS

You will be required to travel to New York City once in the last semester of your program to complete the Restorative Art course and the Funeral Directing Practicum Lab on Campus on one of the scheduled dates and times offered by the school. Additional time will be required if students have not met the required clinical embalming requirements.

Beginning with the semester following the successful completion of PHT 201, Principles of Embalming I, it is strongly recommended that each student identify an embalming clinical site (for example: a funeral home or other AAMI approved site) where the required 9 embalmings and required tasks for PHT 412, Clinical Embalming, will be completed. The 10th clinical embalming case must be completed under the guidance of a qualified faculty member.

Such arrangements must be coordinated with the Coordinator of Clinical Embalming to ensure that the proper documents and procedures are followed. In no instance can any embalming take place before the student has the approval of the Coordinator of Clinical Embalming.

COURSE MAPS/ LENGTH OF ONLINE PROGRAM

Course Maps have been established by a team of administrative officials with extensive experience as students, instructors, and advisors. Upon acceptance, a student will select a ~~course~~ **prepared**

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

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

ACADEMIC STANDARDS (Applies to Campus and Online Students)

ACADEMIC INTEGRITY
AAMI is committed to creating a

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 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.

The AAMI website (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.

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.

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

AAMI's Academic Progress).

practicum, and clinicals. In instances where enrollment falls short of the minimum

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description or external evaluation by someone in a supervisory capacity are also required in order to earn credit for specific course work, such as Funeral Directing Practicum and Clinical Embalming. Online Courses are weighted and equated by credits in vi

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.textbookx.com

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

PUBLIC INFORMATION POLICY

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

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officially recognized activities, dates of attendance, dφ0

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

STUDENT ACTIVITIES

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

DISABILITY OFFICER

A student who believes he or she has a disability, including pregnancy, which would require

GEN 105 General Psychology 2 credits
This course is designed to provide students with basic understanding of the most common theories and concepts in the field of psychology with an emphasis on the practical application of those theories and concepts.

SOC 301 Funeral Service Psychology & Counseling 3 credits

Introduction to specific laws, rules and regulations governing the practice of embalming in the states individual students plan to practice.

PHT 201 Principles of Embalming I

2 credits

Introduction to embalming; historical and contemporary perspectives; moral, ethical and

- PHT 413 Pathology for Embalmers** 2 credits
Prerequisite: GEN 311
 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, PHT 413
 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 313, and PHT 316

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.

- BUS 416 Comprehensive Science Review** 1 credit
Prerequisite: All Courses

This course is designed to review course work previously taken.

semester.

- PHT 417 Anatomy III** 2 credits
Prerequisite: PHT 316
 Study of the respiratory, excretory, nervous, endocrine, integumentary, and reproductive systems. Introduction of pre-natal development. Each system is described in terms of its gross anatomy with some discussion of histology and physiology. Tests will include material from Anatomy I & II.

- SOC 101 History of Funeral Service** 2 credits
 Early mortuary behavior including funeral customs of ancient civilizations; death and burial through the middle ages and renaissance; medical embalmers and the rise of the English undertakers; rise of American funeral behavior from early colonial practices to the development of embalming and funeral transportation; pattern of late nineteenth century funerals; associational development among funeral directors; institutional growth and contemporary funeral practice.

- SOC 202 Sociology of Funeral Service** 1 credit
 Historical growth and development of death concepts, mourning and funeral practices from early to modern western civilization; contemporary social attitudes toward death and the funeral; consideration of different customs, reactions, beliefs and expressions of grief; salient concepts relevant to funeral service are explored and related to the daily practice of the funeral director.

- BUS 417 Comprehensive Arts Review** 1 credit *Prerequisite:* All Courses; *Co-Requisites:* BUS 416. This course is designed to review course work previously taken.

semester.

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.

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 students are first generation.

AAMI has had the privilege and honor to have many distinguished individuals who have served as Academic Deans: William Tari, William A. McDonald, Meg Dunn, Regina T. Smith, and Tracy Lentz.

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Appointed 1990

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University-of-3()TJETQq0.000006303 0 423 648 reW* nBT/F6 6 Tf

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Licensed Funeral Director
Appointed 2021

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Appointed 2019

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American Academy McAllister Institute Diploma

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Appointed 2021

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

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Licensed Funeral Director
Appointed 2023

-B.S.
American Academy McAllister Institute A.O.S.

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Licensed Funeral Director
Appointed 1989

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

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Appointed 2021

Dean College A.A.

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Appointed 2017

Grove City College B.A.
American Academy McAllister Institute A.O.S.

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Appointed 2011

St. University Pharm D

EILEEN CUSH*
Appointed 2009

St. College B.S.

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Licensed Funeral Director
Appointed 2010

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Loyola University B.B.A.
American Academy McAllister Institute A.O.S.

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Licensed Funeral Director
Appointed 2011

M.B.A.
B.S.
American Academy McAllister Institute A.O.S.

BARBARA DiBUONO*
Licensed Funeral Director
Appointed 2010

Rowan University B.S.
Middlesex County College A.S.
American Academy McAllister Institute A.O.S.

MEG DUNN*
Licensed Funeral Director
Certified Funeral Service Practitioner
Appointed 1984

Long Island University M.S.
St. Francis College, NY B.S.
American Academy McAllister Institute Diploma

ACADEMIC CALENDAR 2024-2025

Academic Calendar

2024

Fall 2024

August 26 - December 6, 2024

2025

Spring 2025
Summer 2025
Fall 2025

January 6- April 18, 2025
May 5 - August 15, 2024
September 2 - December 12, 2025

HOLIDAYS

	Martin Luther King Day	
Good Friday	Memorial Day	Independence Day
Labor Day	Columbus Day	
Thanksgiving Recess	Christmas Day	

Please note: For online courses, check the individual semester calendars for holiday observance. Not all holidays are observed for online courses.

CONTACT INFORMATION

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