

Ivy Tech Community College Central Indiana

School of Public and Social Services

Student Advising Packet For The Mortuary Science Program

Summer 2023

Effective Date of Revision: Jan. 10, 2023

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Notice of Revision: This is an important part of this document. Please Read: Welcome to Ivy Tech Community College,

You are choosing an excellent time to return to school. Education is the great economic equalizer in the United States. People who have received a college degree generally make more money and find more meaning in their work than those who do not. The field of mortuary science/ funeral service is a personally rewarding profession. This occupation allows you to serve your community in their time of need. It also allows you to grow personally and professionally in ways many other occupations do not.

The Mortuary Science Program at Ivy Tech Community College-Central Indiana is accredited by the American Board of Funeral Service Education (ABFSE). This is an important consideration because most states, Indiana included, require that you attend a mortuary science program that carries this accreditation. The mortuary science program in Central Indiana is relatively new, but has already had great success in helping students to achieve their educational and career goals. The faculty members are well credentialed and interested in your education. They have been successful in their business life and wish to pass their experience on to you. It is our goal to teach you the necessary language, behaviors and skills that will enable you to reach your personal, educational and professional goals now and in the future. We strive to provide the necessary skills for you to go from being educated to being employable. Your degree is important, but how you use your degree in your professional endeavors is equally important. You are a reflection of Ivy Tech just as Ivy Tech is reflected in what you do and how you act in your career. If you excel in your career, the reputation of Ivy Tech Community College improves. The reputation of the college you attend will play an important role in future employment possibilities. This is a relationship and we are equal partners in it.

This information packet will answer most questions you may have. Please read over this document very carefully. Although it is lengthy, it is an easy read and will serve as an excellent reference piece in the event of questions. This document covers our curriculum, application process, self-advising guidelines, transfer credit, frequently asked questions, and tips on how to succeed in the program. Thorough understanding of this document now will go a long way in your ultimate success in the future.

Sincerely,

Jonathon E. DeHart
Mortuary Science Program Chair

Program Advising Structure

In the words of one of the most celebrated business Chief Executive Officers and formerly of General Electric John F. Welch, Jr.:

“The worst thing you can do to anybody—family member, friend, student or employee, is not letting them know where they truly stand at all times, setting unrealistic expectations and preventing them from controlling their own destiny.”

Our approach to advising is what we call student-empowered. The following information will establish the advising standard for the mortuary science program.

The first thing that students need to understand is that you are responsible for your academic progress at all times. You are responsible to know what to do and when to do it. General academic advisors are available to assist you in planning your general education courses, but after reading this document you should have a solid understanding of what you need to do to achieve your academic goals.

In order to set realistic expectations, it is necessary to outline employee roles and responsibilities. The following positions are highlighted in further detail in the following pages.

- Adjunct Faculty Members
- Program Chair/ Full Time Faculty Members
- General Academic Advisors

Mortuary Science Adjunct Faculty: Adjunct faculty members are critical members of the Ivy Tech Community College faculty team. These individuals are responsible for course design, delivery and adherence to accreditation standards. Adjunct faculty members are part time contract employees who carry a teaching load. Their primary responsibility is to insure the quality of mortuary science education. Adjunct faculty members must carry specified academic and professional credentials. In addition to curriculum delivery, adjunct faculty members are tasked with curriculum design and improvement. These individuals spend a great amount of time off campus preparing lectures, quizzes, tests, exams and projects. In addition to these responsibilities, they must insure that the material covered in class is in line with standards set by the accrediting body.

These individuals are not full-time employees of the college and are not required to maintain office or administrative office hours. They are not officially trained in many College policies, procedures or program advising, but do not hesitate to reach out to them before or after class.

They may know the answers to your questions, and if they don't, they will usually either find out for you or point you in the right direction.

Mortuary Science Program Chair/ Faculty Members: The program chair wears many hats during his/her day to day activities. Not only does the program chair perform every task that the faculty members perform (60-70% of the program chair's job is teaching), but he/she must guide, develop and mentor the full time and adjunct faculty members. Class scheduling, curriculum review, program evaluation, text book evaluation and orders; record keeping, clinical evaluation/

visitation, and accreditation reports/ processes are also the sole responsibility of the program chair. Most importantly, however, it is the job of the program chair to maintain overall academic integrity and quality for continued accreditation and to retain the high reputation this program enjoys within the Central Indiana funeral service community. This role requires significant amount of time outside the classroom working with students, faculty and outside institutions. This is a very demanding role and you may find it difficult to find this individual by a random call or 'walk in'. With that said, the program chair is available to discuss the program and provide advising when necessary, but it is best to schedule an appointment in order to ensure the chair is available to meet with you.

Program Chair: Jonathon E. DeHart (317) 921-4325
Lawrence (Fairbanks Center) F361B jdehart13@ivytech.edu
9301 E. 59th Street Indianapolis, Indiana 46216

The fact that the program chair is not always immediately available to answer every question is the bad news, but there is good news; Ivy Tech offers many resources to answer your questions and to help you navigate through the various departments/ systems. There is a list of departments and what they do later in this document.

General Academic Advising: Indianapolis employs a host of general academic advisors. These individuals will assist you in navigating the system here at Ivy Tech, can assist in developing your academic plan, offer advice on course sequencing and help with other academic issues. These individuals are busy and often work by appointment. The advisor associated with the Mortuary Science Program is David Baosithong. He is extremely knowledgeable about the mortuary science program/ processes and is very competent in his job. I have great respect for the work he does with potential mortuary students. He can be reached at dbaosithong@ivytech.edu

Mortuary Science Program Aims and Objectives

Mortuary Science Program Aims and Objectives:

The central objective of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, a program must adopt at least the following Learning Outcomes: Upon completion of an accredited program, students will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.

- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- 2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Outcomes for Ivy Tech Community College-Central Indiana Mortuary Science Program:

PROGRAM INFORMATION - Ivy Tech Central

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation rate	Did not finish**	Overall % Employed	Employed in FS
2021	0	0	13	11/13	81%	3	31%	31%
2020	67	16	23	23/23	79%	6	87%	87%
2019	74	29	13	13/13	87%	2	100%	92%

* Timely graduation = complete program in 1½ times designated program length.

** Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)

*** Left before completing the program; did not finish.

NATIONAL BOARD STATISTICS - Ivy Tech Central

NATIONAL BOARD STATISTICS - Ivy Tech Community College - Central Indiana

Single Year	School Pass Rate	National Pass Rate	Single Year	School Pass Rate	National Pass Rate
2021 Arts	64%	68%	2021 Sciences	45%	57%
2020 Arts	67%	73%	2020 Sciences	57%	64%
2019 Arts	75%	72%	2019 Sciences	58%	63%

Accreditation

Program Accredited by ABFSE: Associate of Applied Science - Mortuary Science

Initial Accreditation 2008/Last comprehensive review 2018/Next comprehensive review 2025

Re-accreditation: October 2018 for period of seven (7) years

Most recent Accreditation decisions: October 2018 re-accreditation with no stipulations following receipt of updated assessment plan.

-June 2021 - Program on Administrative Probation during search for new program director. (Standard 1.8) A new cohort of students will not be admitted to the program until new funeral service staff is in place.

-August 2021 - Status changed to 'Show Cause' why accreditation should not be removed by

February 15, 2022 due to inadequate staffing.

-April 2022 - Program is returned to good standing with hiring of new Program Director.

Additional Information

The Mortuary Science degree program at Ivy Tech Community College of Indiana– Central Indiana is 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.

Degree Offered: Associate of Applied Science

Distance Learning – General Education Courses ONLY

The annual passage rate of first time takers of the National Board Examination (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on their website www.abfse.org.

National Board Examination pass rates, graduation rates and employment rates for this and other ABFSE-accredited programs are also available at www.abfse.org.

To request a printed copy of this program’s pass, graduation, and/or employment rates you can go to the mortuary science office room FC 361 Office B or submit your request via e-mail at jdehart13@ivytech.edu or over the phone at (317) 921-4325.

National Board Examination/ Accreditation:

- The Mortuary Science degree program at Ivy Tech Community College of Indiana– Central Indiana is 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. National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program’s pass rates and rates, go to the Mortuary Science Office, F367B at the Richard Fairbanks Center for Health Professions at Ivy Tech Community College-Central Indiana, by e-mail at jdehart13@ivytech.edu, or by telephone (317) 921-4325.

All mortuary students are strongly encouraged to take the National Board Examination. It is mandatory that you pass this exam to secure licensure in Indiana and most other states. In order for the College to release you to take the National Board Examination, students must first take and pass the optional National Board Review course, which carries a nonrefundable \$570.00 course fee which is applied toward the cost of the National Board Examination. Failure to take the exam within 1 year of release or failure of the course may result in the loss of the course fee.

The Straight Talk: Education

Sometimes you will encounter “tough love” but understand that every mortuary science instructor actually **CARES about you and your success**. What does this mean to potential mortuary science program students? How can you be successful in your education and career? This is the straight talk.

- 1. Plan on dedicating 10 hours per week for each three-credit hour course you are taking. 4 Classes = a 40-hour work week, this is why you are called a full-time student.:** Yes, this is a correct statement. You should dedicate three hours of study time (exclusive of reading the chapters) for every hour you are in class. The 10th hour, as a minimum, is dedicated to reading. You can always short cut the system and read/ study less, but please understand that you dramatically reduce the probability of achieving an A or B in the class and may compromise your chances of passing the national board examinations. If you can't dedicate this much time to your courses then you should plan to take fewer courses per semester or postpone your education until you can dedicate the time. There are NO shortcuts to a quality education.
- 2. Take the ‘hard’ courses early:** Many students find the math, anatomy, medical terminology and accounting courses to be the hardest non-mortuary courses in the curriculum. Take these courses early in your academic plan. Not only are these courses prerequisites for the mortuary science program, but if you have trouble completing one of them, you will have time to retake the course(s) and still apply to the program in a timely fashion. Please understand that this program is very competitive. Admission is based solely on the grades you receive in the prerequisite courses. Good grades in these courses will offer you the best chance to be accepted into the program.
- 3. Plan on attending your classes:** The most successful students always attend class on a consistent basis. Don't just show up; be there 100%. That means being prepared (see number 1 above), read, study, complete your assignments have questions prepared for discussion, review any materials handed out by your instructor, check canvas. In short, be prepared to participate in the class. Studies have shown that students who are engaged in their courses have a much higher rate of retention, promotion, graduation and success on the national board exam than those who are not engaged.
- 4. Success = Aptitude + Attitude + Effort:** The most successful students understand that being ‘smart’ is not enough; you must work hard and have a positive attitude. Many ‘C’ students have become better students through a positive attitude and hard work. The effort you put in today will have a positive impact tomorrow.
- 5. Hold yourself accountable for your decisions and the intended/ unintended consequences that result from those decisions:** Don't blame others when you make a decision and things don't go well. Your decisions are yours alone. Things like, failing to read an assignment, not purchase the textbook, not reading the syllabus, not finishing assignments on time, skipping class or failing to ask questions are all things you control. Funeral service needs people who can hold themselves accountable for what they do (or fail to do); the Mortuary Science program will hold you accountable as well. Understand, however, that many negative consequences can be averted simply by communicating with your instructor in a timely and professional way.

- 6. Understand that receiving an A or B in the Mortuary Science Core is difficult:** The grading scale is elevated for mortuary science program (MORT) courses. Students must score a 75% on the National Board Examination in order to pass the exam. The mortuary science program has adopted this standard as our own. It would set an unrealistic expectation for students to achieve a 60% in the mortuary science courses and then be asked to score a 75% on the board exams. Students must score a 75% in all MORT courses in order to receive a minimum passing grade of 'D'. Simply put, anything below 75% is failing.
- 7. Communicate with your professors proactively, not reactively:** If you can't make a class, you must miss a deadline, you are sick, you are going on vacation, etc., communicate with your instructor (talk to/call/email) **prior** to the event. Please do not call or send an email to a professor (or the program chair) **after** an event has occurred with an excuse, reason or explanation and expect them to receive your request favorably. It is your responsibility to communicate with your instructor proactively. Instructors are here for you, they are interested in your success and want to help you achieve your goals, but you must communicate with them in a way that is professional, proactive and timely.
- 8. Subscribe to the Golden Rule:** The mortuary science program subscribes to the Golden Rule. Treat others as you wish to be treated. Once you understand that instructors are here to help you achieve your educational goals, you will understand that your instructors can be excellent sources for career advice, professional networking and possible job leads. Treat other students with dignity and respect. Ivy Tech requires this as policy. Swift disciplinary action will be initiated upon any type of harassment.
- 9. Expect to think and not be given all the answers/ resources:** The funeral profession needs individuals who are capable of taking initiative, using their cognitive thinking skills to solve problems and find resources to create truly remarkable, personalized funeral service experiences. This requires a major amount of creativity and resourcefulness. In your career, you will be expected to deal with uncomfortable and sometimes ambiguous situations and provide solutions/ services that meet the needs of your customers. You must be able to do this with minimum guidance and/ or supervision. We will create these types of situations deliberately throughout the mortuary science curriculum as a means to prepare you for your career.
- 10. Understand that online courses are not easier than face to face courses:** The reality of online education is much different than you may have been led to believe. Quality online courses are difficult. The responsibility of learning is on you 100% in an online environment. Add to this fact that your instructor may be located across the state/ country and you can see this may create problems. Issues with online courses are handled by the Ivy Tech Campus that the course originates from. For example, if you have an online course that is out of the Gary Campus and you have an issue with an instructor, or financial aid, or any other issue, you must handle that problem through the Gary campus, **NOT** Indianapolis. If you are not a disciplined, self-motivated student with moderate computer skills, carefully consider your chance of success in an online environment.
- 11. You are responsible for your learning:** Part of scholarship (you are a scholar) is the ability to find, understand and learn the required information. If you are having trouble with a subject, change how you are approaching the material. Talk to your instructor, find a tutor, develop a study group, and identify the resources Ivy Tech offers. Take action; break the cycle of blame and kick it up a notch. If you should have a 'stylistic' concern

with a professor, discuss it professionally with him/her. Remember, these individuals want you to learn, that is the only reason they are here. When you discuss your concerns with your professor, you will most often be able to 'work it out' with them. If you should decide to bypass this first step (and communicate first with the Program Chair, School Dean, Chancellor, etc.) expect to be sent immediately back to your professor as the second step.

The Straight Talk: Poor Academic Performance

If you have had issues with poor academic performance in the past you need to spend some time in self-reflection to determine exactly why your performance was poor. Sometimes this is a difficult but necessary process. Here are a few questions to ask yourself:

1. What were the conditions that caused me to be in this position?
2. Have the above conditions changed?
3. If they have not changed, why do I believe that I can overcome them and successfully complete this course/ degree?
4. If they have changed, have they changed in a positive way, so that I can successfully complete the class/ program?
5. Is it possible that this class is showing me that I may be studying in the wrong program and heading for the wrong profession?
6. Did I build the proper foundation early, from which to build future knowledge upon?

Based on your answers to these questions, you should be able to properly judge as to whether you can complete the program and board examinations successfully. You need to be honest with yourself as to your chance of success. A great amount of time, work and money depend on honest answers to these types of questions. Only when you know that your circumstances have changed for the positive should you proceed.

Letter Grades of D:

1. Many students receive the letter grade of 'D' in their general education prerequisite courses. While Ivy Tech Community College recognizes the letter grade of 'D' as minimum passing, there is a strong correlation between poor grades in prerequisite courses, not being accepted into the program and failure on the national board examination if you are accepted.
2. Success in the classroom and success on the national board exam go hand in hand.
3. As the program grows and becomes more competitive, low grades in the prerequisite courses could jeopardize your chance of being accepted into the program.
4. D's may get degrees, but the correlation to D level students and passing the national board exam is nearly 1 to 1.

The Straight Talk: Funeral Service as a Career

Complete understanding of the funeral service profession will help you make an informed decision concerning your desire to start this program. This business is ‘not for everyone’. With this in mind, this straight talk is designed to answer your most frequently asked questions about funeral service.

- 1) **How much can I expect to earn as a funeral service professional?** The salary range for a funeral service professional varies by the category and responsibilities of the individual professional. The following averages were taken from a National Funeral Directors Association compensation survey.
 - a. An Owner/manager \$85,737.00 +/- per year
 - b. A funeral home branch manager from \$67,430.00 +/- per year
 - c. Funeral director \$53,513.00 +/- per year
 - d. Embalmers \$44,250.00 +/- per year
 - e. Intern / apprentice \$36,046.00 +/- per year
 - f. Pre-need manager \$41,157.00 +/- per year
 - It has been said that a funeral director can expect to earn approximately the same amount of money as a teacher with similar experience.
- 2) **What type of career will I qualify for with an Associate of Applied Science Degree in Mortuary Science?**
 - a. Funeral Director
 - b. Embalmer
 - c. Independent Contractor of Mortuary Services (experience typically required)
 - d. Funeral Home Owner (additional business courses are recommended)
 - e. Funeral Home/Branch Manager (experience typically required and additional business courses recommended)
 - f. Other positions are often available in the allied industries such as casket sales, embalming chemical/supply sales, memorial products, cemetery etc.
- 3) **What are some funeral service trends?**
 - a. Currently there are generally more career opportunities available than quality licensed professionals to fill them.
 - b. **Relocation in order to find employment in the field may be required, especially for an internship.**
 - c. There is an increase in preplanning and prepayment of funeral services.
 - d. Cremation rates are rising across most of the United States.
- 4) **What does a Funeral Service Professional do?**
 - a. Provides emotional support and comfort to families who have experienced a death.
 - b. Arranges and directs funeral related ceremonies and activities.
 - c. Obtains information and secures legal documents such as burial permits and death certificates.
 - d. Coordinates activities with clergy, civic and other groups.
 - e. Arranges to remove and removes the deceased from the place of death.
 - f. Prepares the deceased according to the wishes of surviving family members, or as the law requires, including embalming when authorized by the family.
 - g. Assists surviving family members with filing for death benefits.

h. Arranges visiting hours for family and friends as requested.

5) Who should consider a career in funeral service?

- a. Individuals with a sincere desire to serve people during a very stressful time.
- b. Individuals who enjoy care-giving and derive personal satisfaction from helping people
- c. Individuals who believe that rituals and ceremony are meaningful ways to express feelings and encourage healing.
- d. Individuals who enjoy serving the community in which they live.
- e. Individuals who enjoy a variety of responsibilities and can adapt to rapidly changing situations.
- f. Individuals who know how to take care of themselves mentally/emotionally.
- g. Individuals who are tolerant of different races, cultures and religious beliefs.

6) What is a typical schedule for funeral service professionals?

- a. The working conditions vary from employer to employer but funeral service professionals can expect to work irregular hours.
- b. Expect to work between 40-50 hours per week minimum and overtime is often minimally compensated.
- c. Funeral service professionals can expect to work weekend hours.
- d. Expect to work/ be 'on call' during holidays, and to accept interruptions during personal time for work related activities.
- e. Expect to carry a cell phone/ pager and engage in 'on-call' activities.
- f. Expect to participate in 24 hours a day (on call) rotation to remove the deceased from the place of death and embalm/prepare bodies as required.
- g. You will typically not be permitted to leave your service area while 'on call'.
- h. 'On Call' hours are typically NOT compensated, unless you are called to work. **7)**

What is the working environment like for funeral service professionals?

- a. Funeral service professionals usually work in a small business environment.
- b. Professional dress is generally required.
- c. Attention to personal hygiene/ grooming is important and required.
- d. Visible body piercing/ tattoos may hinder employment opportunities as a funeral director/ embalmer.
- e. The average funeral home maintains a small staff.
- f. The funeral service professional must be a team player.
- g. The funeral home environment is normally dignified and serene.

8) What are the facts about the United States Death Rate?

- a. Life expectancy in 2017 was 78.6 years. With an aging population, the outlook for funeral service is positive.
- b. In 2017 the death rate was 728.8 people per 100,000 population.
- c. In 2003 76% of all deaths were casketed and had some form of ritual or ceremony—in 2016, 50.2% of deaths ended in cremation
- d. Cremation services (or direct disposition—no service) are on the rise but many of these consumers are selecting some type of memorial service, or funeral service with a viewing before the cremation

9) Does mortuary science involve working with law enforcement officials and crime scene investigations?

- a. Normally there is interaction with the county coroner's office; however, this is generally limited to obtaining signatures for legal documents or obtaining release forms to pick up decedents.
- b. Occasionally funeral service professionals will remove the deceased from a potential crime scene, but this is normally the limit of involvement in crime scene investigation.
- c. **Mortuary Science is NOT Crime Scene Investigation, but occasionally, funeral directors do serve with the Coroner's office.**

10) What are the educational requirements for funeral service professionals?

- a. Individuals interested in a career as a funeral service professional should check with their respective state board of funeral service to determine licensing requirements for employment. Educational requirements differ greatly from state to state and can be complex.
- b. Most states require formal mortuary education at an accredited college and successful completion of national and/ or state board examinations along with internships/ apprenticeships.
- c. Individuals engaged in making at-need funeral arrangements, conducting funeral services or embalming without a license are violating Indiana state law and behaving unethically and may be subject to fines and/or imprisonment.
- d. If you are working in a funeral home performing tasks that require a license, please keep it to yourself and DO NOT ask for Life Credits.

11) Can credits from this program transfer to other degrees?

- a. General education credits earned while pursuing the Associate of Applied Science in Mortuary Science degree generally will transfer to other universities. Mortuary Science credits will also typically transfer to other colleges/ universities, but may be accepted as undistributed (will not count toward a degree) Check with your selected institution about transferability of credits.

12) Can I be exposed to contagious diseases or other dangerous working conditions while working as a Funeral Service Professional/ Practicum Student?

- a. There is a definite risk of exposure to disease while working around dead bodies, blood and body fluids. The risk is low when OSHA controls are in place and personal protective equipment is utilized.
- b. Funeral service professionals are required to use universal precautions to control and prevent exposure to diseases/ chemicals.
- c. It is highly recommended that anyone interested in the funeral service undergo the Hepatitis A and B vaccination series and be current with all vaccinations.
- d. Chemical compounds commonly found in Embalming Chemicals have been found to be toxic/ cancer causing. Once again OSHA has mandated strict controls to limit exposure to these chemicals including proper protective gear and proper ventilation.

13) How much does the program cost?

- a. Total tuition for the program is about \$9,500.00
- b. Books and other fees will cost approximately \$4,000.00
- c. The total cost of the two-year degree is approximately \$14,00.00
- d. Mortuary Science program students must attend summer courses during their first semester. Financial Aid students must plan appropriately for this expense.

- e. MORT 220 Mortuary Science Seminar course includes a non-refundable \$575.00 course fee. This fee covers the current cost of the National Board Examination.
- 14) I am trying to enroll in classes but the computer tells me I need a PIN or Program Chair approval to register... what do I do?**
- a. Students must meet with an academic advisor or program chair to obtain a PIN number to register for courses.
 - b. MORT 100 may require you to obtain a permission slip to enroll. This is only available from the Program Chair. Contact the Program Chair for further information.
- 15) How do I apply for the Mortuary Science Program at Ivy Tech Community College—Central Indiana?**
- a. Complete the program prerequisite courses.
 - b. Complete the application that is included with this document and submit it by the indicated due date.
- 16) How long will schooling take?**
- a. The Mortuary Science degree is a two year, Associates of Applied Science, degree.
 - b. The technical core of the program (once you are accepted into the program) is designed to be taken full time over the summer, fall and spring semesters.
- 17) Upon successful completion of the mortuary science curriculum you are eligible to graduate if you have completed all required general education and MORT courses successfully, have no outstanding balance and have no other holds on your account.**
- 18) I have an interest in mortuary science and would like to sit in on a class. Is this allowed?**
- The mortuary science program does not allow non-mortuary science students to sit in on classes. The nature of the coursework may include confidential information, so the only visitors allowed are for administrative faculty evaluation or any other purpose necessary for Ivy Tech administrative policies.
- 19) See the program curriculum guide for suggested class sequences.**

The Straight Talk: Mortuary Science Program Information

1. Once students enter the mortuary science program they will:
 - a. Attend full time, summer, fall and spring semesters. The Mortuary Science program students attend class during the summer semester. Please discuss this situation with a financial aid advisor to ensure you have funds to cover the cost of the semester.
 - b. Graduate
 - c. Take the national board examination which is required to work in most states.
 - d. Find an internship and apply with the Indiana State Board of Funeral and Cemetery services for an internship license.
2. There are two Practicum (clinical) courses, one during the fall, and one during the spring.
 - a. Be prepared to participate in funeral home related activities
 - b. Professional dress is necessary. If you do not have proper clothing, see the program chair for advice.

- c. Practicum hours are set between the student and the practicum site. Students are expected to participate a minimum of 10 hours per week during the fall and spring semesters at their assigned site.
 - d. Practicum hours are **NOT** compensated.
 - e. There is **NO** expectation that a practicum site employs a student once the student is finished with the practicum courses.
 - f. Funeral Home Practicum partners are not required to accept a student. They may also require background checks and drug screenings. If the practicum site requires these checks, the student is responsible for these costs.
 - g. It is recommended that you be immunized (or start the injections) for hepatitis A and B prior to entering the program.
3. Mortuary Science courses are currently offered three days per week (Tuesday Wednesday and Thursday) for the duration of the program. There are no internet, evening or weekend courses at this time.
 4. The program is a full time/ day time program only. There is NO part time track.
 5. Prior to withdrawing from any course, you should speak with a financial aid advisor. Withdrawing from a college course may have significant financial implications.

Applying to Ivy Tech Community College:

Ivy Tech Application Processes:

Ivy Tech Application Processes:

Apply online at www.ivytech.edu (Choose “apply now”) Steps

to complete when applying at Ivy Tech:

1. Complete an application online or print the application and submit to the Admissions Office. **You will be asked to select a major—please select undecided** or general studies. Mortuary Science will not be an option. You will change your major to Mortuary Science once you are admitted into the program.
2. If you have completed college courses previously or you have earned a college degree from another institution, please request official transcripts from your other college or university. Have them mailed to the Registrar’s office at the campus you wish to attend. Prerequisite courses (with the exception of MORT 100 Orientation to Funeral Service) can be taken at any Ivy Tech Region/ campus.
3. The mortuary science program requires that students include an official High School transcript/ or GED transcript in the application packet.
 - a. College transcripts can be mailed by the granting institution or may be hand-carried in envelopes sealed by the granting institution. No photocopies or unsealed documents will be accepted.
 - b. Certain rules apply to international students and those who graduated from schools outside the United States. Please contact the Admissions office for more details
4. Complete a skills assessment (Testing) so you can decide which courses you'll need to complete at Ivy Tech. New students can accomplish a skills assessment by visiting

the Admissions office or the Testing Center at the campus they wish to attend. **Please Note** - Students meeting specific criteria may be exempt from placement testing. Please see the Admissions or Academic Advising Office for information.

5. Use the included curriculum guide to develop an academic plan:
 - a. Take this guide to an academic advisor for assistance in developing your plan if necessary. This should be completed upon your initial advising meeting.
 - b. Refer to this document to ensure you are taking the proper courses, in the proper sequence.
6. Register for classes:
 - a. Please understand that many Ivy Tech courses have limited seats available. You should plan to register for your courses as soon as possible. Monitor the Ivy Tech web site frequently for important dates, such as the first day to register.
 - b. Always check your Ivy Tech email account for the latest information and any communication from your instructors.
 - c. Many courses will often fill their seats within the first few days (if not hours) of registration. Failure to obtain a seat in these courses early can often set your academic plan back a year or more and delay your entry into the mortuary science program.
 - d. **REGISTER FOR CLASSES EARLY!!!**
7. Pay for your classes - Your enrollment is not complete until you have arranged to pay your tuition. It is advised to begin the financial aid process early.
 - a. See a financial aid representative for assistance.

Your Ivy Tech Community College of Indiana application package is complete when all of these steps have been successfully accomplished.

**Those who did not complete high school can also attend classes for one year, pending the completion of a GED or their high school coursework. Students without a high school diploma or GED are financial aid eligible if they demonstrate Ability to Benefit (ATB). **PSAT scores will be accepted for two years after the test was taken, after which ASSET, ACT or SAT scores will be required. Students who enter the mortuary science program must have a high school diploma or GED per accreditation standard.*

Licensure in Indiana:

IC 25-15-4-3 Funeral director licenses Sec. 3. (a) An applicant must qualify under subsection (b) to be licensed as a funeral director. However, subject to IC 25-15-8-10, an individual qualified under subsection (c) or (d) shall be treated as a qualified individual. (b)

To qualify for a funeral director license, an applicant must:

- (1) be an individual who is at least eighteen (18) years of age;
 - (2) submit proof that the applicant has not been convicted of:
 - (A) an act that would constitute a ground for disciplinary sanction under IC 25-1-11;
- or

- (B) a crime that has a direct bearing on the applicant's ability to practice competent (3) have a diploma from an accredited high school;
- (4) have successfully completed either:
- (A) a course of education consisting of: (i) thirty (30) semester hours or forty-five (45) quarter hours of college level work in a regionally accredited postsecondary educational institution that includes course work in the subjects of English, humanities, science, business, and other electives that apply toward a baccalaureate degree from the postsecondary educational institution; and (ii) four (4) academic quarters or the equivalent in an accredited college, school, or department of mortuary science approved by the board; or
- (B) a twenty-one (21) month program in an accredited college, school, or department of mortuary science approved by the board;
- (5) pass the examination required by the board for a funeral director license;
- (6) under the direct supervision of a funeral director licensee, have at least one (1) year of continuous experience in the practice of funeral service; and
- (7) pay the licensing fee set by the board for a funeral director licensee. (c) An individual may be licensed as a funeral director if, on June 30, 1985, the individual had a funeral director license and an embalmer license issued by the state board of embalmers and funeral directors. (d) An individual may be a funeral director if, on June 30, 1985, the individual had a funeral director license issued by the state board of embalmers and funeral directors. As added by P.L.246-1985, SEC.3. Amended by P.L.214-1993, SEC.44; P.L.2-2007, SEC.322.



**Mortuary Science
Associate of Applied Science**
Ivy Tech Community College - Central Indiana
Academic Year 2021-2022

Student Name _____

The central objective of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, a program must adopt at least the following Learning Outcomes: Upon completion of an accredited program, students will be able to: Explain the importance of funeral service professionals in developing relationships with the families and communities they serve. Identify standards of ethical conduct in funeral service practice. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance. Apply principles of public health and safety in the handling and preparation of human remains. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains. 2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains. Describe methods to address the grief-related needs of the bereaved. Explain management skills associated with operating a funeral establishment. Demonstrate verbal and written communication skills and research skills needed for funeral service practice. The Mortuary Science degree program at Ivy Tech Community College of Indiana– Central Indiana is 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. The annual passage rate of first time takers of the National Board Examination (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on their website www.abfse.org. National Board Examination pass rates, graduation rates and employment rates for this and other ABFSE-accredited programs are also available at www.abfse.org. To request a printed copy of this program’s pass, graduation, and/or employment rates you can go to the mortuary science office room FC 361 Office B or submit your request via email at jdehart13@ivytech.edu or over the phone at (317) 921-4325.

All mortuary science students are encouraged to take the National Board Examination (NBE). This test is required in Indiana, and most other states as a licensing requirement.

General Education Core –25Credits		Credits	Prerequisites
*ACCT 101	Financial Accounting	3	ENGL 093 and ENGL 083 or ENGL 095 and MATH 023
*APHY 101	Anatomy and Physiology I	3	MATH 080 COREQUISITES: MATH 023 or MATH 080
BUSN 201	Business Law	3	ENGL 083 and ENGL 093 or ENGL 095
COMM 101 or COMM 102	Fundamentals of Public Speaking or Introduction to Interpersonal Communications	3	093 and ENGL 083 or ENGL 095 or FOUN 071 <i>(Select either COMM 101 or COMM 102)</i>
Elective	See list of approved electives below	3	See List below or course catalog
*ENGL 111	English Composition	3	ENGL 093 and ENGL 083 or ENGL 095
*IVYT 116	Student Success in Public Service	1	None
*MATH 123	Quantitative Reasoning	3	MATH 080 or MATH 127, MATH 128 or MATH 129 or MATH 141 COREQUISITES: MATH 080
*SOCI 111	Introduction to Sociology	3	ENGL 093 and ENGL 083 or ENGL 095
Professional/Technical Core – 35 Credits		Credits	Prerequisites
*MORT 100	Orientation to Funeral Service	3	ENGL 111 and Program Chair Approval
MORT 101	Grief Psychology for Funeral Service	3	MORT 100
MORT 102	Mortuary Law in Management	2	BUSN 201
MORT 105	Embalming Theory I	3	MORT 100 and Program Chair Approval
MORT 106	Anatomy for Funeral Service	2	MORT 100 and Program Chair Approval
MORT 107	Funeral Service Merchandising	3	MORT 102
MORT 205	Embalming Theory II	2	MORT 105 and MORT 106
MORT 207	Funeral Service Practicum I	3	MORT 105 and MORT 106
MORT 209	Restorative Art	3	Prerequisite MORT 105 and MORT 106

MORT 110	Crematory Operation and Regulation	3	PC Approval or accepted into program
MORT 210	Microbiology/Pathology for Funeral Service	3	MORT 106 and MORT 205
MORT 211	Funeral Directing I	2	MORT 105
MORT 212	Funeral Service Management	2	MORT 102
MORT 217!	Funeral Service Practicum II	3	MORT 207
MORT 220	Mortuary Science Seminar	1	Program Chair Approval
MORT 221	Funeral Directing II	2	MORT 211
Approved General Education Electives Select 1 of These Courses		Prerequisites	
HLHS 101	Medical Terminology	3	ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083
PSYCH 101	Introduction to Psychology	3	ENGL 093 and ENGL 083 COREQUISITES: ENGL 073 or ENGL 075 and ENGL 111
SOCI 164	Multicultural Studies	3	ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083
HUMS 101	Introduction to Human Services	3	ENGL 083 and ENGL 093 or ENGL 095
! =Capstone	Total Credits Required	65	* Indicates program prerequisites

Central Indiana students are encouraged to take HLHS 101 as the preferred elective.

Sample Full-time Curriculum Sequence Two Academic Years

Students must apply for and be accepted into the Mortuary Science Program to enroll in MORT courses (except MORT 100 which requires the Program Chair approval) Plan your courses below

* Indicates program prerequisite! Indicates capstone course

SEMESTER 1	COURSE TITLE	Credits	My Courses
*ENGL 111	ENGLISH COMPOSITION	3	
*MATH 123	QUANTITATIVE REASONING	3	Or higher math course
COMM 101 OR COMM 102	FUNDAMENTALS OF PUBLIC SPEEKING or INTRODUCTION TO INTERPERSONAL COMMUNICATIONS	3	Select one of these
*SOCI 111	INTRODUCTION TO SOCIOLOGY	3	
*IVYT 116	STUDENT SUCCESS IN PUBLIC SERVICE	1	
SEMESTER 2			
BUSN 201	BUSINESS LAW	3	
*APHY 101	ANATOMY AND PHYSIOLOGY I	3	
*ACCT 101	FINANCIAL ACCOUNTING	3	
*MORT 100	ORIENTATION TO FUNERAL SERVICE	3	
ELECTIVE	SEE APPROVED LIST OF ELECTIVES	3	
SEMESTER 3 (Summer)			
MORT 106	FUNERAL SERVICE ANATOMY	2	

MORT 105	EMBALMING THEORY I	3	
MORT 110	CREMATORY OPERATION AND REGULATION	3	
SEMESTER 4 (Fall)			
MORT 211	FUNERAL DIRECTING I	2	
MORT 221	FUNERAL DIRECTING II	2	
MORT 205	EMBALMING THEORY II	2	
MORT 207	FUNERAL SERVICE PRACTICUM I	3	
MORT 212	FUNERAL SERVICE MANAGEMENT	2	
MORT 210	MICROBIOLOGY AND PATHOLOGY FOR FUNERAL SERVICE	3	
SEMESTER 5 (Spring)			
MORT 102	MORTUARY LAW	2	
MORT 101	GRIEF PSYCHOLOGY	3	
MORT 209	RESTORATIVE ART	2	
MORT 107	FUNERAL SERVICE MERCHANDISING	3	
MORT 217	FUNERAL SERVICE PRACTICUM II	3	
MORT 220	MORTUARY SCIENCE SEMINAR	1	
Total Credits Required for the Degree		65	
Total Credits if taking the optional Review Course			
Electives to choose from include:			
HLHS 101	MEDICAL TERMINOLOGY	3	
PSYCH 101	INTRODUCTION TO PSYCHOLOGY	3	
SOCI 164	MULTICULTURAL STUDIES	3	
HUMS 101	INTRODUCTION TO HUMAN SERVICES	3	

Ivy Tech Community College- Central Indiana Application Processes



Revision date: 2/1/2022

Application Process for the Mortuary Science Program:

Admission to the Mortuary Science Program at Ivy Tech Community College-Central Indiana is limited. It is important to understand that admission to the College is separate from admission into the Mortuary Science program. After a student meets the program admission criteria (outlined below), they must remain in good academic standing so they can register for required program-level courses and become eligible to engage in practical learning at practicum partner sites. Students also need to understand that the practicum site owners and/or embalming preceptors, and not the College, control the practicum settings and who is permitted to use them.

Program Acceptance

Students must carry a minimum cumulative grade point of 2.5 to be eligible for program acceptance. Acceptance into the Mortuary Science program is based on grades received in the prerequisite courses.

The prerequisite courses are as follows:

Course Number	Course Name
ACCT 101	Financial Accounting
APHY 101	Anatomy and Physiology 1
IVYT 116	Student Success in Public Service
ENGL 111	English Composition
MORT 100	Orientation to Funeral Service
MATH 123	Quantitative Reasoning
SOCI 111	Introduction to Sociology

Letter grades received in the prerequisite courses will be assigned a numeric value and the total point value will be calculated. Students with the highest point value will be admitted into the program. Please understand, only prerequisite courses that have been completed will be assigned a point value. Prerequisite courses in progress, will not count toward the overall point value because there will not be a final grade assigned to them. You are encouraged to apply to the program and may be accepted into the program, with the condition that you complete the in-progress courses successfully and maintain a grade point average of 2.5 or higher, but no points will be awarded to in progress courses.

TIE BREAKER: In the case of identical scores among the lowest ranking students, the student grade point averages will be noted to 2 decimal places. The student with the highest-grade point average will be admitted.

The point value for grades earned in prerequisite coursework is outlined in the table below:

A	3 Points
B	2 Points
C	1 Point
D	0 Points
F	Course must be retaken

There are three (3) prerequisite courses that will count 2 times the normal value based on subject matter. These classes are MATH 123, APHY 101 and MORT 100. The following example may be helpful:

Jane Student has received the following grades:

Class	Grade	Total Points
ENGL 111	D (0 points)	0 points
SOCI 111	D (0 points)	0 points
ACCT 101	In progress	0 points
MATH 123	A (3 points)	6 (a two times multiplier course)
ENGL 111	B (2 points)	2 (course re-taken due to previous D grade)
IVYT 116	B (2 points)	2 points
APHY 101	B (2 points)	4 (a two times multiplier course)
MORT 100	A (3 points)	6 (a two-time multiplier course)
TOTAL		20 total points

This student will be accepted into the program ahead of any student with less than 20 points.

The student was advised to retake the ENGL 111 and SOCI 111 courses due to the D grades. Although Ivy Tech recognizes the D grade as minimum passing, success on the National Board Examination is compromised when students fail to master a subject. In addition, since ACCT 101 is in progress and not completed, a zero-point value is given and the student must complete the course successfully in order to matriculate into the mortuary science program.

If a course listed above was taken more than once, the highest grade will be used to calculate the overall student score, but the original grade will be reflected in the student's overall grade point average (see the English example above).

Students with the highest total score will be admitted into the program until the program reaches maximum enrollment of 30 students. Students who are not accepted into the program may be put on a waiting list, or may reapply for program acceptance for the following year. Students reapplying to the Mortuary Science program must resubmit the application packet in full.

The program evaluates application packets and admits students during the spring semester.

Mortuary Science Core Courses start in the summer.

Transfer Students:

Students transferring from another college or university (including a different Ivy Tech Region) must apply for and be accepted into Ivy Tech Community College-Central Indiana. Official college transcripts from all other educational institutions (Ivy Tech excluded) must be mailed to the Ivy Tech Community College Office of the Registrar and be evaluated prior to program application. The transcripts must be mailed from the educational institution or walked into the registrar in a sealed envelope. It is the responsibility of the student to provide a course catalog and course syllabi when necessary to evaluate transfer credit. Students should plan to send the transcript a minimum of 90 days prior to application to the Mortuary Science program. Students are also expected to meet with the Mortuary Science Program Chair prior to application.

Questions concerning transfer credit may be directed to the Office of the Registrar.

Health Statement/ Criminal History/Background Checks and Drug Testing:

Students who are accepted into the Mortuary Science program must submit a health statement and vaccination record that is signed by a physician. This statement must be on file within 30 days of the first practicum class. Once you are accepted into the program, please plan to schedule an appointment with your physician to complete this statement. Students who fail to complete the health statement may be dismissed from the Mortuary Science program. Students are responsible for any costs associated with this process, including any necessary vaccinations or immunity tests. It is possible that during your course of study, you will be required by a practicum partner to submit to drug screening or a criminal history/ background check. While the College does not require drug screening or criminal history/ background checks for the School of Public Affairs and Social Services students (unless required by law to do so), the College cannot control or influence the requirements placed on students by independent practicum sites. Consequently, your ability to successfully complete this program of study may be affected by your ability to pass a drug screen or criminal history/ background check. In the event that a student is required to submit to these checks/ test, the student will be responsible for the associated costs.

Personal Hygiene and Appearance:

Funeral Service Professionals are generally required to maintain a professional appearance. Professional dress is normally required. This includes conservative business suits, shirts and ties for men and business suits and appropriate dresses for women. All clothing should be clean and

wrinkle free. Shoes should be clean, polished and in good condition. In addition, scrubs will be required during class and during practicum embalming hours. See mortuary science program dress code for additional information.

Attention to personal hygiene is also necessary, as you will be in the eye of the public. The program has adopted a dress code including black scrubs for class and embalming processes. As well as professional dress for other occasions. Conservative haircuts and natural hair colors are required and facial hair (if permitted) will be well groomed. The presence of any visible tattoos and/ or body piercing may limit career opportunities. It will be necessary to cover any visible tattoos and/ or remove any visible body piercings and use flesh colored retainers in gauged ears as a mortuary science student. Finger nails shall be trimmed short to prevent glove rupture.

Criminal History and Funeral Service

Students need to be aware that funeral directors/ embalmers in most states carry a professional license. These licenses are often overseen by State Boards of Funeral Service and individuals seeking licensure will usually have to submit personal information, including, any criminal convictions to the board. Many criminal convictions may result in the inability to become licensed by the state to practice funeral service. If you have been convicted of a crime, please contact the State Board of Funeral Service of the state(s) in which you wish to become licensed. Describe the conviction and any other relevant information in your communication to determine if your conviction will hinder your ability to obtain a license. Plan to do this prior to enrolling in prerequisite courses.

Application Checklist:

_____ Complete admission forms and be accepted as an Ivy Tech Community College-Central Indiana Student-online application is preferred at www.ivytech.edu.

_____ Successfully Complete the Mortuary Science Prerequisite Courses.

_____ Submit official transcript(s) from all other colleges/ universities you have attended to the Registrar **at least 90 days prior to application**. If hand delivered, the transcript must be in an original envelope sealed by the College/ University. If you have not attended any other college or university, you do not have to complete this step.

The mailing address is:

Ivy Tech Community College of Indiana
c/o Office of the Registrar
9301 E. 59th Street
Indianapolis, IN. 46216

Submit **Application Packet to the Program Chair no later than March 31, 2023**

Applications must be submitted to: jdehart13@ivytech.edu in a PDF format.

The Application Packet must include:

- Application form for the Mortuary Science Program (attached)
- Unofficial copies of all previous college transcripts, including Ivy Tech transcript (does not have to be an official copy)

The packet is due in the mortuary science office no later than March 31, 2023 via email to jdehart13@ivytech.edu. All information on the application must be completed and all requested documents must be included for the application to be considered complete and valid. Late, unsigned, incomplete/invalid applications may be rejected without notice to the student.

**Ivy Tech Community College-Central Indiana Mortuary Science Program
Application for Admission:**

Name:	Student Number:
Email Address:	Phone Number:
Address:	
Emergency Contact Information: Name:	
Address:	
Phone Number	
Email Address:	Relationship

Upon Graduation I plan to seek licensure in the state(s) of:
I certify that I am fully aware of all educational and licensing requirements for the state(s) listed above. Signature:
Students must certify they are aware of licensing requirements for this application to be considered valid. Visit the Internet site, write or call the state board(s) of funeral service for the state(s) you wish to become licensed for the necessary information.

I have completed all prerequisite coursework for the program: <input type="checkbox"/> Yes: <input type="checkbox"/> No:
If No, I am currently enrolled in these courses: <input type="checkbox"/> Yes: <input type="checkbox"/> No:
I understand that I do NOT have to have all prerequisite courses completed prior to submitting this application, I must be currently taking the class and successfully complete the prerequisite

courses prior to being officially accepted into and starting the program. I also understand that these in progress courses do NOT apply to my application point total. Yes: No:

Signature:

Date:

All information above must be complete, signed and the application submitted by the due date per the instructions to be considered valid. Late applications or applications with missing information, missing documents or applications that do not follow the required instructions may be discarded without notice to the student.

Helpful Information Section:

Transcript Evaluation

The Registrar's Office is the **official** office for transcripts. Because of the volume, complexity and research required for transfer credit, this process can take as long as 3-5 weeks to properly evaluate your transcript. For the fastest processing, please ensure you send your official transcript in a sealed envelope obtained from your previous college/university. There is no reason to meet with the Program Chair to discuss transfer credit. Once the Registrar processes your transcript, it is sent to the Program Chair for evaluation if mortuary science courses have been taken at another college. Once the transcript is evaluated, the student will be notified of credits that were transferred. Often times, courses taken at other mortuary science programs do not transfer, due to course sequencing, and the way each program develops their curriculum. If you have questions about a particular mortuary science course taken at another college/university, however, please feel free to contact the Program Chair about it.

Please DO NOT fax or email your transcript to the program chair. These methods of communication are not secure, as the fax machine is located in an open area that is not monitored or checked regularly. If you choose to fax or email your transcript, please understand that there is no guarantee that your personal information will not be compromised. Copied transcripts are often unreadable due to the special paper these documents are printed on.

On the positive side, Ivy Tech is very reasonable with what is acceptable from other colleges/universities. If you have taken a course that is similar in length, and topic, and you received a 'C' or better, Ivy Tech will usually transfer the credit and award credit in an equivalent Ivy Tech course. Please be patient and use your best educated guess to schedule around courses you believe will transfer into Ivy Tech. You can use course titles and/ or numbers to identify similar courses here at Ivy Tech. For example, BUSX 100, Introduction to Business Fundamentals at City College would most likely transfer in as BUSN 101, Introduction to Business here at Ivy Tech, as long as the length and content of the course is similar.

Once your transcript is evaluated you will see the course(s) show up in your unofficial transcript in My Ivy. If you have an 'appeal' with what was accepted, you will need to schedule an appointment with the appropriate person in the Registrar's Office or Program Chair.

Prior Learning Assessments (PLA), CLEP/DANTES Tests:

For the Mortuary Science program in Central Indiana, **PLA is NOT AVAILABLE**. If you have experience in the funeral service profession which includes embalming, arranging or conducting funeral services, keep it to yourself. These acts are unethical and illegal for non-licensed individuals to perform in Indiana. If I receive knowledge of these violations, I am ethically bound to report them to the Indiana State Board of Funeral and Cemetery services. These actions may lead to fines, license restrictions/ removal and/or imprisonment of the student and/or the funeral home involved. I take these violations very seriously. Please do not put either of us in this uncomfortable position. **PLA may be available for other non-MORT courses however.**

If you believe you have mastered the subject matter in other disciplines, you are encouraged to take CLEP and/ or DANTES tests. These are nationally recognized, rigorous standardized tests, viewed as academic 'equivalents' to college course offerings. If you pass these tests, you AUTOMATICALLY receive credit for an Ivy Tech equivalent course as a 'test out'. There is a fee for these tests. Please communicate with the Testing Center for more information about test out processes.

Please Note: CLEP/ DANTES test out processes do not involve the Mortuary Science Program Chair. You can schedule your appointment directly with these departments/ Testing Center.

Nearing Graduation-What to Do:

Once you are accepted into the mortuary science program, you will take courses over a three-semester period. When you register for your last semester of classes (within 12-15 credit hours), you need to obtain an **Intent to Graduate** form. This form is available via the Internet on My Ivy. Please complete this form and turn it in to the Registrar (not the Program Chair). The form is straight forward and easy to complete. Please ensure that you provide accurate information, particularly your address. (This is where Ivy Tech will mail your diploma).

The Registrar will forward your application to your Program Chair. The Program Chair will audit your transcript to ensure you are close enough to graduation to participate in Ivy Tech's graduation ceremony and be considered a CANDIDATE for graduation. If the Program Chair signs off on this form, **IT DOES NOT MEAN YOU ARE SIGNED OFF TO GRADUATE**. It simply means that you are close enough to graduation to participate in a graduation ceremony. Obviously, you will need to sign up for and successfully complete the remainder of your courses. **In addition to passing your required courses, you are encouraged to take the national board exam.**

When you do successfully complete your final courses, the Registrar will generate a graduation audit packet with your final transcript and forward the packet to the Program Chair. At this point, the Program Chair will conduct a final audit to ensure you meet ALL the requirements for the

degree. If you have followed the curriculum guide carefully, there should be no surprises during the final audit. Once you meet all the requirements, the Program Chair will sign the packet and forward it to the Academic Dean and Vice Chancellor of Academic Affairs who both review the packet and sign it. **The total process may take 8-12 weeks from the end of the semester until you receive your diploma in the mail.**

PLEASE NOTE: If you haven't taken and/or passed a required course, your application to graduate will be declined and you will receive an email from the Registrar stating the reason. If you have questions about this process, please notify the Registrar, or the Program Chair.

Who Do I See For?

Fairbanks Center 9301 E.59 th Street (Lawrence)	NMC (North Meridian Center) 50 W. Fall Creek Pkwy North Dr. (downtown)
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Emergencies—Dial 911

Security Fairbanks Cent. 921-4303 NMC 921-4455

General Education Advising

Academic Advising

Academic Monitoring/ Probation

Mortuary Science Program Chair for signature

Application Drop-Off

School of Health Science Office (or F367B)

Canvas Problems

1-877-IVYHELP

Books/ Supplies

Book Store—Fairbanks Center

Business Office (Financial Hold)

Bursar's Office

Concern with MORT Instructor

Actual Instructor (first step)/ then Program Chair

Concern with Distance Ed. Class

If course originates within Central Indiana Campus see the instructor then Program Chair of the Course department—example MATH 123-see Math P.C.

Distance Ed. Class not originating from Central Indiana

See Instructor or Program Chair for that department in the Region of Origin-example: Math class out

	of Gary-See Math Chair from Gary NOT Central Indiana
Concern with Non-Mort Instructor	See the instructor then Program Chair of that department if needed
Course Enrollment Form	Student Services (Registrar) or enroll online
Financial Aid Information/ Issues	Financial Aid Office
General Program Information	First this sheet-then program personnel
Graduation Information	Student Services (Registrar / My Ivy
Intent to Graduate Form	Student Services (Registrar) / My Ivy
Ivy Tech Course/ Degree Transfer	Transfer Center
Career Advising	CareerOne Career Center
Repeat a Course	Program Chair/ Faculty
Special Needs/ Student Support	Disability Support Services
Transcript Evaluation	Submit transcript to Student Services (Registrar)
Obtain an official Ivy Tech Transcript	Student Services (Registrar)
What courses transfer to other schools	Admissions/ Advising at the school you wish to attend or the Ivy Tech Transfer Center
Withdrawing from an online class	Registrar's Office of Region offering the course
Withdrawing from a MORT course	Mortuary Science Program Chair/ Faculty
Paying My Bill	Bursar's Office/ Cashier
Researching/ book loan	Library Services/ Virtual Library
Tutoring/ Help	Learning Center / Peers
Communicating with instructor	Ivy Tech Email is required method

How to Schedule a Time to Take the National Board Examination:

The national board examination is created by the International Conference of Funeral Service Examining Boards. Their web address is www.theconferenceonline.org. Their web site offers a great deal of information in reference to the exam. Please plan to visit that site. Your program chair will work with you when it is time to schedule the exam. The exam is only available at the Pearson Vue Professional Testing Centers. You can find a location near you at the web address above, along with other information. Please plan to visit this site regularly.

I've Passed the National Board Exam, Now What?

- 1) Celebrate! Thank your instructors and family for their support!
- 2) Contact your program chair to share the good news and provide copies of your results.
- 3) Contact the Indiana State Board of Funeral and Cemetery Services through the Indiana Professional Licensing Agency (or the State Board of Funeral Service in the State you wish to work in).
 - a. For Indiana information, Visit <http://www.in.gov/pla/>
 - b. On the left-hand side, click the link 'Professions'
 - c. Under this link, scroll down to Funeral & Cemetery
 - d. Scroll down to License Applications and Instructions
 - e. Click on the Funeral Director Intern Link
- 4) Download and complete the Internship application.
- 5) Submit the application and supporting paperwork along with any associated fees and start your internship.
 - a. Job hunting should start early in the Mortuary Science Program (or before).
 - b. Ivy Tech does not guarantee employment after you complete the program, but the program has enjoyed high employment rates for graduates.
- 6) The above link is a gateway to a wealth of information concerning Funeral Director Licensing in the State of Indiana.

Notice of Revision:

In an effort to ensure the Mortuary Science curriculum is current and meets the rigorous standards of the American Board of Funeral Service Education, Ivy Tech performs an in-depth examination of the curriculum and program standards on an annual basis. Due to this review, things may change. **You are responsible for following the updated curriculum and processes. This document may be revised at any time without notice to the students. You are encouraged to pick up a new packet annually as you work your way through the program prerequisites.** You will be expected to have completed the proper courses prior to being accepted into the program; even if there have been changes made to the curriculum.

