

PITTSBURGH INSTITUTE OF MORTUARY SCIENCE

www.pims.edu

Bulletin

2018-2022

5808 Baum Boulevard
Pittsburgh, Pennsylvania 15206
Telephone: (412) 362-8500
Fax: (412) 362-1684
E-mail: Pims5808email@gmail.com

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 Web: 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)

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

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

5808 Baum Boulevard
Pittsburgh, Pennsylvania 15206
Telephone: (412) 362-8500
Fax: (412) 362-1684
pims5808email@gmail.com

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.

Table of Contents

Mission Statement	4
Location	5
History	6
Objectives	9
Funeral Service Oath	10
Board of Directors	11
Administrative Staff	11
Faculty Council	11
Faculty	12
Admission	14
Refunds and Withdrawals – Campus	16
Refunds and Withdrawals – Online	17
Tuition and Fees	18
Academic Programs	19
Diploma (Embalming and Funeral Directing)	21
ASB Degree (Funeral Service Management)	22
AST Degree (Funeral Service Arts and Sciences)	24
Cooperative Bachelor Degree Programs	25
Licensing Requirements	27
The Curriculum	28
Description of Courses	28
Academic Policies	34
Student Rights and Responsibilities	34
Attendance	35
Withdrawal and Leave	35
Grading System	35
Special Examinations	36
Confidentiality of Records	36
Release of Records	36
Satisfactory Academic Progress	36
Academic Probation	38
Dismissal	39
Readmission	40
Grade Reports and Transcripts	40
Special Lectures and Field Trips	40
Clinical Instruction	40
Auditing Courses	40
Transfer Credit	40
Graduation Requirements	41
Awards and Honors	41
Library Facilities	42
Student Services & Extracurricular Activities	42
Financial Assistance	43
Regulations for Veterans	45
Directions to PIMS	46
Academic Calendar	47

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.

HISTORY

The Pittsburgh Institute of Mortuary Science has been providing training for students entering funeral service for nearly eighty years. When first established in 1939, the new training institute was known as the Pittsburgh School of Embalming. The co-founders included three educators, Dr. Otto S. Margolis and Professor John Rebol formerly affiliated with the Cleveland School of Embalming, and Dr. Emory S. James, Instructor in the Anatomy Department of the Ohio State Medical School in Columbus, Ohio.

In completing final arrangements for the new school in Pittsburgh, Mr. John A. Freyvogel, Sr., a funeral director was most helpful. He was the Western Pennsylvania representative for the State Anatomical Board and his contacts in the business community as well as at the University of Pittsburgh were constructive in finding a location for the school, securing furniture and equipment, and in selecting additional faculty members. Mr. Freyvogel served as the first President of the Pittsburgh School of Embalming.

The inaugural class of sixty students enrolled for a nine-month curriculum September 18, 1939 and graduated June 23, 1940. The excellent dedication and cooperation of the students, which still exists today, resulted in outstanding academic achievement as well as the completion of several traditional projects for the new school. These endeavors included the development of the logo or school seal, school motto, and the Alma Mater. The Motto, "Scientia, Sollertia, Servitium," translated from Latin means, "Knowledge, Skills, Service," which expresses in part the objectives of the Institute. The lyrics of the Alma Mater were written by a student, Geraldine K. Johnson from Berlin, Pennsylvania, and the music was composed by her uncle, Alfred H. Johnson, a member of the faculty.

The curriculum for the second class was increased to twelve months to conform with the change in licensing requirements. During this year, 1940, faculty members attended the first of the teachers' institutes and committee meetings dealing with curriculum and course development. The second teachers' institute, which included representatives from all the approved schools was hosted by the Pittsburgh School of Embalming.

The many modifications in the mortuary science curriculum, as well as the broader objective and increased responsibilities justified the change of the name from the Pittsburgh School of Embalming to the Pittsburgh Institute of Mortuary Science in 1945. The Pittsburgh Institute remained as a private educational institution.

A separate corporation was formed for a new school in 1947, The American Institute of Cemetery Administration. Dr. James was the Dean of the new school which operated for three years and graduated thirty students. Some of these graduates are still active in the management and operation of cemeteries.

In 1952, the Pittsburgh Institute purchased the American Academy of Funeral Service in New York City, and Dr. Margolis assumed the duties as Dean. A few years later the decision was made for Dr. Margolis to remain with the American Academy with Professor Rebol and Dr. James remaining in Pittsburgh.

In 1953, when the Cleveland College of Mortuary Science was discontinued, the Charter was purchased by the Pittsburgh Institute. All of the student records were moved to Pittsburgh and services are rendered to the Alumni of the Cleveland College from the offices of the Pittsburgh Institute of Mortuary Science.

The charter of the Pittsburgh Institute of Mortuary Science was changed in 1967, to a non-profit educational institution.

A history of the Pittsburgh Institute of Mortuary Science would not be complete without mentioning Mrs. Jean C. Rodak (Jean C. Coyne), Treasurer of the Institute and former Registrar. She is the only person with 50 years of continuous service beginning with the preparation for and founding of the Pittsburgh School of Embalming in 1939 until her retirement in 1990.

William J. Musmanno served as Dean of the Pittsburgh Institute of Mortuary Science from 1966 until his death in 1978. His undergraduate degree was from the University of Pittsburgh and he later graduated with his masters degree in pharmacology from Duquesne University. In March 1961, he graduated from the Pittsburgh Institute of Mortuary Science and later joined the faculty. It was under his direction that the Pittsburgh Institute became known as the "Flagship Station of Mortuary Education." Dean Musmanno originated the Clinico-Seminarama continuing education programs, sponsored jointly by the Pittsburgh Institute and the Allegheny County Funeral Directors Association. These programs were offered in the spring of each year for seventeen years.

Many graduates of the Pittsburgh Institute have continued their college training for other fields. These fields include medicine, dentistry, electronics, teaching, law, research, public relations, sales and the clergy. In 1987, the first graduate of the Pittsburgh Institute, Mr. Glenn G. McMillen was installed as President of the National Funeral Directors Association. He is currently a retired executive from Service Corporation International.

There are many alumni that have entered the political arena in their home states as well as on the national level. Many graduates have served as officers of their local and state funeral directors associations as well as their respective state boards.

In 1983, The Institute developed two cooperative baccalaureate degree programs with California University of Pennsylvania and Point Park University. Additional cooperative programs have since been developed with Gannon University in Erie, Pennsylvania and Thiel College in Greenville, Pennsylvania. Students now have the opportunity to continue their education for the B.S. Degree in Mortuary Science or Business Administration while obtaining credit for professional studies at the Pittsburgh Institute.

On July 3, 1985, the Institute under the direction of Dean Eugene C. Ogrodnik was approved to grant the Associate in Specialized Technology Degree in Funeral Service Management. Additional course work in risk management, business management, gerontology, funeral service marketing, economics, death and children, and business English now enable students to earn a degree in this specialized field and prepare themselves for funeral service in the 21st century.

In February of 1991, PIMS lost an integral part of its history - Dr. Emory S. James. Dr. James was a co-founder and long-time president of PIMS. He continued his involvement for over fifty years and his contributions have been extensive. He has been very influential in the field of funeral service education and has positively impacted many lives.

On the weekend of August 19-20, 1989, the Pittsburgh Institute of Mortuary Science moved its facilities from its original site to 5808 Baum Boulevard, Pittsburgh, Pennsylvania in the Shadyside area of the city. The new location remains within easy access of the various cultural opportunities which Pittsburgh presents.

The move has resulted in greatly expanded space which allowed for larger classrooms and library facilities, contemporarily designed state-of-the-art preparation room and restorative art laboratory, model casket selection room and funeral merchandise center and computer laboratory.

Two major events occurred in 1991 with respect to the program of study offered at Pittsburgh Institute of Mortuary Science. In November 1991, the Institute received the approval to grant the Associate in Specialized Business (ASB) Degree. In so-doing, the Institute is reflecting the current and future trend in funeral service education, which is moving from a focus primarily in the natural sciences to more extensive course content which recognizes the significance of business administration and psychology in today's complex operating environment. The Associate in Specialized Business Degree replaced the degree offering which was approved in 1985.

With respect to its continual endeavor to provide the most well-adapted curriculum available anywhere, PIMS, in December 1991, received an approval to add an "alternative" trimester of study to its degree program. This trimester further augments the training specifically designed to prepare a well-rounded, well-informed funeral service practitioner. The student can now pursue its already comprehensive specialized associate degree in its entirety at the Institute in lieu of transferring 16 credits from another institute as was the past policy.

In 1992, an innovative approach to bachelor degree study was initiated between the Pittsburgh Institute and Point Park University through Point Park's Capstone Program. In this novel approach, the student would matriculate into the five trimester program at PIMS and would subsequently enter Point Park University for an additional two semesters and complete the studies required for the Bachelor of Science degree in Specialized Professional Studies. With the successful completion of a total of seven semesters, the student now may be awarded the Diploma in Embalming and Funeral Directing, the Associate in Specialized Business Degree in Funeral Service Management, and the Bachelor of Science Degree in Specialized Professional Studies.

Distance educational resources were provided in 1994, as the Institute installed a satellite dish. In 2016, Pittsburgh Institute added WIFI services throughout the building, allowing both Institute staff and students to access information from elsewhere in the world to enhance the educational experience.

Recognizing that some students have had a previous college educational experience without earning any award and also recognizing that funeral service is approaching a turning point with respect to educational requirements, the Institute developed a creative program leading to a new Associate in Specialized Technology (AST) Degree in Funeral Service Arts and Sciences.

The AST Degree was approved in late 1995 and required the student to have completed a minimum of 60 semester credits from a regionally accredited college or university for admission. After successfully completing three trimesters of study in residence, the student is eligible to be awarded this Specialized Associate Degree. This offering was changed to requiring only 30 semester credits and approved by the PA Department of Education March 29, 2012.

May 1996 provided the Pittsburgh Institute with a presence in cyberspace. The first such institution of its type was able to be accessed via the Internet. PIMS' home page address www.pims.edu now gives those who "cruise the net" information relative to its programs, curricula, tuition, etc.

As Pittsburgh Institute entered the new millennium, a new initiative to reach out to the non-traditional student was announced. PIMS would be offering its core Diploma program "at a distance." The student can now pursue funeral service education via the Internet. The first class of **PIMS OnLine** was admitted for classes starting January 29, 2001.

Construction was completed in September 2003 for the special events center at Pittsburgh Institute. A state-of-the-art auditorium seating in excess of 155 persons will accommodate the entire student body for special engagements and continuing education programs by notable speakers for the profession. Two additional classrooms and banquet facilities were also included in the design.

October 2008 represented another historic moment when John D. Reed Jr. became another PIMS alumnus to be elected as the President of the National Funeral Directors Association. John's tenure ran until October 2009.

The Pittsburgh Institute has always stayed ahead of the trends in death care services. As the trend toward cremation as a final means of disposition started to climb beyond expectations, PIMS developed a 3 credit course entitled **Cremation Principles and Practices** as part of its core curriculum...another first in the nation among funeral service programs. All students now not only study cremation as a separate course, but have the opportunity to graduate as a Certified Crematory Operator by the Cremation Association of North America (CANA).

The fall of 2012 marked the beginning of a long term expansion plan at PIMS. Access was provided to the fourth and fifth floor of the main building, forging the way for future initiatives regarding the physical plant.

Planning the funeral "event" became part of the content of the **Contemporary Professional Issues** course in 2013 as consumers became more desirous of "customization" of funeral services.

September 13, 2014 marked the 75th Anniversary-Reunion of PIMS. Four generations of alumni and friends of the Institute celebrated the history, accomplishments and future of Pittsburgh Institute of Mortuary Science as it continues **"Leading the Profession."**

2016 marked the beginning of another enhancement of the physical facilities as Pittsburgh Institute of Mortuary Science added a large classroom, larger faculty office space and two new offices, along with access to WiFi for the student body.. This construction was completed in the summer of 2016.

2017 marked another milestone with **PIMS OnLine**, as Pittsburgh Institute of Mortuary Science is approved and authorized as an institutional participant by SARA (State Authorization Reciprocity Agreement). PIMS is now listed as an approved institution on the SARA website (www.nc-sara.org). Schools that are members of SARA are held to a higher standard of educational excellence. PIMS will continue to ensure that its courses and programs that are offered through the SARA initiative provide high quality learning opportunities that can help students reach their educational and professional goals.

Change is no stranger to Pittsburgh Institute of Mortuary Science as it continues through the twenty-first century updating its services to its public and to funeral service. It remains a model for other funeral service education programs to follow.

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 not let the constant relationship
and familiarity with death
give me cause to yield to carelessness
or to violate my obligation to society
or to the dignity of my profession.

That I shall obey the Civil Laws
That I shall not divulge professional confidences;
And that I shall be faithful
to those who have placed their trust in me.

While I continue to keep this oath 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
Patrick Lanigan, Secretary	Pittsburgh, PA
Karen West Butler, Vice-President	Pittsburgh, PA
Kevin Dieterle, Treasurer	Pittsburgh, PA
F. Glenn Fleming	State College, PA
Michael Nicodemus	Virginia Beach, VA
James Lowry	Charleston, WV

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, B.S., Point Park University; M.Ed, Point Park University; PIMS, Acting Dean
Karen S. Rocco, B.S., Management, University of Pittsburgh, Registrar, Chief Administrative Officer
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
Jessica T. Miller, B.S., Point Park University, PIMS, Director of Development
*+Joseph A. Marsaglia, Jr., CFSP; Ed.D., Walden University; Dean Emeritus

FACULTY COUNCIL

George C. Entenmann
*Robert G. Mayer, CFSP
*Patrick M. McGowan
*+#Nicholas A. Ricci

+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 students 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.

Barrett, Gretchen E. (March 2016), Librarian, Business Mathematics/Computer Applications

B.S., Grove City College, MLIS, University of Pittsburgh

Burdelsky, Megan A. (October 2009), Business Law, Funeral Service Law

B.A., Allegheny College; J.D., Duquesne University

*+**Burns, Michael S.**, CFSP, (August 2016), Pathology II, Embalming Orientation Embalming II, Professional Seminar Series

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), Restorative Art Lab

B.S, Point Park University; PIMS

***Elachko, John** (January 2012), Psychology of Grief & Counseling, Death and Children,

Professional Seminar Series, General Psychology

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,

B.A., Rutgers College; J.D., Duquesne University

***Hughes, Kristian M.** (June 2005), Clinical Embalming

B.S., Point Park University; PIMS

***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, Gerontology

Clinical Embalming

B.S., Point Park University; MBA, Waynesburg College; Ed.D., Walden University; PIMS

*+**Marsaglia, Joseph A., Jr.**, CFSP (April 1985),

Restorative Art Lab, Clinical Embalming

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
- ***Senita, Richard P.**, CFSP (January 2001), Human Anatomy, Embalming, Microbiology, Pathology, Restorative Art, Clinical Embalming
B.S., Alliance College; 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), Clinical Embalming
B.S., Point Park University; PIMS
- ***Ziance, Beth** (January 2017), Restorative Art Laboratory, Risk Management
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.

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. All information requested must be given by the applicant. Each student must submit the following with the official application:

1. A recent photograph, for identification purposes only. **Photocopy or computer generated copy not acceptable**
2. 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.
3. All official college transcripts, including mortuary school, if applicable (**to be submitted directly to PIMS by the school or college**).
4. A \$50 application fee. The application fee is refundable if request for cancellation is made within 5 calendar days of submitting the application.
5. Letter of recommendation (A) from a professional person, preferably a funeral director. **Reference shall not be related to the applicant.**
6. Letter of recommendation (B) from professional person. **Reference shall not be related to the applicant.**
7. Certificate of good health from a physician on the Medical Form which will be emailed to the applicant upon applying. The completed form should be signed, dated, and mailed to Pittsburgh Institute of Mortuary Science by U.S. Postal Service.
8. Copy of healthcare insurance card if applicant currently has insurance.
9. Current email address.

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. The Institute will gladly answer any questions concerning such special requirements.

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.ierf.org

Foundation for International Services

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

Educational Credentials Evaluators, Inc.

P.O.Box 514070
Milwaukee, WI 53203-3470
(414)289-3400
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 letter 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 Academic Calendar is located at the end of this document.

REGISTRATION

Registration is conducted on an individual basis with each student admitted. This is accomplished either by mail or by personal interview with the Registrar prior to matriculation.

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.

LATE REGISTRATION

In the event a student is late in applying for admission, a late application fee will be assessed. There is no guarantee of acceptance of a student by payment of any late application fee. Applications received after September 1 (fall admission), January 1 (spring admission) or May 1 (summer admission) will be consider as being late for purposes of admissions processing.

SECURITY PASS CARDS

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 of resignation to the Registrar. In the event that a student does not submit a letter 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.....30%
Weeks 2-4.....55%	After Week 8.....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 amount 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 regard 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 of resignation to the Registrar. This may be done through the postal service or via email. In the event that a student does not submit a letter of resignation, the date of last attendance shall constitute the basis for tuition refunds. With regard to online education, the last date of attendance can be determined via the last time the student has participated in the forum discussions or submitted assignments.

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 (Please see PIMS Bulletin).

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.

TUITION AND FEES***Effective September 2019**

Tuition for full-time students is for 16-21 credits per trimester at \$330.00 per credit. It is payable in advance at the beginning of each trimester. The National Board Examination (NBE) is a requirement for graduation. The fee for this examination is \$570, effective August 1, 2018 and is administered by the International Conference of Funeral Service Examining Boards. This fee is billed in the Third Trimester of study. However, it will be reimbursed to all students who pass both sections on the first administration of the NBE within 30 days of completion of all PIMS academic requirements of the core (Diploma/AST Degree) program. Students who cannot or do not take the NBE within 30 days of completion of the core program shall not qualify for reimbursement.

The prescribed amounts are listed below in American dollars:

	DIPLOMA	ASB DEGREE	AST DEGREE
Application fee (with application)	\$50	\$50	\$50
Matriculation fee (upon acceptance)	75	75	75
Tuition deposit (upon acceptance)	300	300	300
Books ⁴	1,500	2,700	1,500
Laboratory supplies and fees	2,855	2,855	2,855
National Board Examination Fee	570	570	570
Tuition, beginning of Trimester "A" (16 cr)	----	5,280*	----
Tuition, beginning of first trimester	6,600	6,600	6,600
Tuition, beginning of second trimester	6,600	6,600	6,600
Tuition, beginning of third trimester	6,600	6,600	6,600
Tuition, beginning of fourth trimester		6,930	
		\$26,730 (Trimesters 1-4)	
TOTAL TUITION	\$19,800	\$32,010 (5 trimesters)	\$19,800

Late payment fee per trimester- \$250.00

Late application fee- \$100.00 (student seeks consideration for admission after application deadline)

Reapplication fee- \$60.00 (student desires readmission after being separated from a program)

Celebrant Training - \$225.00 (optional certification)

**subject to change

All fees paid by an applicant during the admissions process to Pittsburgh Institute, including application fees, will be refunded in full to any applicant who is rejected for admission to the Institute.

The deposit is required to guarantee a seat in a new class and is applied to the tuition of the initial trimester of study. This deposit is refundable if the student notifies the Institute before the start of classes and does not matriculate with a new class.

The charge for books is only an estimate. Effective July 1, 2010, PIMS does not provide books for its courses. A virtual bookstore has been established and can be accessed at www.pims.edu or any source of the student's choosing. For a complete list of textbook resources according to course, please refer to the www.pims.edu and click on **PIMSBooks**.

\$300 technology fee + \$100 graduation fee + \$330 practicum fee are included in the Laboratory supplies and fee charges.

ACADEMIC PROGRAMS

COURSES OF STUDY

- (1) **The Diploma Program (Embalming and Funeral Directing)** is a twelve month (3 trimester), 60 semester-credit course consisting of 1096 contact hours of study available to those who desire licensure in a state whose law requires it.
- (2) **Associate in Specialized Business Degree (Funeral Service Management)** is 20 months (5 trimesters) (97 semester credits) in length (in residence) and consists of at least 1651 contact hours of both classroom and laboratory work.
- (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) in residence. Total credits (including transfer credits) required for the AST Degree is 90 semester credits.
- (4) Cooperative Bachelor 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.

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 week 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’ work load 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.

Trimester Sequence of Courses
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
			20	20	300
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
			20	23	381
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			20	22	384
			60		1065

ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The Associate in Specialized Business Degree (ASB) is available to students who complete five trimesters of study, including Trimester "A" which can be completed in several different points of the curriculum. This alternate trimester of study may be taken before or after the sequence of the first through fourth trimesters. In lieu of taking Trimester "A" at PIMS, a student may elect to transfer sixteen credits into Pittsburgh Institute from another institution of higher learning, as long as they are earned from a regionally accredited college or university and meet the distribution requirements below.

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: Georgia requires only a high school diploma or its equivalent prior to a diploma granted from a school of funeral service, whereas West Virginia requires the completion of our ASB program for licensure in their state. In addition, some states allow for the integration and coordination of all academic credits between the pre-professional and professional education. Furthermore, some states require that an associate degree be earned prior to licensure.

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:

AREA I

-12 semester (18 quarter) 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

Religion

Political Science

Other related areas

AREA II

-4 semester (6 quarter) 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

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.

ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

(Funeral Service Management)

TRIMESTER "A"			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
			16	16	240
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
			20	20	300
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
			20	23	381

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
			20	22	384
FOURTH TRIMESTER			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
			21	21	315
Grand Total			97		1620

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 but who never earned a graduation award in the process. Recognizing previous college level study became paramount in the development of this newest award offered by the Pittsburgh Institute of Mortuary Science.

Approved in late 1995, and revised in 2012, 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 accredited college or university prior to matriculation into the three trimester sequence of courses (Trimester 1,2,3).

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

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

Religion

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

Upon documenting that this distribution requirement is met, the student would then be able to pursue the balance of the AST Degree program (the final sixty semester credits at Pittsburgh Institute of Mortuary Science) via PIMS' core program.

*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.

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 for five semesters. 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.

DEPARTMENT REQUIREMENTS			
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.
PSYC			3 CR.

COMPUTER SCIENCE			
NSET	101	INTRO NAT. SCI / ET	3 CR.
ONE OF TWO CONCENTRATIONS			
I. ENVIRONMENTAL HEALTH			
BIOL	334	OCCUPATIONAL SAFETY/HEALTH	3 CR.
BIOL	334	ENVIRONMENTAL HEALTH	3 CR.
BIOL	334	ELECTIVE	3 CR.
BIOL		ELECTIVE	3 CR.
II. BUSINESS ADMINISTRATION			
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: 724-938-4200

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 a twelve month course in a funeral service program. At Pittsburgh Institute of Mortuary Science, the Diploma Program in Embalming and Funeral Directing would satisfy this requirement.

In lieu of these requirements, a student could opt for the Associate in Specialized Business (ASB) Degree offered by the Pittsburgh Institute and enter professional training into a five trimester program.

As another alternative to the above, a student may enter the four trimester sequence of courses (Trimester 1-4) while transferring a minimum of 16 semester credits from a regionally accredited college or university. As with all specialized associate degree programs, distribution requirements from Areas I and II shall be met with all credits whether they are transferred into PIMS or whether they are taken in-residence. In so-doing, after successfully completing the four trimester program, the student would be awarded the ASB Degree in Funeral Service Management.

The Institute reserves the right to classify the distribution of credits for students applying for the ASB Degree. Further information regarding any student's particular needs and desires may be obtained from any of the Institute's officials.

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.

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 fourth trimester or "A" 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 on 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. A complete policy regarding Student Rights and Responsibilities as well as the grievance procedure available to students can be found in the Student Manual.

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 Code of Conduct. The Student Code of Conduct 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.

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 misses information due to tardiness and/or partial absence from both classroom lectures and laboratory sessions.

WITHDRAWAL AND LEAVE

A leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. 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 are granted a leave of absence.

A "W" grade is assigned to a course from which a student withdraws prior to the 10th week of the trimester for resident students and the 6th week of the term for online students. If the student withdraws during or after the 10th week of the trimester or 6th 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

E - Exempt

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 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 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. Changes to PIMS' policy are in compliance with the U.S. Department of Education and are stated below. The new policy was effective July 1, 2011.

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 Pittsburgh Institute of Mortuary Science. In the event that a student's cumulative grade point average falls below 2.0, the progress standards described below shall apply. The academic progress standards presented below are effective January 1, 2016, for new students.

**ON-CAMPUS DIPLOMA PROGRAM (EMBALMING AND FUNERAL DIRECTING)
ON-CAMPUS AST DEGREE PROGRAM (FUNERAL SERVICE ARTS AND SCIENCES)**

First full time equiv. trimester of study at PIMS

0.00-1.59 Academic dismissal with an opportunity to repeat
1.60-1.99 Academic Probation

Second full time equiv. trimester of study at PIMS

0.00-1.85 Academic dismissal with an opportunity to repeat
1.86-1.99 Academic Probation

Third full time equiv. trimester of study at PIMS

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)**

First full time equiv. trimester of study at PIMS

End of 2nd term online

0.00-1.59 Academic dismissal with an opportunity to repeat
1.60-1.99 Academic Probation

Second full time equiv. trimester of study at PIMS

End of 4th term online

0.00-1.69 Academic dismissal with an opportunity to repeat
1.70-1.99 Academic Probation

Third full time equiv. trimester of study at PIMS

End of 6th term online

0.00-1.79 Academic dismissal with an opportunity to repeat
1.80-1.99 Academic Probation

Fourth full time equiv. trimester of study at PIMS

End of 8th term online

0.00-1.89 Academic dismissal with an opportunity to repeat
1.90-1.99 Academic Probation

Fifth full time equiv. trimester of study at PIMS

End of 10th term online

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 four trimesters, the following progress standards would apply.

ASB DEGREE PROGRAM (FUNERAL SERVICE MANAGEMENT)

First full time equiv. trimester of study at PIMS

0.00-1.59 Academic dismissal with an opportunity to repeat

1.60-1.99 Academic Probation

Second full time equiv. trimester of study at PIMS

0.00-1.79 Academic dismissal with an opportunity to repeat

1.80-1.99 Academic Probation

Third full time equiv. trimester of study at PIMS

0.00-1.89 Academic dismissal with an opportunity to repeat

1.90-1.99 Academic Probation

Fourth full time equiv. trimester of study at PIMS

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 listed above. 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.

Financial Aid Warning

Students 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 are no longer Title IV eligible and will be required to sit out a minimum of one trimester/term. At that point, if the student is still interested in pursuing their studies at PIMS, they will need to re-apply to the program. If accepted, they will return with the same former academic status as when they separated.

Academic Probation

Students whose GPA drops below 2.0 will be placed on academic probation or as determined by the progress standards described above. This probationary period will be terminated when the student earns the required overall 2.0 average necessary for graduation. Students may be considered for financial aid while on academic probation.

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 the 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. All “F” grades are required to be repeated and must be passed prior to advancing in the program.

Withdrawals

A “W” (Withdrawal) grade is assigned to a course from which a student withdraws prior to the 10th week of the trimester for resident students and the 6th week of the term for online students. If the student withdraws during or after the 11th week of the trimester or 6th 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.

If a student on financial aid is terminated, the financial aid is discontinued. A student applying for readmission to the Pittsburgh Institute may again make application for reinstatement on the Title IV Program through the United States Department of Education, Bureau of Student Financial Assistance, if qualified.

READMISSION

Students dismissed for academic deficiencies may apply for readmission for training. All requests for readmission must be made using the Readmission Application and will be reviewed by the Admissions Committee as per the normal application procedure. The reapplication fee is applicable in these cases. The matriculation fee will be charged and an update of the Health Certificate may be required.

REPEATING COURSES

When courses are repeated, the grade earned for the course that is repeated replaces the grade formerly earned. All credits and grade points are then adjusted accordingly.

A student will be afforded the opportunity to repeat courses one time for one trimester/term. If the student does not meet the 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.

GRADE REPORTS AND TRANSCRIPTS

Satisfactory academic progress is required for the continuation of training and for the receipt of the Diploma, ASB Degree, or AST Degree.

A grade report is always available to a student in good standing upon completion of each trimester/term of study via a secured portal at www.pims.edu. Students are provided with logon credentials for access. Transcripts are not presented if the student has a balance due with the Institute, is in default on a Stafford loan, or has not completed a financial aid exit interview.

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, and with all clinical case requirements fulfilled.
2. Minimum in-residence requirement of the Institute is in compliance.
3. Earn a passing grade on the PIMS Comprehensive Examination.
4. Complete freedom from all indebtedness to the Institute.
5. Recommendation by the Faculty Council to the President that the student has fulfilled all requirements necessary to enter the field of funeral service.
6. Satisfactory compliance with regard to financial aid requisites (if applicable).
7. Satisfactory record of attendance (as described elsewhere in this Bulletin).

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

COMMENCEMENT

Graduation ceremonies are held by the Institute. 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. OGDRODNIK 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 **JOSEPH D. MOON AWARD** is a cash award presented to the graduate with the highest scholastic average by the Allegheny County Funeral Directors Association in memory of Joseph D. Moon, a former Superintendent of the Allegheny County Coroner's Office and Executive Director of 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.

Along with the Institute's library, the student will have access to a variety of libraries in the city of Pittsburgh including: Carnegie Public Library, University of Pittsburgh Medical School Library, Point Park University Library and others. These libraries are within several miles of the Institute and arrangements have been made for the student to use these facilities.

STUDENT SERVICES AND EXTRA-CURRICULAR ACTIVITIES

COUNSELING SERVICE

During the first few days of each opening term, all first term students are interviewed by the Dean of Faculty and Students. 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. A second secured parking lot has limited parking for students for a nominal fee. 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, many within walking distance of the Institute, are available in the Shadyside area for out-of-town students. The office maintains a list of rooms and apartments and realtors to assist students seeking housing. 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 are created at this time. There are many fine quick-lunch establishments and restaurants within walking distance of the Institute.

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 PIMS.

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.

PIMS 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 JEWELRY AND CLOTHING

Class rings, mugs and other such items are available for purchase during the student's second trimester. Sportswear, such as sweatshirts, jackets, baseball caps and tee shirts are available for purchase in the school library.

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

STUDENT LOAN FUND

Short term loans to meet emergency needs are available to campus-based students. Sums of up to \$25.00 may be borrowed for a period of 30 days on the student's signature. All such loans and other financial obligations must be paid before graduation.

First-time students must wait 30 days before using the student loan fund.

U.S. DEPARTMENT OF EDUCATION

A Free Application for Federal Student Aid (FAFSA) can be completed by visiting 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 Director 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.

Information on a budget management service is also available from the Registrar.

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.

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.

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

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.

DIRECTIONS TO PIMS

FROM POINTS EAST OF PITTSBURGH-

FOLLOW PA TURNPIKE TO EXIT 57 (OLD EXIT 6) (PITTSBURGH). CONTINUE ON INTERSTATE 376-WEST TO PITTSBURGH EXIT 10-A (CHURCHILL). FROM THIS POINT, CONTINUE STRAIGHT AHEAD ON OLD WILLIAM PENN HIGHWAY WHICH CHANGES TO PENN AVENUE. CONTINUE STRAIGHT AHEAD ON PENN AVENUE TO HIGHLAND AVENUE. MAKE A LEFT TURN ON HIGHLAND AVENUE TO BAUM BLVD. MAKE A RIGHT TURN ON BAUM AND CONTINUE FOR APPROXIMATELY TWO BLOCKS. PIMS IS LOCATED ON THE LEFT. THE DISTANCE FROM EXIT 10-A TO HIGHLAND AVE. IS APPROXIMATELY 4.8 MILES.

FROM POINTS WEST OF PITTSBURGH-

FROM PITTSBURGH INTERNATIONAL AIRPORT, TAKE I-279 TO PITTSBURGH. AS YOU APPROACH THE FORT PITT TUNNELS, ENTER THE RIGHT LANE. CROSS THE FORT PITT BRIDGE AND BEAR RIGHT AS YOU BYPASS THE CITY. TAKE THE FORBES AVENUE EXIT TO OAKLAND AND CONTINUE ON FORBES AVENUE. YOU WILL PASS THE CATHEDRAL OF LEARNING OF THE UNIVERSITY OF PITTSBURGH AND THE CARNEGIE MUSEUM & SCAIFE ART GALLERY. PROCEED TO CRAIG STREET AND MAKE A LEFT TURN. CONTINUE ON CRAIG STREET TO BAUM BLVD. MAKE A RIGHT TURN ON BAUM BLVD. AND GO APPROXIMATELY 13 BLOCKS. PIMS IS LOCATED IN THE BLOCK IMMEDIATELY PAST THE NEGLEY AVENUE INTERSECTION ON THE RIGHT.

FROM POINTS SOUTH OF PITTSBURGH-

TAKE ROUTE 51 NORTH TO THE LIBERTY TUNNELS AND PITTSBURGH. MAKE A RIGHT TURN AND PROCEED THROUGH THE TUNNEL TO I-579 AND BIGELOW BOULEVARD (RT.380 EAST). TAKE THE EXIT AT BIGELOW BOULEVARD (RT. 380 EAST) AND CONTINUE ON BIGELOW BLVD IN THE LEFT LANE TO THE FOURTH TRAFFIC SIGNAL TO BAUM BLVD. MAKE A LEFT TURN ON BAUM BLVD. AND CONTINUE APPROXIMATELY 13 BLOCKS. PIMS IS LOCATED IN TE BLOCK IMMEDIATELY PAST THE NEGLEY AVENUE INTERSECTION ON THE RIGHT.

F POINTS NORTH OF PITTSBURGH-

TAKE I-79 SOUTH TO PITTSBURGH. EXIT AT I-279 SOUTH AND PROCEED TO EXIT 8-A, I-579 SOUTH AND CROSS THE VETERANS MEMORIAL BRIDGE. PROCEED TO THE 6TH AND 7TH AVENUE EXIT. STAY IN THE LEFT LANE AND FOLLOW TO EXIT 6 (MELLON ARENA). AT THE TRAFFIC SIGNAL, MAKE A LEFT TURN AND FOLLOW SIGNS TO RT 380-EAST (BIGELOW BLVD.). PROCEED ON BIGELOW BLVD. IN THE LEFT LANE TO THE FOURTH TRAFFIC SIGNAL TO BAUM BLVD. MAKE A LEFT TURN ON BAUM BLVD. AND CONTINUE APPROXIMATELY 13 BLOCKS. PIMS IS LOCATED IN THE BLOCK IMMEDIATELY PAST THE NEGLEY AVENUE INTERSECTION ON THE RIGHT.

ACADEMIC CALENDAR

FALL MATRICULATION	2018-2019	2019-2020	2020-2021	2021-2022
Orientation	TBA	TBA	TBA	TBA
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. 23-31, 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 8, 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
Summer Trimester Begins	May 28, 2019	June 1, 2020	June 1, 2021	May 31, 2022
Independence Day Holiday	July 4, 2019	July 3, 2020	July 4, 2021	July 4, 2022
Classes Resume	July 5, 2019	July 6, 2020	July 5, 2021	July 5, 2022
Labor Day Holiday	Sept. 2, 2019	Sept. 7, 2020	Sept. 6, 2021	Sept. 5, 2022
Classes Resume	Sept. 3, 2019	Sept. 8, 2020	Sept. 7, 2021	Sept. 6, 2022
Summer Trimester Ends	Sept. 6, 2019	Sept. 11, 2020	Sept. 10, 2021	Sept. 9, 2022
Graduation	Sept. 6, 2019	Sept. 11, 2020	Sept. 10, 2021	Sept.9, 2022
Trimester Break	Sept. 7-22, 2019	Sept. 12-27, 2020	Sept. 11-26, 2021	Sept. 10-25, 2022

ACADEMIC CALENDAR

SPRING MATRICULATION	2018-2019	2019-2020	2020-2021	2021-2022
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 8, 2020	May 14, 2021
Trimester Break	May 12-28, 2018	May 11-27, 2019	May 9-31, 2020	May 31-31, 2021
Summer Trimester Begins	May 29, 2018	May 28, 2019	June 1, 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

SUMMER MATRICULATION	2018-2019	2019-2020	2020-2021	2021-2022
Orientation	TBA	TBA	TBA	TBA
Summer Trimester Begins	May 29, 2018	May 28, 2019	June 1, 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 8, 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