



**PITTSBURGH INSTITUTE OF MORTUARY SCIENCE**  
[www.pims.edu](http://www.pims.edu)

**Bulletin**

**2018-2022**

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## **ACCREDITATION**

The Embalming and Funeral Directing Diploma Program, the Specialized Technology Degree Program, the Specialized Business Degree Program and **Pittsburgh Institute of Mortuary Science, Inc.** are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, (816) 233-3747 Web: [www.abfse.org](http://www.abfse.org) Web: [www.abfse.org](http://www.abfse.org).

## **NATIONAL BOARD STATISTICS**

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

## **LICENSED BY:**

Pennsylvania State Board of Private Licensed Schools  
Department of Education, Commonwealth of Pennsylvania

## **APPROVED FOR:**

Training of veterans  
Training of foreign students by the U.S. Department of Homeland Security  
Vocational rehabilitation  
Online programs via SARA (The State Authorization Reciprocity Agreement)

## **MEMBER OF:**

Allegheny County Funeral Directors Association  
American Board of Funeral Service Education, Inc.  
College and University Professional Association for Human Resources  
Cremation Association of North America, Inc.  
International Conference of Funeral Service Examining Boards of the United States, Inc.  
International Cemetery, Cremation and Funeral Association, Inc.  
International Memorialization Supply Association  
National Association of College Admission Counselors  
National Association of Colleges of Mortuary Science, Inc.  
Pennsylvania Association of Student Financial Aid Administrators  
Pennsylvania Funeral Directors Association

### **Notice of Nondiscrimination**

In accordance with the Department of Education's Office for Civil Rights (Title VI of the Civil Rights Act of 1964) and Title IX of the Education Amendments of 1972, Pittsburgh Institute of Mortuary Science, Inc. admits students of any race, color, sex, gender, gender identity, sexual orientation, religion, national and ethnic origin, age, veteran's status, marital status, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national and ethnic origin, age , veteran's status, marital status, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and other school- administered events. The following person has been designated as Title IX Coordinator to handle inquiries regarding the non-discrimination policies: Office of Dean of Faculty and Students, Pittsburgh Institute of Mortuary Science, Inc., 5808 Baum Boulevard, Pittsburgh, PA 15206, (412-362-8500).

This Bulletin contains policies, facts, and requirements that were correct at the time of publication. The governing personnel of the Pittsburgh Institute of Mortuary Science reserve the right and authority to alter any and/or all of the statements contained herein at any time.

In keeping with the educational mission of the Pittsburgh Institute, the educational and financial policies and procedures are continually changing. Consequently, this document cannot be considered binding and must be used solely as a general informational guide.

**PITTSBURGH INSTITUTE OF MORTUARY SCIENCE**  
**[www.pims.edu](http://www.pims.edu)**

A Non-Profit Educational Institution incorporated under the Laws of the Commonwealth of Pennsylvania,  
Founded 1939

**5808 Baum Boulevard  
Pittsburgh, Pennsylvania 15206  
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The offices of the Pittsburgh Institute of Mortuary Science are open Monday through Friday from 8:00 A.M. to 4:00 P.M. Telephone (412) 362-8500 - Fax (412) 362-1684.

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## **OVERVIEW**

The Pittsburgh Institute of Mortuary Science, Inc. (PIMS) is a non-profit, tax-exempt, post-secondary institution that, since 1939, provides a funeral service education to an international student population. The motto of the Pittsburgh Institute since its inception, “Scientia, Sollertia, Servitium,” translated to “Knowledge, Skills, and Service,” is embodied in the school’s mission, vision, and values. These guiding principles also reflect the limitless potential for the future at PIMS. With both campus-based and, as of 2001, distance education classes, Pittsburgh Institute of Mortuary Science offers flexible and adaptable learning environments, that evolve with the changing market demands and technologies used in education, while maintaining the focus of preparing students for a successful and professional career in funeral service.

## **STATEMENT OF VISION AND VALUES**

Embracing such ideals as **diversity, integrity, and kindness**, Pittsburgh Institute of Mortuary Science (PIMS) provides a robust, yet **ethical** learning environment in which all stakeholders are considered and students are inspired to practice service excellence. By valuing such virtues and emphasizing **service**, the family of faculty and administrative professionals at PIMS are empowered to provide an educational experience that epitomizes the need to respect the specific wishes of every bereaved family served, while honoring the decedents entrusted to their care. Whether it is on campus or online, the vision of the Pittsburgh Institute is to always provide an educational experience that helps to shape the future of the global death care community, while addressing the pragmatic business needs of individual funeral homes to continue compassionately serving the public at large.

## **MISSION STATEMENT**

The Pittsburgh Institute of Mortuary Science through its campus-based and distance education programs:

- promotes and delivers a pathway for student achievement and professional success in funeral service through academic rigor (knowledge) and practical advancement (skills), while embracing technological innovation; and
- promotes, fosters and conducts continuing education programs for licensed and practicing professionals to assist them in maintaining and updating their professional skills and licensing requirements.

## **STATEMENT OF PHILOSOPHY AND PURPOSE**

The Pittsburgh Institute of Mortuary Science (PIMS) offers an extensive program designed to prepare students for the many challenges they will encounter as funeral service professionals. The diversified curriculum continually evolves to address the changing needs and expectations associated with contemporary funeral services.

PIMS continues to provide thorough training in the mortuary arts and sciences. This training includes a theoretical understanding as well as personalized practical instruction by licensed funeral directors and embalmers. The school not only utilizes the facilities in its own building but also works in cooperation with the Allegheny County Medical Examiner's Office to enhance the student's exposure to a wide range of applied experiences.

The curriculum is also changing to reflect the current and future trends in the funeral profession. There is an appreciation of the complexities confronting today's funeral practitioner in such diverse areas as business management and accounting, psychology and counseling, marketing and public relations, and others. A professional speaker series designed to keep the student abreast of the different facets influencing the funeral service profession is presented throughout the program.

The faculty members exhibit a wide range of interests and come from very different backgrounds both within the funeral profession and within their own areas of expertise. This allows for an individualized learning experience whereby the student becomes acquainted with the skills required of the funeral professional. The students are encouraged to actively participate in this experience and are supported in this effort by the faculty and the administration.

The Institute strives to provide relevant information on all topics surrounding the death care industry; thereby, allowing both students and licensees to make informed choices within their chosen profession. In addition to this, an attempt is made to instill a sense of social consciousness which stresses the growing responsibilities and obligations of the funeral service professional. Ultimately, the Pittsburgh Institute of Mortuary Science aspires to provide its graduates with the resources and the confidence to represent funeral service as a professional caregiver providing a valuable contribution to

the community.

## **THE LOCATION**

Pittsburgh is no longer the "smoky city" of years ago. Through its "Renaissance" development, Pittsburgh has emerged as one of the most livable cities in the nation. The "new Pittsburgh" consists of thriving businesses, expanding universities and numerous teaching hospitals.

Like its city, the Pittsburgh Institute of Mortuary Science (PIMS) has undergone a "Renaissance." Once centrally located in the university and cultural center, PIMS has relocated in the Shadyside area of Pittsburgh. This developing area is rich with culture, history and social activities.

PIMS is within several minutes of the heart of the downtown area and an array of unique activities. The Pittsburgh Ballet Theater, the Pittsburgh Symphony performing at the Heinz Hall for Performing Arts, as well as numerous theatrical offerings are excellent opportunities for those culturally attuned. For the sports enthusiast, Pittsburgh is unparalleled. No matter the season, opportunities abound. The infamous Pittsburgh Steelers, the Pirates, the ice-hockey Penguins and numerous college teams entertain throughout the year. Pittsburgh also has a wide variety of events opened freely to the general public including: the Three Rivers Arts Festival, the nearby Shadyside Arts Festival, Pittsburgh Zoo, Aviary, Phipps Conservatory, the Carnegie Museum and others.

The many opportunities available in the Pittsburgh community provide an excellent atmosphere for engendering a versatile learning experience.

## **OBJECTIVES**

The administration of the Pittsburgh Institute of Mortuary Science is constantly aware of its obligations as a school and of its responsibilities to its students, to the funeral service profession and to the public.

The school motto, "Scientia, Sollertia, Servitium," expresses these objectives in part. Translated from Latin, the motto means "Knowledge, Skills and Service."

The major objectives of The Pittsburgh Institute of Mortuary Science, Inc. are:

- To offer a post-secondary level curriculum and educational program that will enlarge the background and knowledge of funeral service which are essential in meeting the student's needs for licensure and successful funeral service practice.
- To foster and promote ideas in every phase of funeral service, enabling the student to develop proficiency and skills necessary for the profession, while at the same time sensitize the student to ecological and environmental concerns that apply.
- To engender a sense of social consciousness and awareness within each student that serving as a practicing funeral director entails obligations and responsibilities that are met most effectively through highly ethical professional practices, community service and good citizenship.
- To foster the true image of the funeral director as a member of the caregiving professions engaged in community health and welfare service.
- To instill a desire for continuing education, intellectual and spiritual growth throughout the years of professional life.
- To encourage cooperation with all individuals and groups concerned with the advancement of the standards of education and research for funeral service among faculty and students, alike.

## **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 lead my life and practice my art in uprightness and honor;  
That into whatsoever house I shall enter,  
It shall be for the benefit and comfort of those bereaved;  
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 abstain from every voluntary act of misconduct and corruption;  
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 unviolated, 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.

## **BOARD OF DIRECTORS**

James O. Pinkerton, CFSP, Chairman	Pittsburgh, PA
Eugene C. Ogrodnik, CFSP, President and CEO	Pittsburgh, PA
Karen West Butler, Vice-President	Pittsburgh, PA
Patrick Lanigan, Secretary	Pittsburgh, PA
Kevin Dieterle, Treasurer	Pittsburgh, PA
F. Glenn Fleming	State College, PA
Michael Nicodemus	Virginia Beach, VA
James Lowry	Charleston, WV
Dr. Barry T. Lease, Program Director	Pittsburgh, PA

## **ADMINISTRATIVE STAFF**

\*Eugene C. Ogrodnik, CFSP; M.S., Robert Morris University; President/CEO, Dean of Administration  
\*+#Barry T. Lease, Ed.D. Walden University, Program Director  
\*+Michael Burns, M.Ed, Point Park University; PIMS, Dean of Faculty and Students  
Karen S. Rocco, B.S., Management, University of Pittsburgh, Registrar/Financial Aid Director,  
Director of Administrative Services  
Nicole Elachko, M.B.A., Argosy University, Financial Aid Administrator  
\*+Anne L. Cerutti, B.F.A., Ringling College of Art & Design, PIMS, Business Office Advisor  
\*+Kevin A. Drobish, B.S., Point Park University, Administrative Coordinator,  
\*Maria Sproull, A.S.B. PIMS, Admissions Advisor  
\*+Joseph A. Marsaglia, Jr., CFSP; Ed.D., Walden University; Dean Emeritus

## **FACULTY COUNCIL**

Kathleen B. Entenmann, Esq., Chair  
\*John N. Elachko  
\*Patrick M. McGowan  
\*+#Nicholas A. Ricci  
\*Allen Siverls

+certified celebrant

\*licensed embalmers and funeral directors

#certified crematory operator

## FACULTY

Outstanding professional men and women make up the Institute's faculty. In addition to being thoroughly educated in their specialties, they bring to the student's practical experience accumulated over years of practice in their chosen professions.

These educators, who combine the best of the theoretical and the practical, are well qualified to provide in-depth understanding of their disciplines. Real meaning is thus brought to the textbook-laboratory method of instruction.

This Institute has adopted as its credo the belief that the student can best learn by constant practice of the theories which are taught.

\*+**Burns, Michael S.**, CFSP, (August 2016), Pathology I & II, Embalming Orientation, Embalming II, Regulatory Compliance, Restorative Art Principles & Lab, Clinical Embalming, Certified Celebrant Trainer  
B.S., Point Park University; M.Ed., Point Park University; PIMS

\***Catalfu, Jason L.**, (September 2018), Cremation Principles  
B.S., Point Park University; PIMS

\***Chandler, Bryan** (June 2009), Thanatology in Society, Communication Skills, Funeral Management I  
B.S., Point Park University; PIMS

\***Drobish, Kevin A.** (January 2014), Human Anatomy, Pathology II, Restorative Art Lab, Clinical Embalming  
B.S., Point Park University; PIMS

\***Elachko, John** (January 2012), Psychology of Grief & Counseling, Death and Children,  
Professional Seminar Series, General Psychology, Comprehensive Review Series  
B.A., Duquesne University; PIMS

**Entenmann, George C.** (September 1977), Business Law, Economics, Funeral Service Law  
B.S., University of Pennsylvania; J.D., Duquesne University

**Entenmann, Kathleen B.** (September 1998), English Composition, Strategies for Success,  
General Psychology; B.A., Rutgers College; J.D., Duquesne University

\***Hunter, Douglas H.**, CFSP (March 2012), Clinical Embalming  
B.A., Gordon College; PIMS

\***Johnson, Lisa D.**, (April 2015), Clinical Embalming  
B.S., Point Park College, PIMS

**Lawrence, John J.**, (June 2012), Human Resource Management, Risk Management  
B.A., Bucknell University; M.P.M, Carnegie Mellon University

\*+**#Lease, Barry T.** (April 1996), Embalming I, Gerontology Clinical Embalming  
B.S., Waynesburg College; MBA, Point Park University; Ed.D., Walden University; PIMS

\*+**Marsaglia, Joseph A., Jr.**, CFSP (April 1985),  
Thanatology, Regulatory Compliance  
B.S., Point Park University; M.Ed., Pennsylvania State University; Ed.D., Walden University; PIMS

\***Mayer, Robert G.**, CFSP (May 1967), Special Lecturer: Cosmetology, Embalming, Restorative Art  
B.A., Youngstown University; PIMS

\*+**McGowan, Patrick M.** (January 1993), Funeral Management, Clinical Embalming  
B.S., California University of PA; PIMS

\***Ogrodnik, Eugene C.**, CFSP (March 1977), Accounting, Professional Seminar Series  
B.S., University of Pittsburgh; M.S., Robert Morris College; PIMS

\***Parzynski, Michael**, (August 2009) Human Anatomy, Embalming, Microbiology, Pathology,  
Restorative Art  
B.S., St. Vincent College; M.S., Pennsylvania State University; PIMS

- \*+**Ricci, Nicholas A.** (January 2016), Accounting, Contemporary Professional Issues, Ethics, Funeral Service Marketing, Small Business Management, Thanatology  
B.A., Duquesne University; PIMS
- \***Schellhaas, Robert D. Jr.** (May 2004) Clinical Embalming  
B.S., West Virginia University; PIMS
- \***Schleifer, William** (April 2011) Clinical Embalming  
Pennsylvania State University; PIMS
- \***Siverls, Allen** (January 2010), Small Business Management, Funeral Management  
B.A., St. Lawrence University; MBA, Clarkson University; PIMS
- \***Silvis, Benjamin W.** (August 2008), Clinical Embalming  
B.A., St. Vincent College; PIMS
- \***Westphal, Daniel M.** (February 2004), Microbiology,  
Anatomy, Clinical Embalming B.S., Point Park University;  
PIMS
- \*+**Ziance, Beth** (January 2017), Restorative Art Laboratory,  
B.F.A., Rochester Institute of Technology; PIMS

+certified celebrant

\*licensed embalmer and funeral director

#certified crematory operator

## **ADMISSION GENERAL**

It is the policy of the Pittsburgh Institute of Mortuary Science to admit students who are best qualified to profit from the opportunities offered at the Institute for intellectual, spiritual and social growth to assume the professional responsibilities of a licensed embalmer and director.

Admission to study at PIMS is a privilege. The Institute reserves the right to withdraw this privilege at any time it may appear to be in the best interest of the student, the student community or the Institute.

It is also the policy of the PIMS that contact with perspective students is to be informative, high-pressure tactics are prohibited as the nature of the program does not appeal to a broad student base.

## **NONDISCRIMINATORY POLICY**

The Pittsburgh Institute of Mortuary Science admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, religion, national and ethnic origin, age or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered events.

## **APPLICATION FOR ADMISSION**

Application for admission must be completed online at [www.pims.edu](http://www.pims.edu). All information requested must be given by the applicant. Each student must submit the following with the official online application:

1. A \$50 application fee. The application fee is refundable if request for cancellation is made within 5 calendar days of submitting the application.
2. A recent headshot photograph, for identification purposes only with a white or light colored background; emailed to [admissions@pims.edu](mailto:admissions@pims.edu).
3. An official transcript of the applicant's complete high school record or, in lieu thereof, evidence of a high school equivalency acceptable to the licensing agency is required. If an applicant has graduated from high school with a final GPA of less than 2.0, the applicant will need to provide PIMS with an official college transcript presenting at least 12 liberal arts or general education credits with a cumulative GPA of 2.0 or higher (**to be submitted directly to PIMS by the school or college otherwise not considered official**).
4. All official college transcripts, including mortuary school, if applicable (**to be submitted directly to PIMS by the school or college otherwise not considered official**).
5. Completion of the **Health Screening Form by student and qualified health professional**, which can be mailed, faxed, or emailed to [admissions@pims.edu](mailto:admissions@pims.edu) once completed by the applicant and a physician or other qualified medical professional.
6. Proof of healthcare insurance coverage; a copy of a health insurance card can be mailed, faxed, or emailed to [admissions@pims.edu](mailto:admissions@pims.edu).

Some states require college courses as a prerequisite for admission to mortuary school. Others require an apprenticeship period be served prior to mortuary training. It is important that the student become familiar with the licensing requirements of the state in which he or she wishes to practice prior to enrolling. The Institute will gladly answer any questions concerning such special requirements although it is ultimately the student's responsibility to ensure their education and credentials meet their states requirement. Contact the funeral director/embalmer state board for those requirements.

Application materials will be destroyed, including transcripts, if the applicant does not matriculate into courses within one year of the application date. Applications can be deferred beyond a year if the applicant contacts the Admission Office to place their application on hold. After the designated hold period the Admissions Office has the right to discard those application materials without notification to the student.

## **INTERNATIONAL STUDENTS**

Pittsburgh Institute of Mortuary Science welcomes applications from international students. International students must complete all general admissions requirements. Additional requirements are as follows:

1. Foreign grade transcripts must be translated and evaluated by an International Transcript Service. Fees associated with this service are the responsibility of the applicant. Below is a list of International Transcript Services that may be used:

### **International Education Research Foundation, Inc.**

P.O.Box 3665  
Culver City, CA 90231-3665  
(310)258-3665  
[www.i erf.org](http://www.i erf.org)

### **Foundation for International Services**

21540 30th Drive SE, Suite 320  
Bothell, WA 98021  
(425)487-2245  
[www.fis-web.com](http://www.fis-web.com)

### **Educational Credentials Evaluators, Inc.**

P.O.Box 514070  
Milwaukee, WI 53203-3470  
(414)289-3400  
[www.ece.org](http://www.ece.org)

2. Applicants must obtain a student VISA. The Institute will provide the I-20 form once it has collected all needed information from the applicant. The completed I-20 form will need to be given to the Consulate to obtain the student VISA.

## **ADMISSION NOTIFICATION**

Official notification of acceptance or rejection will be made by email after the applicant's records have been carefully reviewed and verified by the Admissions Committee.

## **ENROLLMENT DATES**

Student enrollment is conducted three times yearly, once in spring, summer and fall. The campus Academic Calendar is located at the end of this document. Online students may contact the register for their cohort's schedule.

## **REGISTRATION**

Registration is done by the Registrar's Office within the PIMS administrative system. Students are registered within a week of their course state date. Schedules are immediately populated within the PIMS Sonis Student Portal viewable by the student. A schedule of courses for the entire program is provided during the enrollment process. If a student wishes to discuss their schedule or make adjustments, they must contact the Registrar's Office.

On-campus students can select to take the accelerated or the standard pace of progression. The program result is the same; the accelerated pace is 20 credits per term and the student attends at a minimum one year, and the standard pace is 8-12 credits per term and the student attends at a minimum of two years. If the student has questions or wishes to change paces of attendance, they must consult with the Registrar Office.

The student that pursues a distance education alternative will note that the courses are offered in an accelerated timeline. There are 8-week terms, as opposed to typical 15-week terms on-campus. These accelerated online terms will require a dedicated commitment. Courses are offered in a particular sequence. Due to the shorter-term lengths, there are no terms in which more than 7 credits are offered. The course offerings are designed to be taken in a logical sequence. Only certain courses will be offered during any particular term. Any other request for course registration which requires a departure from the normal sequence will be determined solely on a case-by-case basis and will require.

## **ORIENTATION**

Prior to the first day of classes, students are given a comprehensive orientation which includes overview of academic policies, financial aid, and expectations for academic success. For online students this includes access to a practice/orientation classroom which is provided a week before the first day of class.

## **LATE REGISTRATION**

Application deadlines are 30 in advance of a start date to allow students time to submit required application materials, enrollment paperwork, and financial aid forms. In the event a student is late in applying for admission, there is no guarantee of consideration of the Admission Committee and/or no guarantee of aid for the first day of classes.

## **ONLINE STUDENT TECHNOLOGY REQUIREMENTS**

The student must have a computer available with an Internet browser (ex. Internet Explorer, Mozilla or Safari, etc.) capable of accessing the Internet, an Internet Service Provider (ISP) and an email account. All courses offered will require the student to access the Internet and to communicate with the faculty over the "net" through either discussion forums, chat rooms or email. There may be need to have access to a fax machine for document transmission and a DVD/audio/video recorder/player as well. Students must have software available to them for word processing and spreadsheet use as well as a presentation program.

Students registering for PIMS Distance Education will be required to use Microsoft Office Suite of products including Word, Excel, and PowerPoint (versions 7.0 and above). These are the only products that are approved for use at PIMS Distance Education. Other forms of 3 software may not be compatible with software used by PIMS Distance Education faculty. If students need to purchase software, PIMS can provide for student purchases at greatly reduced rates.

### *PC Requirements*

- Windows 7 or later
- Pentium processor or faster

- At least 4 GB of RAM
- At least 80 GB hard drive
- High speed Internet connection
- CD/DVD drive with sound
- Printer
- Microsoft Office Suite 7.0 or above
- Web browser such as Microsoft Internet Explorer 8.0 or above/Chrome/ Firefox
- An Internet Service Provider (ISP)

#### *MAC Requirements*

- MacOS 10.0 or later
- Power PC processor or faster
- At least 1 GB of RAM
- At least 128 GB hard drive
- DVD drive with sound
- Printer
- Office Mac 2010 or above
- Web browser such as Safari or above
- An Internet Service Provider (ISP)

This equipment while it may be convenient to purchase, need not be purchased by the student. Public libraries provide equipment and Internet access for consumers at no cost. The following equipment will need to be accessible to any student who considers online education:

Equipment	Approximate Cost
Personal computer with DVD	\$500.00
Printer	\$100.00
Microsoft Office (Student Edition)	\$150.00
Internet Service	\$20.00/month
Scanner (optional)	\$100.00

#### **SECURITY PASS FOBS**

Since its inception, the Pittsburgh Institute of Mortuary Science has been sensitive to ensuring the safety, health, and welfare of its employees and students. A security system has been installed that provides for ease of entry by authorized parties by the use of a fob.

All students are provided with a fob that will enable easy access to the building when desired, during times when school is in session. This policy will assist in maintaining a secure environment for all concerned with minimum disruption to administrative personnel.

#### **REFUNDS AND WITHDRAWALS- CAMPUS STUDENTS**

In withdrawing from school, the student should submit a letter or email of resignation to the Registrar. In the event that a student does not submit notice of resignation, the date of last attendance shall constitute the basis for tuition refunds.

After seven calendar days following the date of the enrollment contract, but prior to the beginning of classes, if an applicant cancels or fails to attend, all monies in excess of the application and matriculation fees will be refunded. Whenever a student enrolls and withdraws or is discontinued after the trimester has begun but prior to completion of the trimester, the following tuition refunds shall apply:

Week 1 (first 7 calendar days)....75%	Weeks 5-8 (days 29-56) .....30%
Weeks 2-4 (days 8-28) .....55%	After Week 8 (57+) ..... No Refund

Or, for all students receiving Title IV funds who withdraw completely at or before the 60% point of the trimester, the return of Title IV funds refund policy will also be computed.

For students who change their credit number of courses taken during the trimester (by dropping or adding courses), the student will be charged on the amount per credit rate and the refund shall be calculated per the refund policy listed above.

## **RETURN OF TITLE IV FUNDS POLICY**

Return of Title IV funds will be determined by calculating the amount of Title IV aid the student earned. Unearned Title IV funds will be returned to the Department of Education. Student aid earned will be calculated by dividing the number of days completed by the number of days in the enrollment period. The resulting percentage will be multiplied by the total Title IV aid disbursed and that could have been disbursed for the period of enrollment. The result will represent the total Title IV aid to be disbursed or returned by the school and/or student under this policy. This refund will be disbursed in the following order: Federal Direct Unsubsidized Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Direct PLUS Loan, Federal Pell Grant Program, FSEOG, and any other Title IV programs.

An appeals process exists for students or parents who feel that individual circumstances warrant exceptions from published policy.

The Pittsburgh Institute shall make the appropriate refund within 30 days of the date the student fails to enter or to terminate training.

## **REFUNDS AND WITHDRAWALS-ONLINE STUDENTS**

The Institute shall calculate earned tuition on a weekly basis. For refund computation purposes, termination date is the last date of participation. After seven calendar days, following the date of the enrollment contract, but prior to the beginning of classes, if an applicant cancels or fails to participate, all monies in excess of the application and matriculation fees and earned tuition will be refunded. Attendance for PIMS Online is defined as present and active participation with regards to discussion forums and course assignments. There will be no refunds for books and supplies after such items have been issued.

In withdrawing from school, the student must submit a letter or email of resignation to the Registrar. If no resignation is received, the date of last attendance shall constitute the basis for tuition refunds. This day will be determined by the last time the student had participated in the forum discussions or submitted an assignment.

In accordance with regulations of the PA State Board of Private Licensed Schools, whenever a student enrolls and withdraws or is discontinued after the term has begun, but prior to completion of the term, refunds shall apply. Each term of study is 8 weeks long (up to 56 days).

Tuition refunds shall apply as follows:

First 10% of the term (6 calendar days)	(days 1-6)	90%
Completion of 11%-25% of the term	(days 7-14)	75%
Completion of 26%-50% of the term	(days 15-28)	50%
Completion of over 50% of the term	(days 29+)	No refund

For all students receiving Title IV funds who withdraw completely at or before the 60% point of the term, the Title IV funds policy will be computed.

An appeals process exists for students or parents who feel that individual circumstances warrant exceptions from published policy.

The Pittsburgh Institute of Mortuary Science, Inc. shall make the appropriate refund within 14 days of the date the student fails to enter or to terminate training.

## **RETURN OF MILITARY TUITION ASSISTANCE**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, the Pittsburgh Institute of Mortuary Science will return any unearned TA funds on a prorated basis through at least 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch.

Instances when a Service member stops attending due to military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in the student debt for the returned portion.

The following TA refunds shall apply:

Week 1 (first 7 calendar days)....75%	Weeks 5-8 (days 29-56) .....30%
Weeks 2-4 (days 8-28) .....55%	After Week 8 (57+) .....No Refund

## **CAMPUS TUITION AND FEES\*Effective September 2020**

Total cost of tuition for the Diploma Program and AST Degree Program is \$19,800, the total cost for the ASB Degree Program is \$26,730 if 81 credits are required, and the total cost for the ASB Degree Program is \$32,010, if 97 credits are required. The prescribed amounts are listed below; the per credit cost is \$330. Each trimesters' tuition and fees are billed in advance of each term and must be paid by the end of each term. In addition to tuition, there are costs for supplies, laboratories & other fees, as listed below.

	<b>Diploma &amp; AST</b> <b>60 credits</b>	<b>ASB Degree</b> <b>81 or 97 credits</b>
# Application Fee (with application) or Reapplication Fee	\$ 50.	\$ 50.
Matriculation Fee (non-refundable)	\$ 75.	\$ 75.
++ Textbooks (estimated)	\$ 1,500.	\$ 2,700.
* RA Laboratory Supplies and Fees (campus visit)	\$ 3,575.	\$ 3,575.
* Embalming Lab Fee	\$ 710.	\$ 710.
Technology Fee	\$ 300.	\$ 300.
Graduation Fee	\$ 100.	\$ 100.
*** Virtual Funeral Service Skills Practicum Visit	\$ 50.	\$ 50.
<b>TOTAL BOOKS, SUPPLIES &amp; FEES (estimate)</b>	<b>\$ 6,360.</b>	<b>\$ 7,560.</b>
Tuition beginning of Non-CORE 16		\$ 5,280. (if required)
Tuition beginning of First Trimester	\$ 6600.	\$ 6,600.
Tuition beginning of Second Trimester	\$ 6600.	\$ 6,600.
Tuition beginning of Third Trimester	\$ 6600.	\$ 6,600.
Tuition beginning of Non-CORE 21		\$ 6,930.
<b>TOTAL TUITION</b>	<b>\$19,800 (60 credits)</b>	<b>\$32,010. (97 credits)</b>

# Application Fee or Reapplication Fee is refundable if a request for cancellation is made within (5) calendar days of submitting the application.

\* Subject to change; includes instruction, use of facilities, transfer services (EMB), proprietary equipment (RA), and necessary supplies. Students can opt to purchase some supplies on their own, pending school approval. A breakdown will be provided prior to these labs. The Emb Lab Fee applies in either case to a) one require case on campus for assessment purposes, or b) performing all cases, or clinical requirements on campus.

\*\*\* If a virtual visit for the funeral service practicum is not desired or cannot be accomplished, then a physical visit may occur at a fee of \$250 plus all expenses related to the visit.

++The amounts listed above are only budgeted estimates for textbooks.

## **ONLINE TUITION AND FEES \*Effective October 2020**

The cost of tuition for the full-time Online Diploma & AST Degree Program (11 terms) is charged at the rate of \$390 per credit + \$50 administrative fee per course, payable in eleven installments by the end of each term. The prescribed amounts are listed below. In addition to tuition, there are costs for supplies and laboratory & other fees which are billed in advance of each term.

<b>DIP &amp; AST DEGREE (11 TERMS)</b>	
# Application Fee (with application) or Reapplication Fee	\$ 50.
Matriculation Fee (non-refundable)	\$ 100.
Tuition (54 credits @ \$390/ credit)	\$ 21,060.
* RA Laboratory Supplies and Fees (campus visit)	\$ 3,575.
* Embalming Lab Fee	\$ 710.
Technology Fee	\$ 300.
Course Administrative Fees (22 courses @ \$50/course)	\$ 1,100.
*** Virtual Clinical Embalming Visit	\$ 50.
*** Virtual Funeral Service Skills Practicum Visit	\$ 50.
Graduation Fee	\$ 100.
++Textbooks (Estimated)	\$ 1,500.
<b>TOTAL BOOKS, SUPPLIES &amp; FEES (estimate)</b>	<b>\$ 8,085.</b>
<b>TOTAL TUITION</b>	<b>\$ 21,060.</b>

# Application Fee or Reapplication Fee is refundable if a request for cancellation is made within (5) calendar days of submitting the application.

\* Includes instruction, use of facilities, transfer services (EMB), proprietary equipment (RA), and necessary supplies. Students can opt to purchase some supplies on their own, pending school approval. A breakdown will be provided prior to these labs. The Emb Lab Fee applies in either case to a) one requisite case on campus for assessment purposes, or b) performing all cases, or clinical requirements on campus.

\*\*\*A combo Virtual Visit for both the Embalming and Practicum can be arranged at a discounted fee of \$75. If a virtual visit is not desired or cannot be accomplished, then a physical visit must occur at a fee of \$250 plus all expenses related to the visit.

++The amounts listed above are only budgeted estimates for textbooks.

## **ACADEMIC PROGRAMS**

### **COURSES OF STUDY**

- (1) **The Diploma Program (Embalming and Funeral Directing)** is a 60-semester credit course consisting of 1096 contact hours of study available to those who desire licensure in a state whose law requires it. This program can be taken at an accelerated pace in 3 trimesters, on-campus or two calendar years online.
- (2) **Associate in Specialized Business Degree (Funeral Service Management)** is 97 semester credit program that is offered on-campus only. This program consists of at least 1651 contact hours of both classroom and laboratory work and 5 trimesters if attending at an accelerated pace.
- (3) **Associate in Specialized Technology Degree (Funeral Service Arts and Sciences)** requires a minimum of 30 semester (45 quarter) credits of previous college education (transfer credits) distributed in two general areas and consists of a minimum of 1096 contact hours (60 semester credits) on campus and online. Total credits (including the 30 transfer credits) required for the AST Degree is 90 semester credits. This program can be taken at an accelerated pace in 3 trimesters, on-campus or two calendar years online.
- (4) Cooperative bachelor's degree Programs; the student can combine course work from the Pittsburgh Institute with Education from one of the four cooperative college programs. Details are described later in this publication. This is an on-campus only option.

### **Credit Hour Policy**

Pittsburgh Institute of Mortuary Science, Inc. has adopted the following policy for determining the credit hours awarded for courses and programs, regardless of delivery mode or course format, in accordance with commonly accepted practices in higher education as may be determined by the U.S. Department of Education and the Pennsylvania Department of Education.

### **Federal Definition of the Credit Hour**

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an

institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours 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 different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic activities as established by the institution.

At Pittsburgh Institute of Mortuary Science, Inc., one semester credit is equivalent to one hour of faculty face-to-face instruction time per week for 15 weeks and a minimum of two hours of student preparation time outside of the classroom each week per credit hour.

Different modes of instruction will meet instructional hour requirements by following the general guidelines of the U.S. Department of Education and the PA Department of Education.

Specifically, the Pittsburgh Institute follows the established curricular credit regulations of the Pennsylvania Department of Education (PDE): 22 Pa. Code Chapter 31, 31.21-31.22. One semester credit is defined as 14 hours of classroom instruction. A three-credit semester or trimester-based course would need to meet for 42 hours of classroom instruction throughout the semester or trimester. In addition, PDE requires that hours of classroom instruction cannot be calculated to include exams. Therefore, a typical trimester course meets for 14 weeks (3 credits equals 42 hours of instruction) with a final exam in week 15 (2 hours). PDE's curricular credit policy allows for determining activities that are the equivalent of classroom instruction.

Pittsburgh Institute of Mortuary Science operates on an academic year divided into three trimesters (fall and spring and summer) of approximately 15 weeks in length and grants "semester credit." Its online program, (**PIMS OnLine**) operates on an 8 weeks term and grants "semester credit."

### **Summary of PIMS Credit Hour Guidelines**

For traditionally delivered lecture and discussion courses, one credit hour must include no less than one 50-minute period of direct faculty instruction each week for 15 weeks on campus and a minimum of two hours of out-of-class student work each week. It is understood that the students' work requirements may vary from week to week based on particular assignments.

Equivalent time and effort are required for online study or other shortened instructional periods. For each credit, the students' workload should require approximately 45 hours of effort.

At least an equivalent amount of work as described above is required for other academic activities, including laboratory courses, internships, clinical practice, field work, and other academic work leading to the awarding of credit. In addition, these forms of academic activities need not bear academic credit but may be simply individual course requirements or institutional requirements.

Credit for courses delivered by e-learning, hybrid, shortened, and other nontraditional modes of delivery will demonstrate equivalent time and effort. In determining the amount of course work to achieve learning competencies and outcomes, the Institute will take into consideration alternative delivery methods, measurements of student work, nature of the course expectation and achievement of academic outcomes.

All new courses or substantive changes in course or credit content are submitted and approved by the PA Department of Education prior to the course being offered to students and therefore meet all laws, regulations, guidelines, and policies of the department.

**Campus Trimester Sequence of Courses (Accelerated Pace)**  
**Diploma Program (Embalming and Funeral Directing)**  
**Associate in Specialized Technology Degree (Funeral Service Arts and Sciences)**

FIRST TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
ANA	110	Human Anatomy	3	3	45
BL	110	Business Law	3	3	45
COM	100	Strategies for Success	1	1	15
BMC	110	Business Math/ Computer Applications	3	3	45
EMB	131	Embalming Orientation	2	2	30
ETH	110	Ethics	1	1	15
PSY	121	General Psychology	2	2	30
MIC	110	Microbiology	3	3	45
SOC	110	Thanatology in Society	2	2	30
			<b>20</b>	<b>20</b>	<b>300</b>
SECOND TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
ACC	110	Financial Accounting	3	3	45
MGT	121	Regulatory Compliance	3	3	45
COM	110	Communication Skills	3	3	45
EMB	132	Embalming Theory I	3	3	45
FM	121	Funeral Management I	2	2	30
PAT	121	Pathology I	2	2	30
RA	110	Restorative Art Principles	3	3	45
RA	110L	Restorative Art Lab	1	4	60
		Clinical Embalming	N/A	N/A	36
			<b>20</b>	<b>23</b>	<b>381</b>
THIRD TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
CR	110	Cremation Principles	3	3	45
EMB	133	Embalming Theory II	2	2	30
FM	122	Funeral Management II	3	3	45
FSL	110	Funeral Service Law	3	3	45
PAT	122	Pathology II	2	2	30
PSS	110	Professional Seminar Series	1	3	45
PSY	122	Psychology of Grief and Counseling	3	3	45
MGT	122	Small Business Management	3	3	45
		Clinical Embalming	N/A	N/A	54
		TOTALS	<b>20</b>	<b>22</b>	<b>384</b>
			<b>60</b>		<b>1065</b>

## **ASSOCIATE IN SPECIALIZED BUSINESS DEGREE**

The Associate in Specialized Business Degree (ASB) is available to campus students whose state of licensure requires an associate degree in mortuary science and/or post-secondary general studies pre-requisite courses. The students can select the accelerated or the standard pace and may need 81 or 97 credits depending on prior qualifying credits for program completion. The non-core 16 credit trimester is only offered in the summer and will be transferred in if the student has 16 qualifying credits (see below). This summer trimester may be taken before or after the sequence of the program. If the non-core 16 credit trimester is eliminated from the student's schedule, 81 credits will be required. If the student does not have the full 16 qualifying credits than 97 credits will be required to graduate with the Associate in Specialized Business from the Pittsburgh Institute of Mortuary Science.

Since there are no uniform licensing requirements within the United States and Canada for funeral directors and embalmers, the actual number of credits required prior to matriculation is determined by the pre-professional credits required by the state in which the student intends to practice.

For example: West Virginia and Pennsylvania will accept the Associate in Specialized Business or 60 prior pre-professional credits plus the PIMS Associate in Specialized Technology. These states among others will allow for the coordination of pre-professional and mortuary science credits, hence the Associate in Specialized Business option.

With this in mind, students are advised to check directly with the state licensing boards for current information regarding licensing requirements. Institute officials will be happy to assist any student in obtaining this information. If the student desires to complete sixteen semester credits from another institution, these credits from the sending institution must come from the following two general areas:

### **To Eliminate Non-Core 16:**

#### **AREA I**

-12 semester (18 quarter) credits must come from the following specialty areas:

Biology or other Life Sciences

Business Mathematics

Public Health

Allied Health Science

Chemistry

Behavioral Science

Zoology

Sociology

Business Administration

Environmental Health

Political Science

Other related areas

Computer Business Applications

#### **AREA II**

-4 semester (6 quarter) credits from the following other related areas:

English Literature

College Mathematics

English Composition

Computer Science Programming

Public Speaking

Education

History

Fine Arts

Foreign Languages

Humanities

Philosophy

Other related areas

Religion

The above subjects are only representative samples of the types of courses which will meet the distribution requirements. There is a wide variety of course offerings which will equally meet the requirements listed above. Prospective students who have questions regarding course selection are requested to seek assistance from Institute officials. The Pittsburgh Institute reserves the right to classify the distribution of credits for students applying for the ASB Degree. These credits must be taken at a regionally or nationally accredited institution.

**CAMPUS ASSOCIATE IN SPECIALIZED BUSINESS DEGREE (Accelerated Pace)**  
**(Funeral Service Management)**

Non-Core 16			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
BIO	210	Environmental Health	3	3	45
HRM	210	Human Resource Management	3	3	45
PSY	210	Psychology of Death	3	3	45
SOC	210	Social Psychology	3	3	45
REL	210	World Religions	4	4	60
			<b>16</b>	<b>16</b>	<b>240</b>
FIRST TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
ANA	110	Human Anatomy	3	3	45
BL	110	Business Law	3	3	45
COM	100	Strategies for Success	1	1	15
BMC	110	Business Math/ Computer Applications	3	3	45
EMB	131	Embalming Orientation	2	2	30
ETH	110	Ethics	1	1	15
PSY	121	General Psychology	2	2	30
MIC	110	Microbiology	3	3	45
SOC	110	Thanatology in Society	2	2	30
			<b>20</b>	<b>20</b>	<b>300</b>
SECOND TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
ACC	110	Financial Accounting	3	3	45
MGT	121	Regulatory Compliance	3	3	45
COM	110	Communication Skills	3	3	45
EMB	132	Embalming Theory I	3	3	45
FM	121	Funeral Management I	2	2	30
PAT	121	Pathology I	2	2	30
RA	110	Restorative Art Principles	3	3	45
RA	110L	Restorative Art Lab Clinical Embalming	1 N/A	4 N/A	60 36
			<b>20</b>	<b>23</b>	<b>381</b>

THIRD TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
CR	110	Cremation Principles	3	3	45
EMB	133	Embalming Theory II	2	2	30
FM	122	Funeral Management II	3	3	45
FSL	110	Funeral Service Law	3	3	45
PAT	122	Pathology II	2	2	30
PSS	110	Professional Seminar Series	1	3	45
PSY	122	Psychology of Grief and Counseling	3	3	45
MGT	122	Small Business Management	3	3	45
		Clinical Embalming	N/A	N/A	54
			<b>20</b>	<b>22</b>	<b>384</b>
<b>Non-Core 21</b>			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
ENG	210	English Composition	3	3	45
CPI	210	Contemporary Professional Issues	3	3	45
DC	210	Death and Children	3	3	45
ECO	210	Elements of Economics	3	3	45
GER	210	Gerontology	3	3	45
MKT	210	Funeral Service Marketing	3	3	45
RM	210	Risk Management	3	3	45
Grand Total			<b>21</b>	<b>21</b>	<b>315</b>
			<b>97</b>		<b>1620</b>

## ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

The Associate in Specialized Technology (AST) Degree was developed to recognize the efforts of many students who had already earned in excess of 30 semester (45 quarter) credits.

The AST Degree in Funeral Service Arts and Sciences requires the student to earn a minimum of 30 semester (45 quarter) credits from a regionally or nationally accredited college or university prior to matriculation into either three or six trimesters on campus, depending if you would like the accelerated or standard pace or two calendar years online. Those who are seeking licensure in Pennsylvania or West Virginia need 60 credits to enter the online program and/or qualify for the AST on-campus. Students must meet both PIMS and state requirements.

The Associate in Specialized Technology Degree must meet the following distribution requirements for the 30 semester (45 quarter) credits prerequisite to study at PIMS:

### To qualify for the AST program on-campus and online:

#### AREA I

-21 semester credits must come from the following specialty areas:

Biology or other Life Sciences  
 Public Health  
 Chemistry  
 Zoology  
 Business Administration  
 Environmental Health  
 Computer Business Applications

Business Mathematics  
 Allied Health Science  
 Behavioral Science  
 Sociology  
 Political Science  
 Other related areas

#### AREA II

-9 semester credits from the following other related areas:

English Literature  
English Composition  
Public Speaking  
History  
Foreign Languages  
Philosophy

College Mathematics  
Computer Science Programming  
Education  
Fine Arts  
Humanities  
Other related areas

Because colleges and universities title courses differently, it is not always easy to determine by the course title in which distribution category a course might apply. Therefore, course descriptions, etc., may need to be analyzed to properly distribute the credits. This "other related area" category within each distribution area would enable PIMS to distribute the credits appropriately when such a doubt exists.

The above subjects are only representative samples of the types of courses which will meet the distribution requirements. There is a wide variety of course offerings which will equally meet the requirements listed above.

Pennsylvania and West Virginia students can use the Area I and Area II subjects to guidance in scheduling the 60 qualifying credits for those states.

Prospective students who have questions regarding course selection are requested to seek assistance from Institute advisors. The Pittsburgh Institute of Mortuary Science reserves the right to analyze and classify the distribution of credits as it deems necessary and appropriate for students applying for the AST Degree.

## **COOPERATIVE BACHELOR DEGREE PROGRAMS**

Bachelor of Science Degree Option: Point Park University (PPU) Capstone Program

Obtaining a total professional education cannot be accomplished any faster than through the creative approach developed by the officials from Pittsburgh Institute of Mortuary Science and Point Park University. To better meet the needs of students who have a personal goal of earning a bachelor's degree, the two schools have developed a "must consider" capstone approach to attaining this award. The novel approach to earning the degree requires the student to matriculate at Pittsburgh Institute of Mortuary Science into its Specialized Associate Degree Program. During the professional education, the student is able to take all of the "core" courses in embalming and funeral directing, as well as advanced study in psychology (Death and Children, Gerontology, Psychology of Death, Social Psychology), Business Management (Economics, Funeral Service Marketing, Risk Management, Human Resource Management), comparative religious study and Environment Health. Upon successful completion of this part of the program the student could earn both the Diploma in Embalming and Funeral Directing as well as the Associate in Specialized Business Degree in Funeral Service Management.

The student would make application to Point Park University for the "capstone" cooperative program. Further upper division study in the humanities, as well as a focus in either business administration or environmental health must be taken. These upper division studies should enable the student to graduate over the next 2-3 semesters with a Bachelor of science degree and to participate in the traditional commencement ceremonies that are held at the university.

The following represent the requirements to be taken at Point Park University.

<b>DEPARTMENT REQUIREMENTS</b>			
ENG	151	ENGLISH COMP II THEORIES OF	3 CR.
PSYC	203	PERSONALITY ABNORMAL	3 CR.
PSYC	204	PSYCHOLOGY ADULT	3 CR.
PSYC	418	DEVELOPMENT ELECTIVE ELECTIVE	3 CR.
PSYC			3 CR.

<b>COMPUTER SCIENCE</b>			
NSET	101	INTRO NAT. SCI / ET	3 CR.
<b>ONE OF TWO CONCENTRATIONS</b>			
<b>I. ENVIRONMENTAL HEALTH</b>			
BIOL	334	OCCUPATIONAL SAFETY/HEALTH	3 CR.
BIOL	334	ENVIRONMENTAL HEALTH	3 CR.
BIOL	334	ELECTIVE	3 CR.
BIOL		ELECTIVE	3 CR.
<b>II. BUSINESS ADMINISTRATION</b>			
BMGT	204	SALESMANSHIP	3 CR.
BMGT	208	PRINCIPLES OF MANAGEMENT	3 CR.
		ELECTIVE	3 CR.
		ELECTIVE	3 CR.

The degree to be awarded after successful completion of the aforementioned program will be a Bachelor of Science Degree in Specialized Professional Studies.

Four additional options were developed with Point Park University in 1998, where students can now bring previous college credits into the program and depending on their academic history and interest can now earn the Bachelor of Arts Degree in Specialized Professional Studies with the following concentration areas:

- Fine, Applied and Performing Arts
- Government and International Studies
- Human Sciences
- Natural Sciences and Engineering Technology

Other baccalaureate degree programs have been developed and are available in cooperation with California University of Pennsylvania, Gannon University and Thiel College. College credit is given for training received at the Pittsburgh Institute.

Further information can be obtained from the Pittsburgh Institute or from:

**California University of Pennsylvania**

Department of Biological and Environmental Sciences  
California, PA. 15419  
Phone: 724-938-42

**Point Park University**

Wood Street and Boulevard of the Allies  
Pittsburgh, PA. 15222  
Phone: 412-392-3869  
Dr. Mark Marnich, Academic Advisor for Funeral Services  
mmarnich@pointpark.edu

**Gannon University**

Social Work Program  
Parris J. Baker, Ph.D.  
University Square  
Erie, PA 16541  
Phone: 814-871-7240 / 814-871-7542

**Thiel College**

Department of Business Administration and Accounting  
David M. Miller, M.B.A.  
Greenville, PA 16125  
Phone: 724-589-2000

**SPECIAL NOTE TO THOSE STUDENTS SEEKING A PENNSYLVANIA LICENSE**

While the Pittsburgh Institute of Mortuary Science meets all 50 states' requirements for professional education, the Commonwealth of Pennsylvania allows for some degree of flexibility in meeting these academic credits. The Funeral Director Law for the Commonwealth of Pennsylvania provides for a three-year educational requirement or its equivalency and a one-year resident internship period. This educational requirement translates to two years (or 60 semester credits) of general college which are applicable to a liberal arts program, followed by 60 credits at funeral service program. At Pittsburgh Institute of Mortuary Science, the Diploma Program in Embalming and Funeral Directing and if qualify, the Associate in Specialized Technology Degree Funeral Service Arts and Sciences will satisfy this requirement if the student enters the program with 60 qualifying credits.

In lieu of these requirements, a student could opt for the 97 credit Associate in Specialized Business (ASB) Degree offered by the Pittsburgh Institute. This program requires no college credit and is offered on-campus.

As another alternative to the above, a student may enter the ASB program while transferring a minimum of 16 semester credits from a regionally or nationally accredited college or university, this would eliminate trimester A in the ASB course sequence.

The Institute reserves the right to classify the distribution of credits for students applying for the ASB Degree.

## **SPECIAL NOTE TO THOSE STUDENTS SEEKING LICENSES IN ALL STATES EXCEPT PENNSYLVANIA**

Since the Institute typically has students with different agendas from many different states attending classes and since there are no uniform licensing requirements throughout the United States or Canada, the student is best advised to let the Institute's personnel assist them in interpreting the intended state's current educational requirements for licensure.

### **ONLINE STUDENTS: CO-REQUISITES**

The PIMS Comprehensive Examination and the National Board Examination both contain areas of accounting and business math among their questions. Although these courses are offered in residence, accounting and business math are not part of the regular online course offerings. If an online student is deficient these courses upon entering the program, they can opt to add accounting but business math will need to be transferred in. It will be the student's responsibility to take equivalent course content at a college or university of their choice. These credits must be earned before graduating from the online program at PIMS. If a student thinks that they may have already earned these course content requirements from a previous college experience, they must:

- Have a certified grade transcript sent to PIMS which would present the course title and number of credits earned from the respective college or university; and
- Send or email a copy of the detailed course content contained in the course(s) to be reviewed for approval. This detail is usually presented with a course syllabus. Course syllabi which are simply course policies do not provide any meaningful information from which an assessment may be made. (Note: It is rare that course descriptions which are found in college catalogs are of sufficient detail to provide thorough analysis to be done).

If the student has not previously taken course content in the above, students must seek pre-approval of the course(s). If the student were not to seek pre-approval, s/he may waste valuable time and financial resources taking a course which may not be acceptable as the co-requisite requirement(s). Assessment and approval of the courses shall be done with the presentation of detailed course content outlines. Without sufficient detail, complete assessment cannot be accomplished.

## **THE CURRICULUM**

Four areas of instruction are presented in all programs. The subjects are offered in a balanced schedule during the year.

### **1. Public Health and Technical**

Human Anatomy, Embalming, Environmental Health, Microbiology, Pathology, Restorative Art

### **2. Business Management and Professional**

Accounting, Business Math/Computer Applications, Contemporary Professional Issues, Cremation Principles & Practices, Economics, Funeral Management, Funeral Service Marketing, Human Resource Management, Small Business Management, Professional Seminar Series, Risk Management

### **3. Social Sciences/Humanities**

Strategies for Success, Communication Skills, English Composition, Death and Children, Thanatology, Gerontology, General Psychology, Psychology of Death, Psychology of Grief and Counseling, Social Psychology, World Religions

### **4. Legal, Ethical, Regulatory, other**

Business Law, Ethics, Funeral Service Law, Regulatory Compliance

The curricula are designed to develop a complete practitioner, well versed in all areas for which the student will use as a funeral service practitioner whether they graduate with a diploma or ASB Degree.

The curricula was developed to present the subjects with a logical progression and articulation, taking the student sequentially from the basic through the most advanced and specialized procedures of the funeral service arts and sciences.

## **DESCRIPTION OF COURSES REQUIRED FOR GRADUATION**

### **First Number**

- (1) All 100 courses refer to core curriculum in all programs.
- (2) All 200 courses refer to ASB degree program only.

### **Second Number**

Number of trimesters required for completion of the subject area.

### **Third Number**

Sequence number of the course. If a single course completes the subject area, a zero is used: e.g., a one trimester course taken in the first, second or third trimester = 110; a one trimester course taken in the non-core 21 trimester or non-core 16 trimester = 210; a subject area requiring two trimesters in the second and third trimester = 121, 122.

## **PUBLIC HEALTH AND TECHNICAL**

*The study of the anatomy of the human body is a basic foundation science for pathology, embalming and restorative art. The training is designed to acquaint the student with the general structure and function of the body using charts, skeletal material, films and slides. Special emphasis is given to the blood vascular or circulatory system, cavities, and the head and neck. Additional coursework in environmental health is provided to facilitate a student mindset that all human beings should be aware of the environment in which they interact and they should act responsibly having addressed these considerations.*

***This section serves to provide a theoretical orientation and framework which students will apply in their practical experience in embalming. The courses also familiarize the students with medical information that often is of concern to the family.***

### **HUMAN ANATOMY (ANA 110)**

3 credits; 3 hours lecture/discussion per week.

Terminology, terms of reference used in anatomical description, the anatomical position and topographical anatomy are covered as well as details of cells, tissues, organs, and organ systems. The systemic approach is utilized in the study of the integumentary, skeletal, circulatory, endocrine, nervous, muscular, respiratory, digestive and genitourinary systems. Reciprocity of the anatomy and physiology is covered throughout.

### **EMBALMING ORIENTATION (EMB 131)**

2 credits; 2 hours lecture/discussion per week.

The student is introduced to the science of embalming, its etymology, and methods used. The preparation room and necessary instrumentation and equipment are included. The clinical laboratory procedures and protocols for embalming normal and infectious cases are discussed, as well as the impact of OSHA and government regulation on the work environment. Basic principles of chemistry as they relate to the nature, organic decomposition and embalming chemicals are presented. Especially stressed are the chemical principles and precautions involved in the attempted preservation and disinfection of the dead human body.

### **EMBALMING I (EMB 132)**

3 credits; 3 hours lecture/discussion per week and clinical embalming assignments.

The ethics of this technical aspect of funeral service is emphasized throughout. Types, signs, and tests of death, post-mortem changes, and pre-embalming diagnosis are covered. Types of embalming fluids, fluid dilutions and their composition and preparation are discussed. Beginning with case analysis, the preparation of the normal and autopsied remains is described in detail.

## **EMBALMING II (EMB 133)**

2 credits; 2 hours lecture/discussion per week and clinical embalming assignments.

Case analysis is given continued and careful attention. The preparation of non-routine, difficult cases including autopsied remains and those requiring major restoration or unusual procedures are included as well as post-embalming treatments.

## **ENVIRONMENTAL HEALTH (BIO 210)**

3 credits; 3 hours lecture/discussion per week.

This course studies the effects of the human population on the environment and vice versa. Concepts of ecology supporting man's life will be discussed as well as crises developing as a result of man's exploitation of the environment. Discussions will include air and water pollution, problems of solid waste disposal, toxic hazards, energy conservation, food protection, insects and rodents.

## **MICROBIOLOGY (MIC 110)**

3 credits; 3 hours lecture/discussion per week.

The structure and function of bacteria, viruses, yeasts, molds, chlamydia, and protozoa are discussed. Influence of environmental factors on microbial growth is given special consideration. Emphasis is placed of pathogenic organisms, their portals of entry and exit, transmission and immunization. The role of these organisms in decomposition and the dead human body as a potential source of infection are discussed. In addition, this course provides thorough investigation of methods of disinfection, types of disinfectants, and sanitary safeguards to be used in the preparation room.

## **PATHOLOGY I (PAT 121)**

2 credits; 2 hours lecture/discussion per week.

In general pathology topics covered include: forensic pathology, terminology related to disease degenerative tissue changes, inflammation, circulatory disturbances, neoplasms and other general disease processes.

## **PATHOLOGY II (PAT 122)**

2 credits; 2 hours lecture/discussion per week.

In special pathology, the study of organs and organ systems emphasizes pathological conditions and etiological factors which require special procedures in the removal, handling, preparation and disposition of human remains. A demonstrated general knowledge of disease and related terminology should enable competent communication with members of the medical community, allied professionals and surviving family members.

## **RESTORATIVE ART PRINCIPLES (RA 110)**

3 credits; 3 hours lecture/discussion per week.

This course is designed to develop skill in providing esthetics for the traditional process of funeralization. Lectures cover the basic principles of proportion, size, and shape of the individual features of the face. This phase is closely tied in with the anatomical features of bone structure and facial muscles. In this course the student is prepared to deal with reconstruction processes which become necessary from time to time when the body becomes distorted or disfigured by traumatic injury or disease. Suturing, hypodermic injection, treatments of discoloration, burned areas, as well as reproduction of facial features and hair are covered. Cosmetic types and uses are covered thoroughly. The course also includes the color theory and lighting as they apply to the funeral home environment.

## **RESTORATIVE ART LABORATORY (RA 110L)**

1 credit; 4 hours laboratory per week.

The laboratory articulates the theoretical concepts which are covered in the classroom with actual practical work using restorative wax, learning to recreate all of the facial features systematically until the student can reproduce the entire face. Hair restorations are also covered. Cosmetic techniques are also implemented during the laboratory sessions.

## **BUSINESS MANAGEMENT AND PROFESSIONAL**

*The funeral director must understand and consider the cultural, ethnical and religious differences of the families he/she serves in order to assist them in selecting the type of funeral service that best fits their needs. The real basis for the existence of the funeral is the extent to which it meets the real needs of the public. Arranging a funeral service requires careful and detailed planning and must be carried out with a great deal of professionalism. As a potential owner or manager of a funeral home, the funeral director should possess an understanding of basic accounting principles, a working background with computers and basic business practices. These courses are designed to give the student a thorough knowledge of the business world as it relates to funeral service.*

## **BUSINESS MATHEMATICS / COMPUTER APPLICATIONS (BMC 110)**

3 credits; 3 hours lecture/discussion per week.

This course examines basic mathematic principles and skills, and explores foundations of Microsoft Office tools. The mathematics principles learned in this class will not only provide a basis for math skills needed in future educational endeavors, but they will be imperative to the students' careers in funeral service. Additionally, the Microsoft Office component of this class will focus on Microsoft Word, Excel, and PowerPoint, and will provide real-life application of these tools.

## **FINANCIAL ACCOUNTING (ACC 110)**

3 credits; 3 hours lecture/discussion per week.

An introduction to the basic principles of accounting theory. This course covers financial statements, worksheets, journalizing, receivables, payables, deferrals, and accruals. Inventory costing models, depreciation models, payroll accounting and financial statement analysis are included. Applications to funeral home operations are made throughout the course.

## **CONTEMPORARY PROFESSIONAL ISSUES (CPI 210)**

3 credits; 3 hours lecture/discussion per week.

This course builds upon all previous learning experiences and considers relevant issues in the business environment while particularly emphasizing funeral service. The student will be expected to participate in researching the diverse environmental, scientific, social, political, economic, legal and ethical forces affecting the professional practitioner today. Trends are discussed and the interrelationships of these issues are explored to assist the student in assuming professional responsibility. New content on "planning the event" has been integrated into the course as consumer demand has called for customization of the funeral service.

## **CREMATION PRINCIPLES AND PRACTICES (CR 110)**—3 credits: 3 hours lecture/discussion per week

This course, provides a comprehensive examination of the business, legalities, psychology, sociology, and science of cremation practice, as they relate to funeral service. The course will discuss detailed best practices of cremation practice. Topics include: history of cremation, cultural and religious views of cremation, consumer attitudes towards cremation, funeral business considerations relating to cremation services, funeral marketing of cremation services, and the science of cremation. Also discussed are legal considerations of providing cremation services, and professional resources for the cremationist.

## **ELEMENTS OF ECONOMICS (ECO 210)**

3 credits; 3 hours lecture/discussion per week.

An introduction to the elements of economics analysis. The student is exposed to the mechanics of the market system and a survey of modern macroeconomic theory as applied to fiscal and monetary policy affairs. An introduction to basic microeconomic theory, supply and demand analysis and application to consumer markets as well as resource markets is also covered.

## **FUNERAL MANAGEMENT I (FM 121)**

2 credits; 2 hours lecture/discussion per week.

The arrangement conference provides a focus for reinforcing communication techniques that should be used when

counseling families through a difficult time in their lives. Clergy-funeral director relationships and detailed explanations of how to conduct funerals for various racial, religious, military, and fraternal groups is carefully covered. The terminology for procedures is emphasized, from initial call details, to the arrangement conference, and the visitation period. Death benefits are covered. Mock sessions and role-playing are used where helpful.

## **FUNERAL MANAGEMENT II (FM 122)**

3 credits; 3 hours lecture/discussion per week.

This course is designed to acquaint the student with the many problems inherent to the maintenance, operation, and management of a funeral home. Casket and vault construction are thoroughly covered. Other items associated with the traditional funeral are also introduced. Merchandising procedures, proper display techniques as well as pricing methods are emphasized. The student is also exposed to inventory control methods, discussions on warranties, and compliance procedures for the Federal Trade Commission Rule.

## **FUNERAL SERVICE MARKETING (MKT 210)**

3 credits; 3 hours lecture/discussion per week.

Aspects of effective communications strategy for advertising and selling funeral merchandise and services are reviewed. The course focuses however, on the many marketing problems, challenges, and opportunities which face the funeral director today. Topics include consumers and their behavior, pricing and product/service strategies, pre-need sales, services marketing in the private sector, and marketing alternatives to the traditional funeral.

## **HUMAN RESOURCE MANAGEMENT (HRM 210)**

3 credits; 3 hours lecture/discussion per week.

This course includes all of the important management functions in securing the right person for the position available, including screening considerations, employment interviews, techniques of interviewing, preparation of resumes, application forms, and offer and acceptance letters. The employment relationship, orientation of new employees, compliance with EEOC guidelines, orientation and training, employee motivation and performance evaluations, compensation administration, and employee health and safety are also covered.

## **PROFESSIONAL SEMINAR SERIES (PSS 110)**

1 credit; 3 hours per week.

This course provides the opportunity for students to interact directly with other professionals in the death care industry. Funeral directors, counselors, casket, burial vault, and crematory operators, as well as cemeterians, and trade association representatives bring expertise and programs to the students. There are also a number of field trips included. Ninety percent of the course grade is devoted to a review of course content and examination material covered on the PIMS Comprehensive Examination which is administered at the end of the term.

## **RISK MANAGEMENT (RM 210)**

3 credits; 3 hours lecture/discussion per week.

This course addresses the general principles of risk management and insurance. Because the use of insurance is the principal method of handling risk, the student is introduced to risk assessment techniques, insurance checklists, policy language and contracts as well as the basic types of insurance which a business owner should consider, such as property, liability, multi-peril, life, medical, disability and key-person insurance.

## **SMALL BUSINESS MANAGEMENT (MGT 122)**

3 credits; 3 hours lecture/discussion per week.

The role and function of the funeral director as an effective manager are explored and defined with emphasis on the management functions of planning, organizing, motivating, directing and controlling. How to purchase a funeral home is also covered. Case analysis supplements lecture to develop the ability to recognize and solve management problems confronting an owner/manager of a funeral home.

## **SOCIAL SCIENCES / HUMANITIES**

*The scope of a funeral director's responsibilities as a counselor to bereaved families requires a thorough understanding of their feelings at the time of death and a sensitivity to their emotional needs. The subjects included in this area are designed to give the funeral director a greater awareness and a better understanding of the psychological challenges of the bereaved and to enhance and improve skills as a counselor in helping to resolve them. Assisting the family to select the funeral they desire is an important step in their bereavement adjustment.*

### **STRATEGIES FOR SUCCESS (COM 100)** 1 credit; 1 hour lecture/discussion per week.

This multi-faceted course is designed to assist and enhance student success stories at PIMS. Included in this course will be modules associated with learning styles and systems, time management, listening & note taking, reading, and test taking. Grammar, vocabulary and business writing assignments will also be covered.

### **COMMUNICATION SKILLS (COM 110)** 3 credits; 3 hours lecture/discussion per week.

This course introduces and explores different communication theories discussing their ramifications and application to funeral service needs. While traditional presentation speech is included, equal emphasis is placed on the extensively employed one-on-one and small group interpersonal communication processes. The course also includes business applications, advertising, public relations and the funeral service itself.

### **DEATH AND CHILDREN (DC 210)** 3 credits; 3 hours lecture/discussion per week.

Death is a natural event and it is normal for children to question it, and have fears about it. The need by parents and some professionals to protect children have contributed to many misconceptions and increased anxieties. This course will examine childhood concepts and fears of death, how to interact with a dying child/his or her parents/surviving siblings, children whose parents die, death and the adolescent, suicides by children/adolescents, and a child's religious orientations.

### **ENGLISH COMPOSITION (ENG 210)** 3 credits; 3 hours of lecture/discussion per week.

This course is designed to introduce the process of writing; to review the mechanics of writing: grammar, punctuation, capitalization, spelling, and sentence and paragraph organization; to challenge the student to think logically and to apply these skills in constructing clear, concise compositions.

### **GENERAL PSYCHOLOGY (PSY 121)** 2 credits; 2 hours lecture/discussion per week.

This course introduces and discusses all aspects of behavior; physiological, developmental, emotional and pathological. It concentrates on behavior in such a way that involves the student, in a way that makes psychology more a part of their world. By discussing where behavior comes from, how and when it develops, the course provides the students with a tool that may help them develop a new understanding of themselves and their relationship to others.

### **GERONTOLOGY (GER 210)** 3 credits; 3 hours lecture/discussion per week.

The multiple problems of the older person are examined in order to develop the sensitivity to the special needs of the aged in our society. Implications of aging on physiological, cognitive, emotional, social and economic status are addressed as well as historic, ethnic and futuristic aspects of aging.

### **PSYCHOLOGY OF DEATH (PSY 210)** 3 credits; 3 hours lecture/discussion per week.

This course introduces basic psychological techniques as applied to an individual's emotional and intellectual understanding of death as it impacts his/her personal life. The course will augment the studies in a number of other courses such as Thanatology and the other psychology courses offered. The importance of "coming to terms" with one's death (whatever form this may take) is believed by many psychologists to be a central task in human development, and this course explores the manner in which one's orientation to death impacts the course of an individual's life. The course will examine several of the most prominent historical and contemporary individual approaches to the "meaning of death". Implications of an individual's orientation to his/her mortality will be considered. The student's own understandings will be incorporated into the course material.

**PSYCHOLOGY OF GRIEF AND COUNSELING (PSY 122)** 3 credits; 3 hours lecture/discussion per week.

This course introduces students to the basic theories of grief as they pertain to aiding bereaved individuals and their families. Students will become familiarized with the grief process in relation to such topics as suicide, S.I.D.S., widowhood, terminal illness, support groups and the hospice. Services provided by the funeral director as a member of one of the "care-giving" professions will be highlighted. Basic counseling skills will be discussed and role-play scenarios which involve implementing these skills will aid the students' understanding.

**SOCIAL PSYCHOLOGY (SOC 210)** 3 credits; 3 hours lecture/discussion per week.

Why do people act the way they do? What makes someone more likely to be helpful or aggressive in certain situations? How does like grow into love? This course will assist in answering these questions as well as acquaint the student with the study of human behavior from the perspective of social psychology. The course is chronologically arranged so as to include not only the rich history of social psychology but also the constantly evolving future. Social psychology focuses on social perception: thinking about ourselves and others, social interaction: relating to others and social influence: changing attributes and behaviors.

**THANATOLOGY: A SOCIO-CULTURAL AND HISTORICAL PERSPECTIVE (SOC 110)**

2 credits; 2 hours lecture/discussion per week.

This study of death and dying examines the contemporary role of the funeral industry in the United States while placing it within an historical context. The changing role of funeral directors and their responsibilities within the social framework of our culture are highlighted. Sociological principles such as the family unit, group roles, demographic variables and the socialization process as it impacts lifestyles and deathstyles are covered. The course also includes discussion of various topics of interest for today's and tomorrow's funeral director.

**WORLD RELIGIONS IN AMERICA (REL 210)** 4 credits; 4 hours lecture/discussion per week.

This course will survey the various religions which impact the lives of people in a most profound manner. The course examines the historical development of the religions as well as presenting a picture of the most common religions as they are today. There is also an analysis of how religion began and developed. Consideration is given to how the concepts are related to one another within a religion as well as the relationships between various religious orientations. Various views will be considered with a special focus on issues that are important in most studies of the world's religions as practiced in America.

**LEGAL, ETHICAL, REGULATORY AND OTHER**

*The nature of funeral service has changed dramatically in recent years and the responsibilities of the funeral service professional have expanded to include many new dimensions. Some of the most profound changes involve legal regulations governing the funeral industry and many emerging professional and ethical concerns. The following courses serve to provide the factual data necessary to address these increasingly prominent issues as well as acquainting the students with the more general legal considerations necessary for the operation of a business. Relevant issues in estate planning are also covered. A professional attitude and ethical practices are stressed throughout the courses.*

**BUSINESS LAW (BL 110)** 3 credits; 3 hours lecture/discussion per week.

The nature of law, types of law, and the judicial process are investigated. Torts, contracts, and formalities of a sale including transfer of title and risk are included. The Uniform Commercial Code, commercial paper, nature of property and leases, and bailments are given careful attention. In addition, agency and employment, forms of business organization, and bankruptcy are presented. Applicable examples concerning funeral service practice are included throughout.

**ETHICS (ETH 110)** 1 credit; 1 hour lecture/discussion per week.

This course examines the various complexities confronting the contemporary professional. The course begins with a discussion of human activity which takes into account ethical dilemmas and individual responsibility. Specific areas to be covered include ethical considerations in business practices such as promotional activities, compliance with

governmental regulations, and responsibilities as a member of a professional community. Emerging societal concerns in relation to advances in biomedical technology and the concurrent changes in the experience of aging, dying, and death are also addressed.

### **FUNERAL SERVICE LAW (FSL 110)** 3 credits; 3 hours of lecture/discussion per week.

This course complements and develops many points studied in business law and funeral management that are peculiar to the funeral service profession. Emphasis is also placed on statutory laws relevant to funeral service. State laws and rules and regulations are also covered.

### **REGULATORY COMPLIANCE (MGT 121)** 3 credits; 3 hours of lecture/discussion per week.

This course is designed to meet the various regulatory challenges facing the small business owner today. Emphasis will be placed on the Federal Trade Commission's (FTC) Funeral Trade Practices Rule, Occupational Safety and Health Administration (OSHA) and Americans with Disabilities Act (ADA). EEOC and Wage and Hour regulations are included. Discussions will include an historical perspective of each regulation as well as how regulatory compliance may be achieved.

## **ACADEMIC POLICIES**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the right to pursue an education in an environment which is conducive to the free flow of information and ideas. At Pittsburgh Institute of Mortuary Science, Inc. students are encouraged to express themselves through speech and actions and to actively participate in decisions affecting the educational mission of the Institute. With rights come responsibilities. Students have the responsibility to realize that actions must not interfere with the Institute's function as an educational institution and with the rights of others.

To maintain good standing, students must adhere to and support the policies of the Pittsburgh Institute of Mortuary Science. This Bulletin is a general reference for academic policy and procedure. It is accompanied by a Student Manual and additional notification throughout the year. Students are responsible for knowing the policies which concern their academic progress.

The Pittsburgh Institute of Mortuary Science has as one of its missions an objective to implant and develop a sense of social consciousness and awareness that should become a part of the profile of every funeral director. The Institute seeks to achieve this goal by establishing policies which encourage good citizenship and ethical practice.

A student has the right to seek an education on a campus which is safe and at an institution which does not tolerate misconduct. Consequently, a student has the responsibility to follow the Student Honor Code. The Student Honor Code can be found in the Student Manual which is issued to all new students at orientation.

It is the students' obligation to conduct themselves in a manner which is socially acceptable and not offensive to others. The nature of the field of funeral service commands the best behavior that one can put forth. Students are expected to assume adult responsibility in planning their educational program and in knowing the requirements and regulations in reference to time and self-discipline. A student enrolling at the Pittsburgh Institute also assumes an obligation to conduct himself/herself in a manner compatible with the Institute's function as an educational institution.

Misconduct is considered to be any act that is offensive to a faculty member, student, or the general public, or any act that is contrary to the best interests of the school, its students, and the general public.

Infractions of the commonly accepted rules of good behavior are subject to disciplinary action by the Dean and/or Committee on Academic Appeals and Discipline.

If a student continually violates policies of the Institute or cannot conduct him/herself in a mature, adult manner which is socially acceptable, he/she may be referred to the Committee on Academic Appeals and Discipline. Repeated minor

violations or a major infraction may result in dismissal from the program.

The Pittsburgh Institute of Mortuary Science has an interest in behavior subject to this code separate from that of the civil authorities and, therefore, has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect this interest. Whenever appropriate, the Institute may report a discipline matter to civil authorities.

Any member of the Pittsburgh Institute of Mortuary Science community (administrative office, faculty member, student or staff member, or any employee) may bring a charge under this code against a student by submitting the particulars of the allegation in writing to the Dean or President.

### **CHEATING AND PLAGIARISM POLICY**

Cheating on examinations, through use of unauthorized aids or inappropriate resources, will not be permitted. In addition, plagiarism, or the unattributed use of another's words or ideas, through either direct appropriation or paraphrase, is a serious breach of academic standards and will be cause for academic dismissal from the program. Pittsburgh Institute of Mortuary Science presents a copy of its copyright policy on [www.pims.edu](http://www.pims.edu).

### **ATTENDANCE POLICY**

The curriculum at the Pittsburgh Institute of Mortuary Science is rigorous and diverse. Regular attendance and preparation has been found to be essential for successful completion of the program. Attendance of all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers and readings; by presence for all examinations; and by participation in class discussions.

The faculty has no obligation to provide special consideration of any kind to students who are absent from classes or examinations unless in the judgment of the faculty member the reason for the absence warrants such consideration.

Assignments and examinations missed are the responsibility of the student.

Any student who is absent in excess of 5 continuous class days of school will be withdrawn from the program on the 6th day of absence unless the student provides verbal or written documentation of unusual circumstances that warranted the absence.

It is the student's responsibility to notify the Dean of Faculty and Students and/or the Registrar in the event that they will be absent from classes for an extended period of time due to illness or any other unusual circumstance. It is the student's responsibility to inquire about make up work for both classroom lectures and laboratory sessions. Class attendance may affect the grade earned in any course. The benefits which accrue are numerous and include: receiving lecture material first-hand, participation in classroom dialogue, review of homework assignments, and completion of chalkboard exercises.

### **TARDINESS POLICY**

Tardiness and/or absence of any part of class will constitute a partial absence. A total of two partial absences will constitute a full absence, which is likely to have an adverse impact on a student's overall grade.

It is the student's responsibility to inquire about any missing information due to tardiness and/or partial absence from both classroom lectures and laboratory sessions.

### **WITHDRAWAL AND MILITARY LEAVE**

PIMS cannot grant a leave of absence but students may temporarily interrupt their training for personal reasons. These requests will be processed as a withdrawal but the student does not need to reapply if they return or request to return within a year of their exit date. A request for a leave must be made in advance in writing. The Veteran's Administration and higher education funding agencies will be notified immediately when students stop attending.

A "W" grade is assigned to a course from which a student withdraws or requests a temporary withdraw prior to the 10<sup>th</sup> week of the trimester for resident students and the 6<sup>th</sup> week of the term for online students. If the student withdraws during or after the 10<sup>th</sup> week of the trimester or 6<sup>th</sup> week of the online term, respectively, and if the student is failing a course at that time, the student will be awarded a Withdrawal-Failing ("WF") for the course.

## **GRADING SYSTEM**

The Institute's grading is based on the letter system, with each having a numerical range designation as follows:

A.....	93-100.....	Excellent
B.....	85-92.....	Good
C.....	76-84.....	Average
D.....	70-75.....	Passing
F.....	below 70.....	Failure

**F** - Failure-Subject must be repeated for credit.

**I** - Incomplete-Course assignments to be completed. It is the responsibility of the student to fulfill the requirements for any course offered at the Pittsburgh Institute. If the requirements are not completed within a two week period following the end of the trimester, the grade is automatically changed to NC (No Credit), in which case the course must be repeated in its entirety.

The Institute will only consider extraordinary circumstances, (such as extended illness) if presented in writing by the student for any departure from this policy.

**W** - Withdrawal

**WF**- Withdrawal-Failing

**NC** - No Credit

**P** – Pass “P” grades are not awarded grade points and are not included in grade point average calculations.

**T** - Transfer Credit-Given when a comparable course has been successfully completed at another institution with a minimum C average.

*In addition to being judged on the formal grading system and academic program of the Institute, all students are continuously evaluated on their professional attitude and cooperation toward the school's program.*

## **GRADE POINT SYSTEM**

A student's overall academic grade point average (GPA) is obtained by dividing the total grade points earned by the number of credits for the subjects completed.

A - four points                      D- one point

B - three points                      F - 0 points

C - two points

## **SPECIAL EXAMINATIONS**

If, for any reason, a student is absent from a test or examination, arrangements should be made with the instructor for a make-up examination at the earliest opportunity. Such make-ups are given at the instructor's discretion.

## **CONFIDENTIALITY OF RECORDS**

As outlined in the Family Educational Rights and Privacy Act of 1974, (also known as the Buckley Amendment) students have the right to have their educational records maintained in a confidential manner and the right to review their educational records. The act states that: (1) a written institutional policy must be established and (2) a statement of adopted procedures covering the privacy rights of students be made available. A copy of this policy is distributed to all students in attendance on an annual basis. It is also available to all students in attendance and parents of dependent students who are receiving federal financial aid, upon receiving a written request.

## **RELEASE OF RECORDS**

End-of-trimester grade reports shall be released to students in a timely manner, following the close of a trimester or term

of study. However, in order for the records to be released, the student must be in good financial standing with the Institute and academic and administrative files must be complete.

Official grade transcripts shall be released upon written request from the student or graduate. The fee for a grade transcript is currently \$10.00 per copy. The Institute reserves the right to withhold the release of transcripts to those who fail to meet the above-mentioned criteria or who are in "default status" on repayment of a student loan.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

The United States Department of Education requires that all schools develop a Satisfactory Academic Progress policy in order to appropriately administer financial aid to its recipients. Pittsburgh Institute of Mortuary Science (PIMS) concurs with the need to regularly review each student's academic progress in order to effectuate positive academic outcomes.

According to the U.S. Department of Education, regulations were promulgated in an effort to ensure program integrity at higher education institutions. These regulations were designed to ensure that only eligible students receive aid.

**Satisfactory Academic Progress will be checked at the end of each financial aid payment period for every campus and online program at PIMS.**

All students must reach a 2.0 Grade Point Average (of a possible 4.0) in order to graduate from any program at PIMS. In the event, that a student's cumulative grade point average falls below 2.0, the progress standards described below shall apply.

#### **ON-CAMPUS DIPLOMA PROGRAM (EMBALMING AND FUNERAL DIRECTING)**

#### **ON-CAMPUS AST DEGREE PROGRAM (FUNERAL SERVICE ARTS AND SCIENCES)**

	<b>First full-time equiv. trimester of study at</b>
PIMS 0.00-1.59	Academic dismissal with an opportunity to repeat
1.60-1.99	Academic Probation
	<b>Second full-time equiv. trimester of study at</b>
PIMS 0.00-1.85	Academic dismissal with an opportunity to repeat
1.86-1.99	Academic Probation
	<b>Third full-time equiv. trimester of study at PIMS</b>
0.00-1.99	Academic dismissal or repeating courses in which a "D" or "F" was received

#### **ON-CAMPUS ASB DEGREE PROGRAM (FUNERAL SERVICE MANAGEMENT)**

#### **ONLINE AST DEGREE PROGRAM (FUNERAL SERVICE ARTS AND SCIENCES)**

	<b>First full-time equiv. trimester of study at PIMS</b>
	<b>End of 2<sup>nd</sup> term online</b>
0.00-1.59	Academic dismissal with an opportunity to repeat
1.60-1.99	Academic Probation
	<b>Second full-time equiv. trimester of study at PIMS</b>
	<b>End of 4<sup>th</sup> term online</b>
0.00-1.69	Academic dismissal with an opportunity to repeat
1.70-1.99	Academic Probation
	<b>Third full-time equiv. trimester of study at PIMS</b>
	<b>End of 6<sup>th</sup> term online</b>

0.00-1.79	Academic dismissal with an opportunity to repeat
1.80-1.99	Academic Probation
	<b>Fourth full-time equiv. trimester of study at PIMS</b>
	<b>End of 8<sup>th</sup> term online</b>
0.00-1.89	Academic dismissal with an opportunity to repeat
1.90-1.99	Academic Probation
	<b>Fifth full-time equiv. trimester of study at PIMS</b>
	<b>End of 10<sup>th</sup> term online</b>
0.00-1.99	Academic dismissal or repeating courses in which a “D” or “F” was received
For students in the ASB Degree program who have transferred credits from another institution to satisfy the 16 credits requirement of Trimester “A,” and will be in-residence for only 81 semester credits, the following progress standards would apply.	
<b>ON-CAMPUS ASB DEGREE POGRAM (FUNERAL SERVICE MANAGEMENT)</b>	
	<b>First full-time equiv. trimester of study at PIMS</b>
0.00-1.59	Academic dismissal with an opportunity to repeat
1.60-1.99	Academic Probation
	<b>Second full-time equiv. trimester of study atPIMS</b>
0.00-1.79	Academic dismissal with an opportunity to repeat
1.80-1.99	Academic Probation
	<b>Third full-time equiv. trimester of study at PIMS</b>
0.00-1.89	Academic dismissal with an opportunity to repeat
1.90-1.99	Academic Probation
	<b>Fourth full-time equiv. trimester of study at PIMS</b>
0.00-1.99	Academic dismissal or repeating courses in which a “D” or “F” was received

In order to maintain eligibility for Title IV Federal Financial Aid, graduation from a program of study must be completed within 150% of the scheduled length of the program, measured in credit hours attempted.

PIMS will also check pace of completion at the end of each payment period to ensure that the student will complete the program within the maximum timeframe of 150%. The rate is calculated by dividing cumulative hours the student successfully completed by the cumulative hours the student has attempted. The maximum time frame is 90 credits for a 60 credit hour program. 60 divided by 90 is a pace of 67%. The student will need to earn 67% of the credits attempted in each term to complete the program within the maximum timeframe permitted.

In the event, that a student does not achieve a 67% completion rate at the end of a payment period and/or does not reach the required GPA listed above, that student will be required to repeat courses to remain in the program. If the student is using Title IV financial aid, the student will be placed on a financial aid warning (please see below) for one trimester/term only. A student is ineligible for federal financial aid and potentially other types of aid when it becomes mathematically impossible to graduate within the maximum time frame of 150%.

### **Financial Aid Warning**

Students on financial aid warning who do not meet the SAP requirements listed above are only eligible to receive financial aid while repeating courses for one trimester/term only. If the student does not meet the SAP standards by the end of that trimester/term, they will be considered ineligible for federal financial aid and will be required to write an appeal with documentation to the PIMS Student Services Staff with a follow up meeting to determine continued enrollment. If the course(s) being repeated are passed but the student still needs time to meet SAP requirements the

student will be placed on probation, without appeal.

## **Academic Probation**

When a student is placed on probation an academic plan will be developed by Student Services. Students may be considered for financial aid while on academic probation. If a student deviates from their academic plan and/or continues to be unable to meet SAP requirements, the student will be required to sit out and reapply to the program. If accepted back into the program, the student will return on probation with a specific academic plan. The following issues may be addressed in the academic plan:

- Student may be forced to take the program at the normal pace
- Required weekly or monthly meetings with the Student Services Staff
- Tutoring arrangements

Each academic plan is created specifically for the individual student based on their completed courses and past educational history. This plan is created in an attempt to help the student find their pathway to success.

## **Incomplete Grades**

If a student receives an “I” or “Incomplete” grade at the end of a trimester/term, the student has a two week period of time from the last day of the trimester/term to makeup the missed work and earn a grade for the course. If the student fails to earn the grade by the required date the “I” is converted to an “NC” (No Credit). At that point the course will need to be repeated.

## **Repeating Courses**

Courses may be repeated by students who fail a course or do not meet the minimum grade point average necessary for advancement in the program. When courses are repeated, the grade earned for the course that is repeated is recorded. Both credits and grades (and respective grade points earned) from previous attempts are deleted and new grades and grade points are entered into the student’s permanent grade report. The previous attempt(s) however will remain as a permanent record of the student’s grade report. Advancement through the programs depends on successful completion of all courses as well as meeting the minimum progress standards listed above. Students that repeat courses will delay their anticipated graduation date.

A student, who has been separated from the institution due to failure to maintain the minimum academic standards shall repeat the courses in which failing (“F”) grades were earned. A student must also repeat any “W” or “WF” grades received prior to moving forward in the program. If the academic deficiency is due to an insufficient Grade Point Average (GPA), courses may be repeated for which unsatisfactory (“D”) grades were earned in order to improve the student’s GPA. No courses may be repeated where grades of “C” or higher were earned.

If a student fails a course or fails to meet the required GPA, s/he will be afforded the opportunity to repeat courses one time for one trimester/term. If the student does not meet academic standards necessary to advance through the program after courses have been repeated, the student will be separated from the program for at least one trimester/term. After this period, a student may apply for readmission according to the admission standards in effect at that time.

## **Withdrawals**

A “W” (Withdrawal) grade is assigned to a course from which a student withdraws prior to the 10<sup>th</sup> week of the trimester for resident students and the 6<sup>th</sup> week of the term for online students. If the student withdraws during or after the 11<sup>th</sup> week of the trimester or 6<sup>th</sup> week of the term, respectively, the student will be awarded a Withdrawal-Failure (“WF”) for the course if they are failing the course at that time. Otherwise, the student will receive a “W” grade.

## **Transfer Credit**

Transfer credit may be given when a comparable course has been satisfactorily completed at another institution. A “T” is presented on the PIMS grade transcript for that course. Credit hours that are “transferred in” are counted as both attempted and completed hours. A challenge examination may be required. A copy of the Transfer of Credit Policy is available upon request.

**Students attempting to transfer credits earned at the Pittsburgh Institute to other schools need to follow the transfer credit policy of the receiving institution. The Institute cannot guarantee that credits earned at PIMS will be recognized or accepted by any other receiving institution.**

## **DISMISSAL**

The decision to terminate a student enrolled at the Pittsburgh Institute for any reason rests with the Dean and/or the Faculty Council. The decision will be reached after careful review and evaluation of the student's records.

Grounds for termination include:

1. An overall Grade Point Average below minimal acceptable levels.
2. One or more final course grades of "F" during a trimester/term.
3. Academic dishonesty and destruction of school property.
4. Excessive absenteeism.
5. Offensive student conduct as described elsewhere in this catalog, in the Student Handbook, or in other policies as may be promulgated.

## **READMISSION**

Students dismissed for academic deficiencies may apply for readmission. All requests for readmission must be made with the Registrar's Office. If the student had been separated from the Institute for over a year, a new application is required using the PIMS Online Application, all application requirements must be resubmitted, and must be reviewed by the Admissions Committee as per the normal application procedure. A \$50 reapplication fee is applicable in these cases, the matriculation fee will be charged, and all enrollment documents must resubmitted. Orientation may or may not be required.

## **READMISSION FOR SERVICE MEMBERS**

Students that must exit the program to due voluntary or involuntary military service will be readmitted into the same degree program as outlined in their Degree Audit. The service member must submit in writing to the Institute's Certifying Official and the Registrar their notice of military service and their intent to return to the program. The military serviceman would return to the same education plan under the same enrollment status and academic status as soon as those courses are officer, no application materials, application fees, or matriculation fees will be required.

## **SPECIAL LECTURES AND FIELD TRIPS**

Field trips are arranged throughout the academic year as a supplement to regular classroom work. Special lectures are also given to further enrich the student's background.

Lectures are presented on topics such as: community and public relations, telephone communication, and death and children.

Visits are made, both locally and regionally, to vault and casket companies, a crematory, monument dealer and funeral homes

## **CLINICAL INSTRUCTION**

Students will have ample opportunities to learn and practice the art and science of preparing human remains for funeralization. Clinical experiences are obtained on-site and in funeral homes.

"On Call" teams are formed for the purpose of clinical embalming instruction. These teams are then rotated during the week and on weekends from 8:00 a.m. until 1:30 p.m.

All instruction of this type is done under the supervision and guidance of the Institute's approved licensed clinical instructors.

## **AUDITING COURSES**

To audit courses, a student must be officially registered and pay the same charges as for courses that are taken for credit.

Enrollment to audit a course is subject to approval by the Dean.

## **TRANSFER CREDIT (CREDIT FOR PREVIOUS TRAINING)**

As general policy, all students must take all courses offered at the Pittsburgh Institute. However, students who have successfully completed college courses that duplicate those offered at the Institute may request transfer credit. No transfer credit will be granted if the grade earned was less than passing, if the course content was not similar enough, or if the number of credits earned from another institution do not meet the minimum number of credits offered at the Pittsburgh Institute of Mortuary Science for the course(s) in question. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the sending institution, decides whether to accept credits for transfer. These courses must also meet the legal requirements of the state in which the student plans to become licensed.

The grades must be verified by an official college transcript that should be sent directly to PIMS by the Registrar of the sending institution.

If there is any question or if there is any doubt as to transferability of credits, Pittsburgh Institute of Mortuary Science reserves the right to require the student to show proficiency by successfully completing a "challenge examination" in the subject(s)/course(s) for which transfer credit is being requested. This examination is presented at no charge to the student and is offered only as proctored examination at PIMS. If the student receives transfer credit, a grade of "T" will be entered on the transcript of the Pittsburgh Institute of Mortuary Science. The "T" grade will not affect the Grade Point Average.

This policy applies to both pre-professional courses taken at any regionally-accredited college or university or professional courses taken at any funeral service education institution accredited by the American Board of Funeral Service Education.

In any case, at least one-half of total credits offered at the Pittsburgh Institute for the program desired (Diploma or AST/ASB Degree) must be taken in-residence.

## **GRADUATION REQUIREMENTS**

In order to qualify for graduation, the student must meet the following requirements:

1. Satisfactory completion of the prescribed program (Diploma, AST Degree or ASB Degree) with a Grade Point Average of not less than that equivalent to a "C," with no final grade of "F" in any course.
2. Practical requirements, including clinical embalming, funeral service practicum, and restorative art must be completed and approved by the Institute.
3. Earn a passing grade on the PIMS Comprehensive Examination.
4. Complete freedom from all indebtedness to the Institute.
5. Satisfactory compliance with regard to financial aid requisites (if applicable).

Graduates receive the Diploma of the Pittsburgh Institute of Mortuary Science, Associate in Specialized Business Degree, or the Associate in Specialized Technology Degree.

## **COMMENCEMENT**

Ceremonies are held by the Institute at a nearby venue. Formal cap and gown commencement exercises are held each September and January.

## **AWARDS AND HONORS**

Recognition of scholarship, class leadership and professional conduct is given at Commencement.

All students who have attained a cumulative quality point average of at least 3.50 are accorded honors. Honors designations:

Cum Laude.....	3.50-3.74
Magna Cum Laude.....	3.75-3.89
Summa Cum Laude .....	3.90-4.00

The **MEMORIAL AWARD** is presented to the student who, through qualities of leadership, professional conduct and good citizenship, best typifies the ideals of the student body.

The **JOHN REBOL AWARD** is presented to the student who has maintained the highest scholastic average for the year.

The **WILLIAM J. MUSMANNO MEMORIAL AWARD** is presented to the student in recognition of outstanding ability, attitude, commitment, and achievement in the clinical setting.

The **PIERCE CHEMICAL/ROYAL BOND RESTORATIVE ART AWARD** is presented to the graduate in recognition of outstanding ability, attitude, commitment and achievement in the areas of cosmetology and restorative art in the clinical setting.

The **DODGE AWARD** is presented to the graduate in recognition of exceptional expertise in both the technical and theoretical aspects of the study and practice of embalming.

The **EUGENE C. OGRODNIK ENTREPRENEURIAL AWARD** was authorized by the board of directors September 11, 2014 and is presented to the graduate who, as recognized by the core business faculty of the Pittsburgh Institute of Mortuary Science, is deemed to demonstrate the qualities of stewardship, scholarship and leadership and to have the entrepreneurial spirit and greatest potential to impact funeral service of the future. A \$500 scholarship accompanies this award from Gene and Karen Ogrodnik.

The **CHAMPION AWARD** is presented by the Champion Company to the graduate who has demonstrated the overall scholarship, aptitude and practical skills specifically in the core science component of the curriculum.

The **ALLEGHENY COUNTY FUNERAL DIRECTORS ASSOCIATION AWARD** is a cash award presented to the graduate with the highest scholastic average by the Allegheny County Funeral Directors Association.

**MU SIGMA ALPHA** is the Honorary Society established by the National Association of Colleges of Mortuary Science and gives recognition to those students who have displayed outstanding merit in scholarship and who have conducted themselves as good citizens of the schools they have attended. A maximum of 10 percent of the graduating class is eligible for this membership.

## **LIBRARY FACILITIES**

The Institute is equipped with a wide variety of resources for both the student and alumni. One of the most comprehensive of its kind among funeral service programs, the library contains relevant journals, research materials and audio-visual resources which the student will find helpful.

## **STUDENT SERVICES INITIAL INTERVIEW**

During the first few days of each opening term, all first term students are interviewed by the Dean of Faculty and Students and the Registrar. Personal discussions are held on a continuing basis throughout their academic year, in order to help them with any problems and to guide them in their academic progress. This is done in addition to any initial interview which might have been held prior to matriculation.

## **PART-TIME EMPLOYMENT**

While attending the Institute, many students wish to gain additional experience and, at the same time, to defray expenses, by seeking part-time work.

For those who wish, there are opportunities for part-time positions at many of the local funeral homes. The Institute office has lists of persons and establishments seeking part-time help.

## **PARKING**

Pittsburgh Institute of Mortuary Science has two parking lots available to staff and students. There is no additional charge for parking in the main parking lot. However, parking is on a first-come, first served basis. The Institute assumes no responsibility for vehicles parked in its lots.

## **HOUSING**

Suitable housing accommodations are available in the communities surrounding the Institute. The Pittsburgh Institute of Mortuary Science does not have student housing. We are located within the East Liberty area of the city of Pittsburgh,

this area is one of the more up and coming in our city but that has created higher than normal rent. The Admission Office and/or Student Advisor can provide our Housing Help Sheet to assist in finding vacancies. An incoming student can also contact the Admission Office to determine if there are students seeking a roommate. The selection of a room or apartment is better accomplished prior to the start of classes, since the start of a new class coincides with the graduation of another. A number of vacancies could be created at that time.

## **RELIGIOUS AND CULTURAL FACILITIES**

Students of all religious denominations will have no problem in attending the services of their particular faith, since all are represented in the Shadyside district-most within a short distance of the Institute.

There is an abundance of cultural and recreational activities available. Special rates for students are obtainable for many of these programs.

High school, college and professional spectator sports abound in the area and seasonal recreational activities of all kinds can be participated in by the student at any of the local or regional parks close to the Institute.

## **STUDENT GOVERNMENT AND ACTIVITIES**

Early in the first trimester, each class elects 3 representatives to the student senate. Meetings provide opportunities for implementing parliamentary procedures as well as prioritizing the students' experience at the Institute.

While there are no set requirements, each class is encouraged to plan and implement extra-curricular activities according to particular interests. In the past, students have organized athletic teams, dances, food drives for the needy, picnics for incoming classes and even golf tournaments.

The Institute encourages student involvement and input. The student council serves as a liaison between the faculty and the student body. Quite often needs and ideas first vocalized by the student council are adopted as school policy.

In addition, class planning and organization of its own functions provides further opportunity for development of leadership qualities which can be extended into future professional life.

## **SCHOOL CLOTHING**

Various items are available for purchase by students and alumni. Sportswear, such as sweatshirts, jackets, baseball caps and tee shirts are available for purchase in the SHOP tab on [www.pims.edu](http://www.pims.edu).

## **REFERRAL SERVICE**

Another service of the Institute is its referral service which is available at no charge to either graduate or employer. Job opportunities brought to the attention of the Institute are referred to interested graduates. Satisfactory scholastic standing is a prerequisite for these services.

## **FINANCIAL ASSISTANCE**

### **U.S. DEPARTMENT OF EDUCATION**

A Free Application for Federal Student Aid (FAFSA) can be completed by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This form must be completed if the student wishes to participate in any of the following types of financial aid:

Federal Direct Stafford Loans (subsidized and nonsubsidized)

Federal Direct Plus Loan (Parent loan)

Pell Grant Program

Pennsylvania State Grant \*

Federal Supplemental Educational Opportunity Grant

\*Only students in the ASB or campus-based AST Degree programs are eligible for PA State Grant funding.

Students who are enrolled in the cooperative Bachelor degree programs may wish to inquire about developing a consortium agreement for their financial aid at Pittsburgh Institute of Mortuary Science. Contact the Financial Aid Admin. for information.

After the Department of Education has received your application, notification of PELL Grant eligibility will be sent to you in the form of a Student Aid Report (SAR). After reviewing and determining the correctness of this document, it is necessary to retain the SAR for your records.

Continuation of financial aid loans and/or grants is contingent upon the students maintaining satisfactory academic progress according to the school's guidelines.

A student can receive financial aid for no more than 150% of the scheduled length of the program in which the student is enrolled.

### **DETERMINATION OF FINANCIAL AID ELIGIBILITY**

Generally, a student is eligible to receive federal financial aid as long as (s)he is in compliance with academic standards set forth by the institution. The amount for which any student qualifies is dependent upon the student's financial need, as determined by policies of the U.S. Department of Education.

A student, who has been separated from the institution due to failure to maintain the minimum academic standards, shall repeat the courses in which failing ("F") grades were received. If the academic deficiency is due to an insufficient GPA, courses may be repeated for which unsatisfactory ("D") grades were earned in order to improve the student's GPA. No courses may be repeated where grades of "C" or higher were earned.

### **VOCATIONAL REHABILITATION**

Each state has a Division of Vocational Rehabilitation, which operates in conjunction with the Department of Education, and offers financial aid to eligible persons who are disabled.

Eligible persons should secure information from the appropriate state office well in advance of the desired enrollment date. Applicants for vocational rehabilitation should realize that the nature of a disability may be an important factor in their employability in funeral service. The school will be very pleased to counsel interested persons.

### **AWARDS AND OUTSIDE SCHOLARSHIPS**

The American Board of Funeral Service Education has established a nationwide Scholarship Program. Information concerning this program may be obtained by writing to the Scholarship Committee, American Board of Funeral Service Education, 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 or visiting [www.abfse.org](http://www.abfse.org).

### **OHIO FUNERAL DIRECTORS ASSOCIATION**

Ohio students applying for O.F.D.A. Scholarships, should contact the Ohio Funeral Directors Association, P.O. Box 21760, Columbus, Ohio 43221.

### **PENNSYLVANIA FUNERAL DIRECTORS ASSOCIATION**

Pennsylvania students applying for the PFDA Scholarship should contact the Pittsburgh Institute of Mortuary Science.

### **STEPHEN J. PAVLIC MEMORIAL SCHOLARSHIP**

Pittsburgh Institute of Mortuary Science established the Stephen J. Pavlic Memorial Scholarship Fund in mid-2008 through a generous gift from Mr. Pavlic's estate. This scholarship is currently being developed for future use.

### **WEST VIRGINIA FUNERAL DIRECTORS ASSOCIATION SCHOLARSHIP**

West Virginia students applying for WVFDA Scholarships, should contact the West Virginia Funeral Directors Association, 400 Allen Drive, Suite 20 Charleston, WV 25302, (304) 345-4711 | (304) 345-4712 (Fax) | [info@wvfda.org](mailto:info@wvfda.org).

## **REGULATIONS FOR VETERANS**

### **VETERANS TRAINING**

Pittsburgh Institute is approved for training of veterans who are entitled to benefits which are regulated by the Veterans Administration. The Institute employs a full-time VA Certifying Official, Mrs. Nicole Elachko. Mrs. Elachko attends annual VA trainings and meets all qualifications to assist Veterans with TA, VA, Title IV funding, and other counseling and support services available. She can be reached weekdays, between 8:00am and 4:00pm at 412-362-8500 x113 or at [nelachko@pims.edu](mailto:nelachko@pims.edu).

In compliance with 38 USC 3679€, it is the policy that any covered individual, who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits, is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form of chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date of which payment from VA is made to the Institution
2. 90 days after the date the Institution certified tuition and fees following the receipt of the certificate of eligibility.

There will be NO penalty, late fee, or denial of access to classes or the facility for any covered individual if his or her financial obligations to the Institute are delayed from the VA under chapter 31 or 33.

## ACADEMIC CALENDAR

### **FALL**

#### **MATRICULATION**

Orientation

Fall Trimester Begins

Thanksgiving Holiday

Classes Resume

Holiday Recess

Classes Resume

Martin L. King Holiday

Classes Resume

Fall Trimester Ends

Trimester Break

Spring Trimester Begins

Easter Holiday

Classes Resume

Spring Trimester Ends

Trimester Break

Summer Trimester Begins

Independence Day Holiday

Classes Resume

Labor Day Holiday

Classes Resume

Summer Trimester Ends

Graduation

Trimester Break

#### **2018-2019**

TBA

Sept. 24, 2018

Nov. 22-23, 2018

Nov. 26, 2018

Dec. 20, 2018 -Jan.2,  
2019

Jan. 3, 2019

N/A

N/A

Jan. 18. 2019

Jan. 19-27, 2019

Jan. 28, 2019

April 19-21, 2019

April 22, 2019

May 10, 2019

May 11-27, 2019

May 28, 2019

July 4, 2019

July 5, 2019

Sept. 2, 2019

Sept. 3, 2019

Sept. 6, 2019

Sept. 6, 2019

Sept. 7-22, 2019

#### **2019-2020**

TBA

Sept. 23, 2019

Nov. 28-29, 2019

Dec. 2, 2019

Dec. 21, 2019-Jan. 5,  
2020

Jan. 6, 2020

N/A

N/A

Jan. 17, 2020

Jan. 18-26, 2020

Jan. 27, 2020

April 10-April 12, 2020

April 13, 2020

May 29, 2020

May 9-31, 2020

June 8, 2020

July 3, 2020

July 6, 2020

Sept. 7, 2020

Sept. 8, 2020

Sept. 11, 2020

Sept. 11, 2020

Sept. 12-27, 2020

#### **2020-2021**

TBA

Sept. 28, 2020

Nov. 26-27, 2001

Nov. 30, 2020

Dec. 19, 2020-Jan. 3,  
2021

Jan. 4, 2021

Jan. 18, 2021

Jan. 19, 2021

Jan. 22, 2021

Jan. 23-31, 2021

Feb. 1, 2021

April 2-April 4, 2021

April 5, 2021

May 14, 2021

May 15-31, 2021

June 1, 2021

July 4, 2021

July 5, 2021

Sept. 6, 2021

Sept. 7, 2021

Sept. 10, 2021

Sept. 10, 2021

Sept. 11-26, 2021

#### **2021-2022**

TBA

Sept. 27, 2021

Nov. 25-26, 2021

Nov. 29, 2021

Dec. 18, 2021 - Jan. 2,  
2022

Jan. 3, 2022

Jan. 17, 2022

Jan. 18, 2022

Jan. 21, 2022

Jan. 22-Jan. 30, 2022

Jan. 31, 2022

April 15-April 17, 2022

April 18, 2022

May 13, 2022

May 14-30, 2022

May 31, 2022

July 4, 2022

July 5, 2022

Sept. 5, 2022

Sept. 6, 2022

Sept. 9, 2022

Sept.9, 2022

Sept. 10-25, 2022

## ACADEMIC CALENDAR

<b>SPRING MATRICULATION</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Orientation	TBA	TBA	TBA	TBA
Spring Trimester Begins	Jan. 29, 2018	Jan. 28, 2019	Jan. 27, 2020	Feb. 1, 2021
Easter Holiday	March 30-April 1, 2018	April 19-21, 2019	April 10-April 12, 2020	April 2-April 4, 2021
Classes Resume	April 2, 2018	April 22, 2019	April 13, 2020	April 5, 2021
Spring Trimester Ends	May 11, 2018	May 10, 2019	May 29, 2020	May 14, 2021
Trimester Break	May 12-28, 2018	May 11-27, 2019	May 9-31, 2020	May 51-31, 2021
Summer Trimester Begins	May 29, 2018	May 28, 2019	June 8, 2020	June 1, 2021
Independence Day Holiday	July 4, 2018	July 4, 2019	July 3, 2020	July 4, 2021
Classes Resume	July 5, 2018	July 5, 2019	July 6, 2020	July 5, 2021
Labor Day Holiday	Sept. 3, 2018	Sept. 2, 2019	Sept. 7, 2020	Sept. 6, 2021
Classes Resume	Sept. 4, 2018	Sept. 3, 2019	Sept. 8, 2020	Sept. 7, 2021
Summer Trimester Ends	Sept. 7, 2018	Sept. 6, 2019	Sept. 11, 2020	Sept. 10, 2021
Trimester Break	Sept. 8-23, 2018	Sept. 7-22, 2019	Sept. 12-27, 2020	Sept. 11-26, 2021
Fall Trimester Begins	Sept. 24, 2018	Sept. 23, 2019	Sept. 28, 2020	Sept. 27, 2021
Thanksgiving Holiday	Nov. 22-23, 2018	Nov. 28-29, 2019	Nov. 26-27, 2020	Nov. 25-26, 2021
Classes Resume	Nov. 26, 2018	Dec. 2, 2019	Nov. 30, 2020	Nov. 29, 2021
Holiday Recess	Dec. 20, 2018-Jan. 2, 2019	Dec. 21, 2019-Jan. 5, 2020	Dec. 19, 2020-Jan. 3, 2021	Dec 18, 2021 – Jan .2, 2022
Classes Resume	Jan. 3, 2019	Jan. 6, 2020	Jan. 4, 2021	Jan. 3, 2022
Martin L. King Holiday	N/A	N/A	Jan. 18, 2021	Jan. 17, 2022
Classes Resume	N/A	N/A	Jan. 19, 2021	Jan. 17, 2022
Fall Trimester Ends	Jan. 18, 2019	Jan. 17, 2020	Jan. 22, 2021	Jan. 21, 2022
Graduation	Jan. 18, 2019	Jan. 17, 2020	Jan. 22, 2021	Jan. 21, 2022
Trimester Break	Jan. 19-27, 2019	Jan. 18-26, 2020	Jan. 23-Jan. 31, 2021	Jan. 22- Jan. 30, 2022

## ACADEMIC CALENDAR

<b>SUMMER</b>				
<b>MATRICULATION</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Orientation	TBA	TBA	TBA	TBA
Summer Trimester Begins	May 29, 2018	May 28, 2019	June 8, 2020	June 1, 2021
Independence Day Holiday	July 4, 2018	July 4, 2019	July 3, 2020	July 4, 2021
Classes Resume	July 5, 2018	July 5, 2019	July 6, 2020	July 5, 2021
Labor Day Holiday	Sept. 3, 2018	Sept. 2, 2019	Sept. 7, 2020	Sept. 6, 2021
Classes Resume	Sept. 4, 2018	Sept. 3, 2019	Sept. 8, 2020	Sept. 7, 2021
Summer Trimester Ends	Sept. 7, 2018	Sept. 6, 2019	Sept. 11, 2020	Sept. 10, 2021
Trimester Break	Sept. 8-23, 2018	Sept. 7-22, 2019	Sept. 12-27, 2020	Sept. 11-26, 2021
Fall Trimester Begins	Sept. 24, 2018	Sept. 23, 2019	Sept. 28, 2020	Sept. 27, 2021
Thanksgiving Holiday	Nov. 22-23, 2018	Nov. 28-29, 2019	Nov. 26-27, 2020	Nov. 25-26, 2021
Classes Resume	Nov. 26, 2018	Dec. 2, 2019	Nov. 30, 2020	Nov. 29, 2021
Holiday Recess	Dec. 20, 2018-Jan. 2, 2019	Dec. 21, 2019-Jan. 5, 2020	Dec. 19, 2020-Jan. 3, 2021	Dec. 18, 2021 - Jan. 2, 2022
Classes Resume	Jan. 3, 2019	Jan. 6, 2020	Jan. 4, 2021	Jan. 3, 2022
Martin L. King Holiday	N/A	N/A	Jan. 18, 2021	Jan. 17, 2022
Classes Resume	N/A	N/A	Jan. 19, 2021	Jan. 18, 2022
Fall Trimester Ends	Jan. 18, 2019	Jan. 17, 2020	Jan. 22, 2021	Jan. 21, 2022
Trimester Break	Jan. 19-27, 2019	Jan. 18-26, 2020	Jan. 23-Jan. 31, 2021	Jan. 22- Jan. 30, 2022
Spring Trimester Begins	Jan. 28, 2019	Jan. 27, 2020	Feb. 1, 2021	Jan. 31, 2022
Easter Holiday	April 19-21, 2019	April 10-April 12, 2020	April 2-April 4, 2021	April 15-April 17, 2022
Classes Resume	April 22, 2019	April 13, 2020	April 5, 2021	April 18, 2022
Spring Trimester Ends	May 10, 2019	May 29, 2020	May 14, 2021	May 13, 2022
Trimester Break	May 11-27, 2019	May 9-31, 2020	May 15-31, 2021	May 14-30, 2022



# **NOTES**