



PITTSBURGH INSTITUTE OF MORTUARY SCIENCE

www.pims.edu

Bulletin

2021-2024

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ACCREDITATION

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

NATIONAL BOARD STATISTICS

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

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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)

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Admission Counselors National Association
of Colleges of Mortuary Science, Inc.
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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



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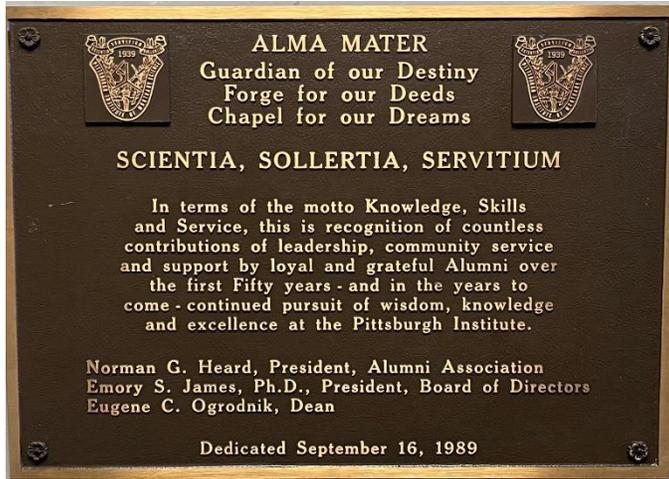
The offices of the Pittsburgh Institute of Mortuary Science are open Monday through Friday from 8:00 A.M. to 4:00 P.M. Telephone (412) 362-8500 - Fax (412) 362-1684.

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OVERVIEW

The Pittsburgh Institute of Mortuary Science, Inc. (PIMS) is a non-profit, tax-exempt, post-secondary institution that, since 1939, provides a funeral service education to an international student population. The motto of the Pittsburgh Institute since its inception, “Scientia, Sollertia, Servitium,” translated to “Knowledge, Skills, and Service,”



is embodied in the school’s mission, vision, and values. These guiding principles also reflect the limitless potential for the future at PIMS. With both campus-based and, as of 2001, distance education classes, Pittsburgh Institute of Mortuary Science offers flexible and adaptable learning environments, that evolve with the changing market demands and technologies used in education, while maintaining the focus of preparing students for a successful and professional career in funeral service.

STATEMENT OF VISION AND VALUES

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

MISSION STATEMENT

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

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

STATEMENT OF PHILOSOPHY AND PURPOSE

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

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

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

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

participate in this experience and are supported in this effort by the faculty and the administration.

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

THE LOCATION

The “City of Bridges,” 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 as Pittsburgh is home to the 5X Stanley Cup Champion Penguins, 6X Super Bowl Champion Steelers, as well as the Pirates who play at one of America’s greatest ballparks, PNC Park. For the college sports fans, a number of local universities and colleges host a plethora of sports teams that play throughout the year.



Pittsburgh is fast becoming known for its eclectic array of restaurants, gastropubs, microbreweries, and other dining spots sure to appease the tastes of any “foodie.” The Institute is within driving distance of many of these food and drink destinations. Additionally, a variety of entertainment events open freely to the general public include: the Three Rivers Arts Festival, the nearby Shadyside Arts Festival, Pittsburgh Zoo and PPG Aquarium, 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.

FACILITIES

The campus of the Pittsburgh Institute of Mortuary Science includes the main building and a fully operational clinical embalming/decendent care center. Being a commuter campus, the Institute provides three spacious lots for student off-street parking. The main building is a historic, five-story structure with over 20,000 square feet. The first floor includes offices for faculty, staff, and administration. The second floor featuring two classrooms, a library, a break room for students, and a modern funeral

service merchandise room allowing students to simulate making service arrangements and details with client families.

The third floor is home to the Alumni Center where special events, guest speakers, and continuing education programs are offered at various times through the school year.



The fourth floor is something exclusive to PIMS! A brand-new laboratory is home to a Restorative Art Residency experience like no other in funeral service education.

In fact, exclusive to PIMS, are synthetic traumatically or pathologically damaged heads AKA “PIMS Headz” (as they have come to be known). These brand-marked models were carefully crafted by a Hollywood special effects artist with the feel of “embalmed tissue”. In the lab, the latest restorative “tools of the trade” are also provided allowing PIMS students to simulate the challenges of a major restoration event.



To further authenticate this unique experience, the PIMS RA team of instructors created and fused together the “bones of the calvarium” with man-made synthetic materials that truly feel like human bone. The idea of offering these “cranial caps” to PIMS students in RA lab was to simulate the various techniques for cranial bone reconstruction and restoration. Making the decedent care simulation experience complete, the Institute purchased an authentic 200 lb. mannequin used in fire and rescue instruction. “Rescue Randy” enables PIMS students to simulate a decedent transfer, including best practices for the physical transfer as well as first-call counseling and comforting the emotional needs of the bereaved “at the death scene.”



The newest addition to the campus is beautifully appointed Student Lounge dedicated in honor of Dr. Joseph Marsaglia’s legacy as the Dean of Faculty and Students at PIMS for many years. The new structure on the fourth floor was designed with a “big city, urban loft, coffee house feel” to provide comfort, entertainment, and technological amenities for the student body. This new addition is a due to a generous grant from Schoedinger Funeral Services in Columbus, Ohio; we are thankful to the Schoedinger family for their benevolence in support of funeral service education.



While part of the fourth floor and the entire fifth floor remain undeveloped, alternative disposition trends provide ideas for the future use of this space.

The fully operational embalming and decedent care center is adjacent to the main building and features chemicals and supplies from the leading manufacturers of such items. With a patient lift device that can move up to 1000 lbs., a ventilation system with air exchanges well beyond the standard limit, and, of course, full application of personal protective equipment, PIMS students safely gain real time embalming experience. PIMS students (under direct supervision of a licensed embalmer funeral director) are entrusted to care for more than 500 decedents per year; with the large case volume, PIMS students are held to some of the most rigorous standards and requirements for clinical applications in funeral service education. Simply put, we believe the experiences that PIMS students gain at our physical campus (whether enrolled in the distance or campus program) are second to none!



OBJECTIVES

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

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

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

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

Funeral Service Oath

I do solemnly swear by that which I hold most sacred:
That I shall be loyal to the Funeral Service Profession,
and just and generous to its members,
That I shall lead my life and practice my art in uprightness and honor;
That into whatsoever house I shall enter,
It shall be for the benefit and comfort of those bereaved;
That I shall not let the constant relationship and familiarity with death
give me cause to yield to carelessness or to violate my obligation to society
or to the dignity of my profession;
That I shall abstain from every voluntary act of misconduct and corruption;
That I shall obey the Civil Laws;
That I shall not divulge professional confidences;
And that I shall be faithful to those who have placed their trust in me.
While I continue to keep this oath unviolated, may it be granted to me to
enjoy honor in my life and in my profession; and may I be respected by all
people for all time.

BOARD OF DIRECTORS

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

ADMINISTRATIVE STAFF

Eugene C. Ogrodnik, President/CEO/Dean of Administration
Dr. Barry T. Lease, Program Director/COO
Nicole Elachko, Registrar/Director of Administrative Staff and Student Services
Michael Burns, Dean of Faculty and Students
Karen S. Rocco, Bursar/Financial Aid Administrator
Anne L. Cerutti, Business Office Advisor/Social Media Coordinator
Kevin A. Drobish, Administrative Coordinator
Maria Sproull, Admissions Advisor
Dr. Joseph A. Marsaglia Jr., Dean Emeritus

FACULTY COUNCIL

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

FACULTY

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

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

This Institute has adopted as its credo the belief that the student can best learn by constant practice of the theories which are taught. The dedicated educators teaching "the future of funeral service" include:

- *+**Burns, Michael S.**, (August 2016), Pathology I & II, Embalming Orientation, Embalming I, Embalming II, Regulatory Compliance, Restorative Art Principles, RA Lab Supervisor, Clinical Embalming Supervisor, Certified Celebrant Trainer
B.S., Point Park University; M.Ed., Point Park University; PIMS
- *#**Catalfu, Jason L.**, (September 2018), Cremation Principles
B.S., Point Park University; PIMS
- *+**Cerutti, Annie L.**, (February 2021), Funeral Service Ethics
B.F.A. Ringling College of Art & Design; PIMS
- ***Chandler, Bryan** (June 2009), Thanatology in Society, Communication Skills, Funeral Management I
B.S., Point Park University; PIMS
- ***Cush, Chelsea**, (June 2021), Pathology I & II, Microbiology, Human Anatomy, Environmental Science, Risk Management
B.S., Point Park University; M.S. Point Park University; PIMS
- *+**Drobish, Kevin A.**, (June 2009), Restorative Art Lab, Clinical Embalming
B.S., Point Park University; PIMS
- ***Elachko, John** (January 2012), Psychology of Grief & Counseling, Death and Children, Regulatory Compliance, World Religions, General Psychology,
B.A., Duquesne University; PIMS
- Entenmann, George C.** (September 1977), Accounting, Business Law, Economics, Funeral Service Law,
B.S., University of Pennsylvania; J.D., Duquesne University
- Entenmann, Kathleen B.** (September 1998), English Composition, Social Psychology, General Psychology
B.A., Rutgers College; J.D., Duquesne University
- ***Johnson, Lisa D.**, (April 2015), Clinical Embalming
B.S., Point Park College, PIMS
- *+**#Lease, Barry T.** (April 1996), Gerontology, Strategies for Success, Human Resource Management
B.S., Waynesburg College; M.B.A, Point Park 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, Funeral Service Ethics, Funeral Service Marketing, Small Business Management, Thanatology
B.A., Duquesne University; PIMS
- ***Siverls, Allen** (January 2010), Small Business Management, Funeral Management
B.A., St. Lawrence University; M.B.A, Clarkson University; PIMS

***Silvis, Benjamin W.** (August 2008), Clinical Embalming
B.A., St. Vincent College; PIMS

***Westphal, Daniel M.,** (February 2004), Microbiology, Clinical Embalming
B.S., Point Park University; PIMS

*Licensed Embalmer and Funeral Director

+Certified Celebrant

#Certified Crematory Operator

ADMISSION GENERAL

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

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

It is also the policy of the PIMS that contact with perspective students is to be informative; high-pressure tactics are prohibited as the nature of the program does not appeal to a broad student base. The fact is that not everyone is called to a career in funeral service.

As such, before deciding to attend the Institute (campus or online) a student should be familiar with the fact that the functions of funeral service will require candidates to perform many tasks. The goal of the Pittsburgh Institute of Mortuary Science is to that ensure our graduates become gainfully employed. For this reason, we ask that the prospective student acknowledges the following:

- Funeral service is physically demanding and will require an individual to have the capacity to lift at least 45 pounds, to be able to bend at the waist and the knees, and be able to stand for prolonged periods of time.
- Funeral service professionals are faced challenging and difficult situations in counseling the bereaved and caring for their decedent loved ones, therefore it will require a prospect to possess a high degree of emotional intelligence.
- Death is not a scheduled event, therefore most funeral homes will require directors to work unpredictable and sometimes long hours. Additionally, a prospect wants to be aware that on call time will be expected, and working nights, weekends, and holidays is standard practice.
- Due to the personal nature of funeral service, prospective students should consider their social media presence; anything posted that might be perceived by a bereaved family to be controversial or offensive in any way may affect the ability of this candidate to secure a position in the funeral service.
- Be advised that being an insurable driver with a valid license to operate a motor vehicle may be a requirement for a position at most funeral homes and other organizations related to funeral service/
- While fashion and appearance is a personal choice, be advised that many funeral homes and organizations related to funeral service have specific expectations for dress code, grooming, and personal hygiene.
- Prospective candidates should be aware that an internship is required in most states prior to licensure; it should also be noted that passing a comprehensive national exam may be required to begin such an internship and a passing a state exam may be necessary during/after the internship may be required for licensure.
- While specific state requirements for licensure will vary, most states will require a criminal background check for licensure. A prospect should consider the potential results for such a background check before applying; a student who would be unable to be licensed due to this requirement may want to reconsider application for admission as PIMS specifically provides a funeral service education to prepare candidates for licensure in any state.

The above recommendations are not intended to discourage a candidate from considering funeral service education or a career in the funeral service, however, these recommendations are designed to educate prospective about details endemic to this vocation.

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, religion, sex, national origin, disability, age, marital status, sexual orientation, veteran status or any other characteristic protected by law, provided they are qualified and meet the requirements established by the Institute for 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 online application:

1. A \$50 application fee. The application fee is refundable if request for cancellation is made within 5 calendar days of submitting the application.
2. A recent headshot photograph, for identification purposes only with a white or light-colored background; emailed to admissions@pims.edu.
3. An official transcript of the applicant's complete high school record or, in lieu thereof, evidence of a high school equivalency acceptable to the licensing agency is required. If an applicant has graduated from high school with a final GPA of less than 2.3 (effective January, 2022), 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 2.3 or higher (**to be submitted directly to PIMS by the school or college otherwise not considered official**).
4. All official college transcripts, including mortuary school, if applicable (**to be submitted directly to PIMS by the school or college otherwise not considered official**).
5. Completion of the **Health Screening Form by student and qualified health professional**, which can be mailed, faxed, or emailed to admissions@pims.edu once completed by the applicant and a physician or other qualified medical professional.
6. Proof of healthcare insurance coverage; a copy of a health insurance card can be mailed, faxed, or emailed to admissions@pims.edu.

Some states require college courses as a prerequisite for admission to mortuary school. Others require an apprenticeship period be served prior to mortuary training. The administrative team at the Institute will assist each student in understanding licensing requirements; to reinforce the importance of this topic it is introduced in the Strategies course as a student begins online or on campus. Furthermore, assistance with any/all paperwork will be provided by our administrative team upon request. It is important that prospective students become familiar with the licensing requirements of the state in which they are wishing to practice prior to enrolling. The Institute will gladly answer any questions concerning such special requirements and provide assistance when possible in working with such requirements; such assistance may include but not be limited to helping/providing contact to the funeral director/embalmer state board in consideration of said special requirements. However, the student agrees to accept responsibility to ensure their education and credentials meet their states requirement.

Enrollment is competitive for both campus and online programs, therefore it is the policy of the Institute to admit students that are the best qualified to meet state licensure requirements and those that will be able assume the professional responsibilities of a licensed embalmer and funeral director.

To ensure that our students are employable after graduation, qualitative considerations, such as an evaluation by a member of the Admissions Committee, of a prospect's Internet presence and social media activity. All students attending the Institute agree to comply with commonly accepted rules of good behavior and professional guidelines put forth by the funeral service at large. A candidate with infractions or behavior inconsistent with such professional guidelines may serve as a disqualifying event for acceptance into the Institute because they may have issues obtaining gainful employment in the funeral service. While funeral service is an evolving business, the profession is still grounded with traditional roots, practices, and conduct. In reviewing all application materials, the Admission Committee does its due diligence to takes into account not just the quantifiable factors such as academic achievement and previous education, but also other variables that may adversely impact a prospective student's opportunity in the funeral service.

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

INTERNATIONAL STUDENTS

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

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

International Education Research Foundation, Inc.

P.O.Box 3665
Culver City, CA 90231-3665
(310)258-3665
www.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 email after the applicant's records have been carefully reviewed and verified by the Admissions Committee.

ENROLLMENT DATES

Enrollment for campus and online is conducted three times yearly, once in spring, summer and fall. The detailed campus Academic Calendar is located at the end of this document. The modular format of the distance program provides for start and completion dates for each of the cohorts, which typically begin in January, June, and October. Once again, these calendars can be found at the end of this document.

REGISTRATION

Registration is done by the Registrar's Office within the PIMS student administrative system (SAS); currently the portal for students SAS is managed through Sonis. Upon acceptance into the Institute, students are registered for the cohort, campus or online, for which they applied. Communications with the student are maintained via the SAS (see below).

PITTSBURGH INSTITUTE OF MORTUARY SCIENCE

APPLY ONLINE PROSPECTIVE STUDENTS LOGIN PROGRAMS

PITTSBURGH INSTITUTE OF MORTUARY SCIENCE

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The Institute conducts an orientation process within a week of their course start date (see below for more details on the orientation process). Schedules are provided to the student following orientation. If a student wishes to discuss their schedule or make adjustments, they must contact the Registrar's Office.

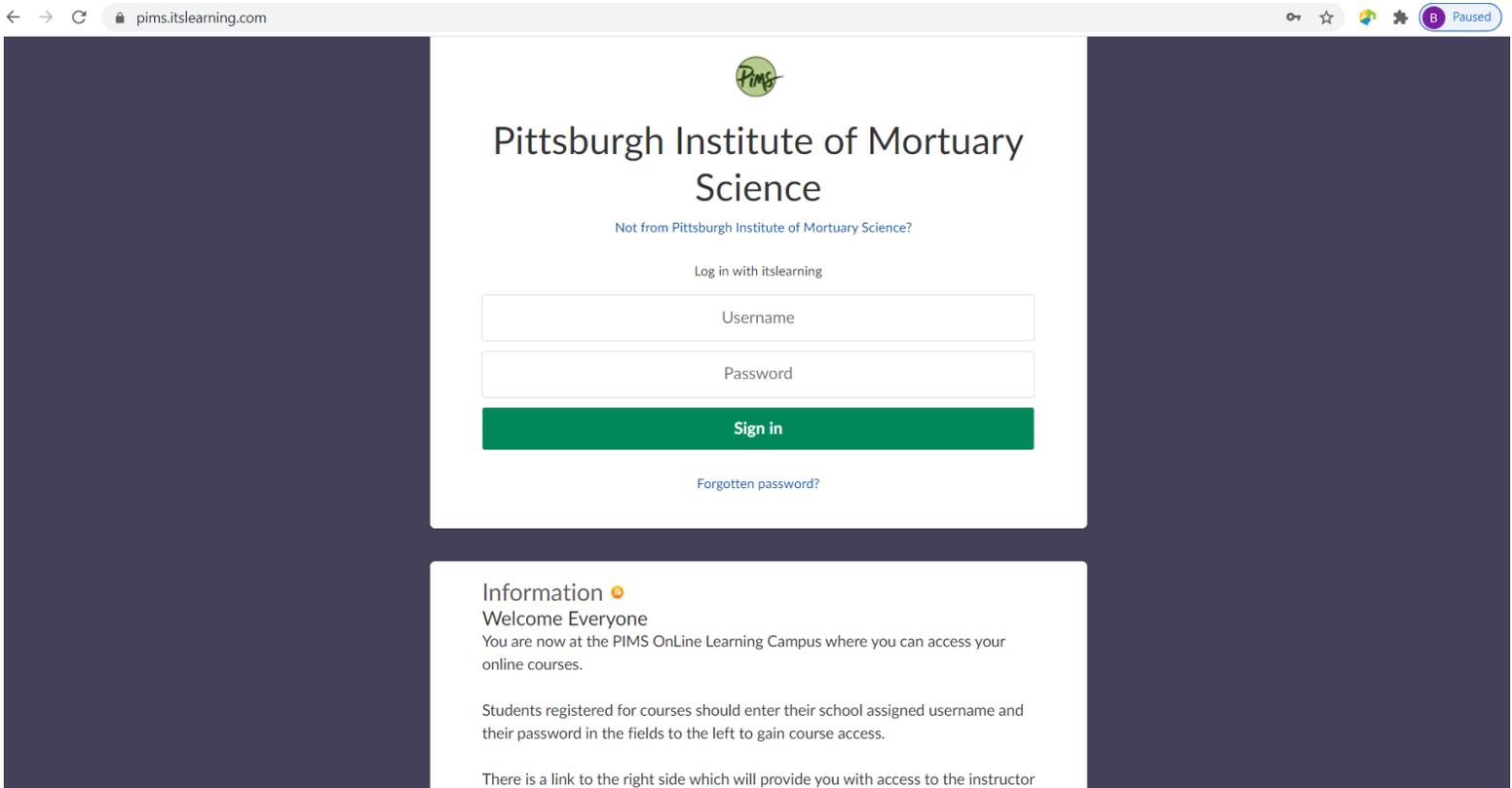
On-campus students can select to take the accelerated or the standard pace of progression. The program result is the same; the accelerated pace is 20 credits per term and the student attends at a minimum one year, and the standard pace is 8-12 credits per term and the student attends at a minimum of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

The student that pursues a distance education alternative will note that the courses are offered in an accelerated, but modular, time- line of eight-week courses. Online courses are offered in a specific and logical sequence to optimize the pace and progression of the online student. All distance students are provided with a schedule of the entire modular sequence for their specific cohort at the outset of the program.

Due to the shorter-term lengths, there are no terms in which more than 7 credits are offered. With a modular format, only certain courses will be offered during any particular term. Any other request for course registration which requires a departure from the normal sequence will be determined solely on a case-by-case basis; students interested in such an inquiry must contact the Registrar's Office.

ORIENTATION

Prior to start of coursework either online or on campus, students are given a comprehensive orientation which, consistent with ABFSE Standard 9.3, includes an overview of safety and health guidelines, student administrative and academic policies, financial aid, facilities, and expectations for academic success. PIMS uses itslearning as its LMS or learning management system (see below); this LMS provides the entire orientation for distance learning students as well as offering a virtual repository of videos and other resources for campus-based students. That said, the orientation process is typically completed for campus students on ground within one week prior to start.



The screenshot shows a web browser window with the URL pims.itslearning.com. The page content includes the PIMS logo, the title 'Pittsburgh Institute of Mortuary Science', and a login form. The form has two input fields: 'Username' and 'Password', followed by a green 'Sign in' button. Below the form is a link for 'Forgotten password?'. An 'Information' section below the form contains the following text: 'Welcome Everyone. You are now at the PIMS OnLine Learning Campus where you can access your online courses. Students registered for courses should enter their school assigned username and their password in the fields to the left to gain course access. There is a link to the right side which will provide you with access to the instructor'.

STUDENT TECHNOLOGY REQUIREMENTS

Virtual educational resources are available for BOTH PIMS campus and online students. Therefore, any student attending the Institute, online or campus, should have a COMPUTER available with an Internet browser (note: Google optimizes the experience of our current learning management system or LMS) capable of accessing the Internet, an Internet Service Provider (ISP) and an email account. The current LMS used by the Institute is a platform known as itslearning.

It is important to note that every electronic internet connected device will allow the user partial access to the itslearning. Thus, quick check ins to the LMS using a phone or tablet may be available to allow students to: read assignments, check discussion posts, instant message their teachers and classmates. In some devices, may work on tablets and even smartphones.

HOWEVER...only selected devices will allow for testing purposes. Every assessment (quiz or exam) you take through the Itslearning program requires the download of a "test browser." A test browser is an anti-cheating tool that prevents the user (test taker) from leaving the assessment to use other programs on the device or on the internet while taking the exam or quiz. Once again, the browser, along with other applications in the LMS such as keystroke identifiers, is a mitigating factor against the potential for academic dishonesty while taking an exam. Therefore, it is

important that if students use a device NOT compatible with the Itslearning test browser, students have access to a device that IS compatible. **Devices that are NOT compatible with the test browser include all of the following:**

- Any Chromebook made by any manufacturer (Google, Samsung, Lenovo, etc.)
- Any iPad made by Apple
- Any Tab (tablet) made by Samsung/Android
- Any Tab (tablet) made by Lenovo
- Any Slate made by Google
- Any Surface made by Microsoft
- Any Fire made by Amazon
- Any MediaPad made by Huawei
- Any Iconia made by Acer
- Any Chuwi made by Chuwi
- Any number of other tablet-like devices.

If a student owns any of the devices listed above, he/she/they should invest or access a device that IS compatible with the itslearning test browser to allow for full functionality of the platform. Such devices that ARE compatible and allow for optimal engagement of the itslearning include:

- Any Laptop made by virtually every manufacturer
- Any Desktop made by virtually every manufacturer.

Note: it is also strongly suggested that students have access to printers and scanners for document transfer and/or to have written versions of lessons in the courses.

Once again, users should also be sure they are using Google Chrome as the browser, the COMPUTER should use the be updated to use the latest available operating systems and the Java function must continually be updated throughout the tenure of the program to ensure operational capacity of the entire platform.

Finally, the ability to view videos embedded within the courses in the LMS is a necessity. Additionally, some videos may be download and thus it is strongly recommended that online students download the VLC media player application (see <https://www.videolan.org/vlc/>) to ensure playability. Students must also have software available to them for word processing and spreadsheet use as well as a presentation program.

This equipment while it may be convenient to purchase, does not have to be purchased by the student. Public libraries provide equipment and Internet access for consumers at no cost. The following provides a breakdown of costs a student may incur for the suggested technology requirements for campus or online education:

Equipment	Approximate Cost
Personal computer	\$500.00
Printer	\$100.00
Microsoft Office (Student Edition)	\$150.00
Internet Service (estimated but depends on provider)	\$100.00/month
Scanner (optional)	\$100.00

SECURITY PASS FOBS

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

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

TERMINATION/CANCELLATION OF ENROLLMENT AGREEMENT

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.

REFUNDS AND WITHDRAWALS- CAMPUS STUDENTS

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

Whenever a student enrolls and withdraws or is discontinued after the trimester has begun but prior to completion of the trimester, the following tuition refunds shall apply:

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

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

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

RETURN OF TITLE IV FUNDS POLICY

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

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

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

REFUNDS AND WITHDRAWALS-ONLINE STUDENTS

The Institute shall calculate earned tuition on a weekly basis. For refund computation purposes, termination date is the last date of participation. Attendance for PIMS Online is defined as present and active participation with regards to discussion forums and course assignments. There will be no refunds for books and supplies after such items have been issued.

In withdrawing from school, the student must submit a letter or email of resignation to the Registrar. If no resignation is received, the date of last attendance shall constitute the basis for tuition refunds. This day will be determined by the last time the student had participated in the forum discussions or submitted an assignment. In accordance with regulations of the PA State Board of Private Licensed Schools, whenever a student enrolls and withdraws or is discontinued after the term has begun, but prior to completion of the term, refunds shall apply. Each term of study is 8 weeks long (up to 56 days). Tuition refunds shall apply as follows for online students:

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 25%-50% of the term	Days 15-28	50%
Completion of over 50% of the term	Days 29+	No refund

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

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

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

RETURN OF MILITARY TUITION ASSISTANCE

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

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

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

The following TA refunds shall apply:

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

CAMPUS TUITION AND FEES*Effective September 2020

Note: The PIMS Board of Directors, in response to the pandemic has voted to “Freeze Tuition” in 2020 and 2021

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

	Diploma & AST 60 credits	ASB Degree 81 or 97 credits
# Application Fee (with application) or Reapplication Fee	\$ 50.	\$ 50.
Matriculation Fee (non-refundable)	\$ 75.	\$ 75.
++ Textbooks (estimated)	\$ 1,500.	\$ 2,700.
* RA Laboratory Supplies and Fees (campus visit)	\$ 3,575.	\$ 3,575.
* Embalming Lab Fee	\$ 710.	\$ 710.
Technology Fee	\$ 300.	\$ 300.
Graduation Fee including NBE Resources and Practice exams	\$ 250.	\$ 250.
*** Virtual Funeral Service Skills Practicum Site Approval Visit	\$ 50.	\$ 50.
TOTAL BOOKS, SUPPLIES & FEES (estimate)	\$ 6,360.	\$ 7,560.
Tuition beginning of Non-CORE 16		\$ 5,280. (if required)
Tuition beginning of First Trimester	\$ 6600.	\$ 6,600.
Tuition beginning of Second Trimester	\$ 6600.	\$ 6,600.
Tuition beginning of Third Trimester	\$ 6600.	\$ 6,600.
Tuition beginning of Non-CORE 21		\$ 6,930.
		\$26,730. (81 credits)
TOTAL TUITION	\$19,800 (60 credits)	\$32,010. (97 credits)

Application Fee or Reapplication Fee is refundable if a request for cancellation is made within (5) calendar days of submitting the application.
 * Subject to change; includes instruction, use of facilities, transfer services (EMB), proprietary equipment (RA), and necessary supplies. Students can opt to purchase some supplies on their own, pending school approval. A breakdown will be provided prior to these labs. The Embalming Lab Fee applies in either case to a) one required case on campus for assessment purposes, or b) performing all cases, or clinical requirements on campus.
 *** If a virtual site approval visit for the funeral service practicum is not desired or cannot be accomplished, then a physical visit may occur at a fee of \$250 plus all expenses related to the visit.
 ++The amounts listed above are only budgeted estimates for textbooks.

ONLINE TUITION AND FEES *Effective October 2020

Note: The PIMS Board of Directors, in response to the pandemic has voted to “Freeze Tuition” in 2020 and 2021

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

DIP & AST DEGREE	
(11 TERMS)	
# Application Fee (with application) or Reapplication Fee	\$ 50.
Matriculation Fee (non-refundable)	\$ 100.
Tuition (54 credits @ \$390/ credit)	\$ 21,060.
* RA Laboratory Supplies and Fees (campus visit)	\$ 3,575.
* Embalming Lab Fee	\$ 710.
Technology Fee	\$ 300.
Course Administrative Fees (22 courses @ \$50/course)	\$ 1,100.
***Virtual Clinical Embalming Site Approval Visit	\$ 50.
***Virtual Funeral Service Skills Practicum Site Approval Visit	\$ 50.
Graduation Fee including NBE Practice Resources	\$ 250.
++Textbooks (Estimated)	\$ 1,500.
TOTAL BOOKS, SUPPLIES & FEES (estimate)	\$ 8,085.
TOTAL TUITION	\$ 21,060.

Application Fee or Reapplication Fee is refundable if a request for cancellation is made within (5) calendar days of submitting the application.
 * Includes instruction, use of facilities, transfer services (EMB), proprietary equipment (RA), and necessary supplies. Students can opt to purchase some supplies on their own, pending school approval. A breakdown will be provided prior to these labs. The Emb Lab Fee applies in either case to a) one require case on campus for assessment purposes, or b) performing all cases, or clinical requirements on campus.
 *** If a virtual visit is not desired or cannot be accomplished, then a physical visit must occur at a fee of \$250 plus all expenses related to the visit.
 ++The amounts listed above are only budgeted estimates for textbooks.

ACADEMIC PROGRAMS

Courses of Study

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

EDUCATIONAL OBJECTIVE

The purpose of all the approved programs at PIMS (see previous section) is to educate students in every phase of the funeral service so that graduates of any approved program are prepared for entry-level employment in funeral service. Note: Because licensure requirements to practice funeral directing and embalming differ from state to state, PIMS provides advisement to help guide students through this process.

LEARNING OUTCOMES

The Pittsburgh Institute of Mortuary Science endeavors to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this goal, the Institute has adopted the program learning outcomes from the Accreditation Standard 2.1 of the American Board of Funeral Service Education, therefore, upon completion of the program students will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service.

PROGRAM OVERVIEW



Funeral Service Professionals are compassionate caregivers trained to guide the bereaved families they serve through the numerous details in planning a funeral while providing shelter and care to their decedent loved ones. Some of the details for which funeral professionals provide counsel to families include determining locations and times for services, deciding on what type of services may be provided such as burial, cremation, or alternative forms of disposition, as well as advisement on cultural or religion customs the decedent may have practiced. Other important aspects of the funeral service profession include administrative details such as filing of death certificates, burial/transit permits, survivor benefit forms, obituary notices, veteran's forms, and other legal documents necessary for final disposition options. Funeral service professionals also officiate services (e.g., Memorial, Celebrant, or non-secular) for families while ensuring that the final disposition rites are legally handled in an appropriate manner. Arrangement for transfer of the decedent to place of death, care and preparation of the decedent's body, providing viewing or visitation services of

the decedent to the family, and overseeing all aspects of transport for the decedent to his/her place of final disposition. Continuum of care services are also offered by funeral service professionals in terms of after care and pre-need arrangements.

Students will take courses in allied health sciences such as Anatomy, Pathology, and Microbiology as well as social sciences including Sociology, Psychology, and Grief Counseling. Along with general business classes such as Accounting, Business Law, and Management, students will take classes specific to the funeral service, which include Embalming, Embalming Chemistry, Restorative Art, and Funeral Management. Graduates are able to apply for internship positions to fulfill licensure requirements in most states. Once again, PIMS provides advisement to students regarding specifications on licensure for each individual state. Upon completing an internship, job titles include Licensed Funeral Director, Licensed Embalmer, or Licensed Embalmer-Funeral Director (depending upon the State of licensure).



The fourth floor is something exclusive to PIMS! A brand-new laboratory is home to a Restorative Art Residency experience

like no other in funeral service education. In fact, exclusive to PIMS, are synthetic traumatically or pathologically damaged heads AKA “PIMS Headz” (as they have come to be known). These brand-marked models were carefully crafted by a Hollywood special effects artist with the feel of “embalmed tissue”. In the lab, the latest restorative “tools of the trade” are also provided allowing PIMS students to simulate the challenges of a major restoration event.

To further authenticate this unique experience, the PIMS RA team of instructors created and fused together the “bones of the calvarium” with man-made synthetic materials that truly feel like human bone. The idea of offering these “cranial caps” to PIMS students in RA lab was to simulate the various techniques for cranial bone reconstruction and restoration. Making the decedent care simulation experience complete, the Institute purchased an authentic 200 lb. mannequin used in fire and rescue instruction. “Rescue Randy” enables PIMS students to simulate a decedent transfer, including best practices for the physical transfer as well as first-call counseling and comforting the emotional needs of the bereaved “at the death scene.” While part of the fourth floor and the entire fifth floor remain undeveloped, alternative disposition trends provide ideas for the future use of this space.

The fully operational embalming and decedent care center is adjacent to the main building and features chemicals and supplies from the leading manufacturers of such items. With a patient lift device that can move up to 1000 lbs., a ventilation system with air exchanges well beyond the standard limit, and, of course, full application of personal protective equipment, PIMS students safely gain real time embalming experience. PIMS students (under direct supervision of a licensed embalmer funeral director) are entrusted to care for more than 500 decedents per year; with the large case volume, PIMS students are held to some of the most rigorous standards and requirements for clinical applications in funeral service education. Simply put, we believe the experiences that PIMS students gain at our physical campus (whether enrolled in the distance or campus program) are second to none!

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." PIMS Online operates on an 8 week modular terms and grants "semester credit" as each is completed; the entire online program typically takes two years to complete the coursework (unless there are special circumstances such as credits that have been transferred in).

SUMMARY OF PIMS CREDIT HOUR GUIDELINES

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

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

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

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

All new courses or substantive changes in course or credit content are not only submitted and approved by the ABFSE, but also the PA Department of Education prior to the course being offered to students and therefore meet all laws, regulations, guidelines, and policies of the department.

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

FIRST TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
*Practicum hours may be spread over all terms but the total contact hours equal 31 for this experiential learning component					
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
		Funeral Service Practicum	N/A	N/A	31*
			20	20	331
SECOND TRIMESTER			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
#Restorative Art Lab is offered as a 3-day intensive with 30 hours of instruction and assessment					
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	N/A	30#
		Clinical Embalming	N/A	N/A	36
			20	23	351
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		1066

ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

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

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

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

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

To Eliminate Non-Core 16:

AREA I

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

Biology or other Life Sciences

Public Health

Chemistry

Zoology

Business Administration

Political Science

Computer Business Applications

Business Mathematics

Allied Health Science

Behavioral Science

Sociology

Environmental Health

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

Religion

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. These credits must be taken at a regionally or nationally accredited institution.

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

Non-Core 16			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
BIO	210	Environmental Health	3	3	45
HRM	210	Human Resource Management	3	3	45
PSY	210	Psychology of Death	3	3	45
SOC	210	Social Psychology	3	3	45
REL	210	World Religions	4	4	60
			16	16	240
FIRST TRIMESTER *Practicum hours may be spread over all terms but the total contact hours equal 31 for this experiential learning component			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
		Funeral Service Practicum	N/A	N/A	31*
			20	20	331
SECOND TRIMESTER #Restorative Art Lab is offered as a 3-day intensive with 30 hours of instruction and assessment			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	N/A	30#
		Clinical Embalming	N/A	N/A	36
			20	19	351

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
Non-Core 21			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		1621

ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

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

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

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

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

AREA I

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

Biology or other Life Sciences

Public Health

Chemistry

Zoology

Business Administration

Environmental Health

Computer Business Applications

Business Mathematics

Allied Health Science

Behavioral Science

Sociology

Political Science

Other related areas

AREA II

-9 semester credits from the following other related areas:

English Literature
English Composition
Public Speaking
History
Foreign Languages
Philosophy

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

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

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

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

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

COOPERATIVE BACHELOR DEGREE PROGRAMS

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

Obtaining a total professional education cannot be accomplished any faster than through the creative approach developed by the officials from Pittsburgh Institute of Mortuary Science and Point Park University. To better meet the needs of students who have a personal goal of earning a bachelor's degree, the two schools have developed a "must consider" capstone approach to attaining this award. The novel approach to earning the degree requires the student to matriculate at Pittsburgh Institute of Mortuary Science into its Specialized Associate Degree Program.

During the professional education, the student is able to take all of the "core" courses in embalming and funeral directing, as well as more in depth study in psychology (Death and Children, Gerontology, Psychology of Death, Social Psychology), Business Management (Economics, Funeral Service Marketing, Risk Management, Human Resource Management), World Religions and Environmental 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. Students interested in the Point Park capstone program can receive an educational plan upon request. The degree to be awarded after successful completion of the capstone program will be a Bachelor of Science Degree in Funeral Service.

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

California University of Pennsylvania

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

Point Park University

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

Gannon University

Social Work Program
University Square Erie, PA 16541
Dr. Parris J. Baker
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

LICENSING REQUIREMENTS: SPECIAL NOTE TO THOSE STUDENTS SEEKING A LICENSE IN THE STATE OF PENNSYLVANIA

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

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

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

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

LICENSING REQUIREMENTS: SPECIAL NOTE TO THOSE STUDENTS SEEKING LICENSES IN ALL STATES EXCEPT PENNSYLVANIA

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

ONLINE STUDENTS: CO-REQUISITE COURSES

The curriculum at the Institute includes a study of accounting and business math/computers. While business math is a foundations course useful throughout the program, the PIMS Comprehensive Examination and the National Board Examination both contain areas of accounting among their questions. Both of these courses are offered on campus, however only accounting is part of a regular online course offering. In certain cases, online students with a previous entry level college math course can successfully transfer in such a course if it is approved per the course matrix. If a student does not have a business math course that can be accepted, other considerations will be made including taking an approved math course at another school or coming to the campus business math course at PIMS. Options will be considered as needed.

If an online student is deficient in accounting, it can be a course taken at PIMS Online. Students will be informed of the availability of accounting as needed. A student may take an equivalent accounting course at a college or university of their choice HOWEVER, pre-approval of the course must be considered due to the specific nature of the accounting course offered at PIMS. If the student were not to seek pre-approval, s/he may waste valuable time and financial resources taking a course which may not be acceptable as the co-requisite requirement(s). Assessment and approval of the courses shall be done with the presentation of detailed course content outlines. Without sufficient detail, complete assessment cannot be accomplished.

In any case, these credits must be earned before graduating from the online program at PIMS. If a student thinks that they may have already earned these course content requirements from a previous college experience, they must:

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

THE CURRICULUM

Consistent with ABFSE Curriculum Distribution guidelines specifically noted in Accreditation Standard 5.4, the following is a breakdown of the necessary areas of instruction for campus or online students. While the delivery of such courses is different depending upon campus or online, the content is the same. The minimum requirements in terms of semester hours for a Funeral Service Education degree program per Standard 5.4 are listed next to the heading. Note: General education credits are also available in some programs or may be accepted consistent with the PIMS Transfer of Credit Policy.

1. Public Health and Technical (14 minimum semester credit hours required per ABFSE Standard 5.4.1)

*Human Anatomy, Embalming Orientation, Embalming I, Embalming II, #Environmental Health, *Microbiology, Pathology, Restorative Art

2. Business Management and Professional (16 minimum semester credit hours required per ABFSE Standard 5.4.2)

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

3. Social Sciences/Humanities (6 minimum semester credit hours required per ABFSE Standard 5.4.3)

*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 (3 minimum semester credit hours required per ABFSE Standard 5.4.4)

5. General Education

Note: In accordance with American Board of Funeral Service Education Standard 5.4.5:

Each associate degree student must earn a minimum of 60 (90 quarter) credits; each bachelor degree student must earn a minimum of 120 (180 quarter) credits of which at least 25% of the total credits required by the program for earning a degree must be in general education, non-technical, courses. In addition, each student must complete sufficient general education credits to meet graduation requirements for the Associate Degree (or its equivalent) or Baccalaureate Degree as described by each state or province/territory and institution if the student is enrolled in a degree program.

Depending upon the program in which a student is enrolled, some core curriculum courses listed above may be included to satisfy the gen ed requirement of ABFSE Standard 5.4.5. (Note: the courses from the core funeral service program that meet general education requirements are indicated as such *).

All non-core courses, specifically for the ASB program, that meet requirements for general education in Standard 5.4.5 are indicated as such #).

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 on ground or online with a diploma, AST, or ASB (campus only) Degree .

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

DESCRIPTION OF COURSES REQUIRED FOR GRADUATION

First Number

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

Second Number

Number of trimesters required for completion of the subject area.

Third Number

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

PUBLIC HEALTH AND TECHNICAL

The study of the anatomy of the human body is a basic foundation science for pathology, embalming and restorative art. The training is designed to acquaint the student with the general structure and function of the body using charts, skeletal material, films and slides. Special emphasis is given to the blood vascular or circulatory system, cavities, and the head and neck. Additional coursework in environmental health is provided to facilitate a student mindset that all human beings should be aware of the environment in which they interact and they should act responsibly having addressed these considerations. This section serves to provide a theoretical orientation and framework which students will apply in their practical experience in embalming. The courses also familiarize the students with medical information that often is of concern to the family.

HUMAN ANATOMY (ANA 110)

3 credits; 3 hours lecture/discussion per week.

The study of the human body with particular emphasis on those systems providing the foundation for embalming, pathology, public health, and restorative art. Pre-requisite courses: None

EMBALMING ORIENTATION (EMB 131)

2 credits; 2 hours lecture/discussion per week.

This course is the first in a series of three and introduces the process of chemically treating the dead human body to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of death of the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation. The subject orients the student to procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. Also considered are the basic principles of chemistry as they relate to funeral service. Emphasis is on the chemical principles and precautions involved in the preservation and disinfection of the dead human body. Pre-requisite courses: None

EMBALMING I (EMB 132)

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

This course is the second in a series of three that considers the process of chemically treating the dead human body to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of death of the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation. The subject considers procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. This course also specifically addresses the basic principles of chemistry as they relate to funeral service. Emphasis is on the chemical principles and precautions involved in the preservation and disinfection of the dead human body. Pre-requisite courses: EMB 131

EMBALMING II (EMB 133)

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

This course is the final class in a series of three that considers the process of chemically treating the dead human body to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of death of the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation. The subject specifically examines case analysis procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. Also considered are the basic principles of chemistry as they relate to funeral service. Emphasis is on the chemical principles and precautions involved in the preservation and disinfection of the dead human body. Pre-requisite courses: EMB 131, EMB 132

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. Pre-requisite courses: None

MICROBIOLOGY (MIC 110)

3 credits; 3 hours lecture/discussion per week.

This course is a survey of the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation are discussed. Pre-requisite courses: None

PATHOLOGY I (PAT 121)

2 credits; 2 hours lecture/discussion per week.

The study of disease processes and their impact on the human body, with emphasis on those conditions which relate to or affect the handling of human remains is considered in this first of a series of two courses.

Pre-requisite courses: MIC 110

PATHOLOGY II (PAT 122)

2 credits; 2 hours lecture/discussion per week.

The study of disease processes and their impact on the human body, with emphasis on those conditions which relate to or affect the handling of human remains is considered in this second of a series of two courses.

Pre-requisite courses: MIC 110, PAT 121

RESTORATIVE ART PRINCIPLES (RA 110)

3 credits; 3 hours lecture/discussion per week.

A survey of the basic principles of Restorative Art as they relate to Funeral Service is covered in this course.

Stressed are the techniques of restoring and recreating an acceptable physical appearance of the deceased.

Pre-requisite courses: ANA 110

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. Pre-requisite courses: None

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. Pre-requisite courses: None

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. Pre-requisite courses: None

CREMATION PRINCIPLES AND PRACTICES (CR 110)

3 credits; 3 hours lecture/discussion per week

The Cremation Curriculum is intended to give the student an overview of cremation topics including proper procedures, legal considerations, services, merchandise, trends, and the history of cremation. The curriculum is not crematory operator training. Pre-requisite courses: None

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. Pre-requisite courses: None

FUNERAL MANAGEMENT I (FM 121)

2 credits; 2 hours lecture/discussion per week.

This course is the first of two courses that considers Funeral Directing, Funeral Merchandising, and Funeral Service Management. This course specifically focuses on the Funeral Directing curriculum focusing on the basic duties, responsibilities, and expectations of those practicing funeral service. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, cremation, aftercare and regulatory and legislative compliance.

Pre-requisite courses: None

FUNERAL MANAGEMENT II (FM 122)

3 credits; 3 hours lecture/discussion per week.

This course is the second of two courses that considers Funeral Directing, Funeral Merchandising, and Funeral Service Management. This course specifically focuses on Funeral Merchandising and is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Funeral providers as defined by the FTC in 1984 offer both service and merchandise. This outline considers both service and merchandise as the products provided by funeral service practitioners. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral and cemetery products. The second section of the curriculum guideline examines methods of purchasing, pricing, display, and sale of funeral and cemetery merchandise as well as funeral and cemetery services. Additionally, this course will focus on the basic principles of Funeral Service Management. General management theory is applied to funeral service practice with a focus on concepts, functions, and areas of management. In addition, trends in funeral service and disaster preparedness are explored. Pre-requisite courses: FM 121

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. Pre-requisite courses: None

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. Pre-requisite courses: None

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 who bring expertise and programs to the students. A significant portion of the course material and grading is devoted to a Comprehensive Review Series, which acts as a review of course content and material covered in preparation for the PIMS Comprehensive Examination and the National Board Examination. Pre-requisite courses: None

REGULATORY COMPLIANCE (MGT 121)

3 credits; 3 hours of lecture/discussion per week.

This multi-faceted course is designed to familiarize the student with the Federal Trade Commission and the Trade Regulation Rule on Funeral Industry Practices. The Funeral Rule requires that funeral providers disclose detailed information about prices and legal requirements to persons arranging funerals. The Rule also requires disclosure of specific itemized price information and prohibits specific unfair practices and misrepresentation is designed to meet the various regulatory challenges facing the small business owner today. This subject also considers government regulations applicable to the embalming process. Pre-requisite courses: None

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. Pre-requisite courses: None

SMALL BUSINESS MANAGEMENT (MGT 122)

3 credits; 3 hours lecture/discussion per week.

Exploration of small business management, its benefits and risks. Emphasis is given to business formation, development, management, and marketing. Human resources, accounting, trends, and the use of technology are also analyzed. In ACC 110, a survey specifically of accounting principles and practice to help the funeral service professional are considered with regard to business management. Pre-requisite courses: None

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 success as a PIMS student. The course is clustered into learning modules enabling students to understand their strengths and weaknesses endemic to their particular learning style. The topics included in the learning modules are: academic integrity and time management especially as each topic relates to the learning modality (virtual or in person), reading and comprehension, basic writing and math skills related to funeral service training, assessment processes, and considerations for working "in the field" as a funeral service practitioner. Additionally, this course helps students launch their Funeral Service Skills Practicum. This experiential learning component is required for all students enrolled in mortuary schools accredited

by the American Board of Funeral Service Education (ABFSE). By introducing the Practicum in the first term or module, students have the entire program to secure an approved site and complete the tasks required in the Practicum per ABFSE Standard 5.4.7. Pre-requisite courses: None

PROFESSIONAL COMMUNICATION SKILLS IN FUNERAL SERVICE (COM 110)

3 credits; 3 hours lecture/discussion per week.

This course is a survey of the basic principles of effective communication skills as they relate to funeral service. Topics include: the communication process, language, nonverbal communication, listening, self-concept, public speaking; interpersonal, group, business communication with an emphasis on soft skills; and the use of technology in communication. Pre-requisite courses: None

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. Pre-requisite courses: None

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. Pre-requisite courses: None

GENERAL PSYCHOLOGY (PSY 121)

2 credits; 2 hours lecture/discussion per week.

This course introduces the basic principles of psychology presented and counseling as they relate to funeral service. In PSY 122, topics especially stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with emphasis on the role of the funeral practitioner. Pre-requisite courses: None

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. Pre-requisite courses: None

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.

Pre-requisite courses: None

PSYCHOLOGY OF GRIEF AND COUNSELING (PSY 122)

3 credits; 3 hours lecture/discussion per week.

This course expands on the basic principles of psychology presented in PSY 121 and counseling as they relate to

funeral service. Especially stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with emphasis on the role of the funeral practitioner.

Pre-requisite courses: PSY 121

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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. Pre-requisite courses: None

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

2 credits; 2 hours lecture/discussion per week.

This course offers a survey of the history of funeral service with emphasis on the individuals, events, and forces that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service. Also considered in this course are the basic principles of sociology as they relate to Funeral Service. Emphasis is placed on family structures, social structures, and the factors of change that relate to funeral practices. Pre-requisite courses: None

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. Pre-requisite courses: None

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.

This course is a survey of the basic principles of business law as they relate to funeral service. Especially stressed are the bodies of law and the judicial system found in the United States of America including contracts, sales, bailments, negotiable instruments, agency, employment, and business organizations.

Pre-requisite courses: None

FUNERAL SERVICE ETHICS (ETH 110)

1 credit; 1 hour lecture/discussion per week.

The funeral practitioner is entrusted with caring for the deceased and serving families and the community. Funeral practitioners must realize the decision-making process of those they serve may be impaired and thus susceptible to manipulation. The task of this course is to help the student develop a strong set of professional ethics. Proper

training in ethics increases awareness of the need to build trust and rapport. This knowledge will help funeral practitioners do what is proper and in the best interest of those they serve while maintaining the public trust. Pre-requisite courses: None

FUNERAL SERVICE LAW (FSL 110)

3 credits; 3 hours of lecture/discussion per week.

The subject areas covered in Funeral Service Law are designed to introduce the student to rights, duties, and responsibilities of the funeral service practitioner and funeral establishment; including but not limited to: state and federal laws, regulations and administrative agency law pertaining to funeral service including preneed; torts involving the dead human body and the funeral service practitioner; wills, estates, probate and related matters; cemeteries, crematories and issues related to final disposition; sources of law; the legal status of the dead human body; the right to control funeral arrangements and final disposition and liability for funeral expenses; and the legal aspects of being licensed to practice in funeral service (funeral director, embalmer, etc.). Pre-requisite courses: BL 110

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, thus, it should be noted that students have the responsibility to realize that actions must not interfere with the Institute's function as an educational institution and with the rights of others

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

The Pittsburgh Institute of Mortuary Science has as one of its missions an objective to implant and develop a sense of social consciousness and awareness that should become a part of the profile of every funeral director. Consistent with ABFSE Standard 9.1.1.d, the Institute seeks to achieve this goal by establishing policies for all student-related matters which encourage good citizenship and ethical practice.

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

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

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

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

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, Program Director, 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—CAMPUS BASED STUDENTS

The academic rigor of the diverse curriculum at the Pittsburgh Institute of Mortuary Science is notable. Attendance of all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. In fact, evidence strongly shows that regular attendance and class participation is essential for successful completion of the program. It should also be noted that attendance on the job is a key part of becoming a funeral service professional.

Thus, the Institute has adopted a definitive policy regarding student attendance. In general, no absence is considered excused. Moreover, if/when students miss 20% of the total number of hours (note: this depends on the number of credit hours per course as one credit courses allow for less absences per hour compared to 3 credit courses), they will be removed from the class.

Additionally, to stress the importance of class attendance and participation, it will hold a value of 9% towards the final grade for every class in the curriculum (both core and non-core classes). The following rubric is a breakdown of the assessment for attendance and participation quality points—depending upon the number of credit hours assigned to the class (it is obvious that a course with a fewer number of credit hours will allow a student to miss a fewer number of class hours with a greater the impact on a student’s overall grade for such missed hours):

3 credit hour course = 45 total hours per term

1 hour missed = 1% deduction of final grade	2 hours missed = 2% deduction of final grade	3 hours missed = 3% deduction of final grade	4 hours missed = 4% deduction of final grade	5 hours missed = 5% deduction of final grade	6 hours missed = 6% deduction of final grade	7 hours missed = 7% deduction of final grade	8 hours missed = 8% deduction of final grade	9 hours missed = 9% deduction of final grade	10 hours missed student is removed from the class
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Note: At 6 hours of absence, a Warning letter will be sent to the student from the Registrar’s Office

2 credit hour course = 30 total hours per term

1 hour missed = 1.5% deduction of final grade	2 hours missed = 3% deduction of final grade	3 hours missed = 4.5% deduction of final grade	4 hours missed = 6% deduction of final grade	5 hours missed = 7.5% deduction of final grade	6 hours missed = 9% deduction of final grade	7 hours missed student is removed from class
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Note: At 4 hours of absence, a Warning letter will be sent to the student from the Registrar’s Office

1 credit hour course = 15 total hours per term

1 hour missed = 3% deduction of final grade	2 hours missed = 6% deduction of final grade	3 hour missed = 9% deduction of final grade	4 hours missed student is removed from the class
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Note: At 2 hours of absence, a Warning letter will be sent to the student from the Registrar’s Office

When students reach the number of hours in which they will be removed from the class, they will have a Show Cause

meeting with PIMS administration to determine the next course of action including, but not limited to, whether or not the student should continue in the program in the other courses he/she/they may be enrolled.

SPECIAL NOTE: Any student who misses one entire week of classes will have a Show Cause meeting with PIMS administrators to explain such a remarkable absence. At this meeting, if a student cannot “Show Cause” for missing all of the hours in a week, said student may be removed from the program. If a student can show cause, attendance will be adjusted as per the rubric above. A second entire week of absence will result in an immediate withdrawal from the program.

The goal of this attendance policy mandate is designed to not only help students optimize their academic performance but also serves to recognize and award perfect attendance. The faculty has no obligation to provide special consideration of any kind to students who are absent from classes or examinations. Assignments, examinations, lecture materials, learning aids, etc. missed are the responsibility of the student.

Note: In certain situations, such as a global pandemic, the administration reserves the right to make interpretations to the stated attendance policy.

TARDINESS POLICY—CAMPUS BASED STUDENTS

Consistent with the 20% rule for absence, a student who is late/tardy or leaves for a period of 10 minutes out of the 50 minutes class session will be considered absent and subject to the stated attendance policy listed above. Instructors have the right to consider other adjustments to a student’s grade for tardiness/leaving early etc. Assignments, examinations, lecture materials, learning aids, etc. missed are the responsibility of the student.

ATTENDANCE POLICY—DISTANCE EDUCATION STUDENTS

The academic rigor of the diverse curriculum at the Pittsburgh Institute of Mortuary Science is notable. When choosing to attend online, the level of commitment on the part of the students regarding attendance and participation is just as important in this modality. While distance students are typically asynchronous (except in certain situations) and do not attend classes on a set schedule, like the campus-based students, there are stated requirements and expectations for attendance and participation.

Such requirements typically involve weekly performance of assignments, discussion forums, and assessments. Regular participation is expected and monitored by the course instructor. Accordingly, consistent with the “20% standard” for campus attendance, any distance learning student who misses TWO non-consecutive weeks of a course will be removed from said course. A tardiness policy is not applicable in the online learning modality, however, assignments, discussions, and assessments submitted after the due date may be subject to mark down (if accepted at all by the course instructor).

COMPLAINT PROCEDURES

There is an individual (President or Program Director) to whom questions, or concerns may be directed regarding the Institute's satisfying the terms of the enrollment agreement.

The Pittsburgh Institute of Mortuary Science, Inc. is licensed to operate by the Pennsylvania Department of Education, State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the person designated above or by institute officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

Check out this link at the website for further information regarding complaints or grievances to the Institute:

<https://pims.edu/student-complaints/>

WITHDRAWAL AND MILITARY LEAVE

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

A “W” grade is assigned to a course from which a student withdraws or requests a temporary withdraw prior to the 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. Note: In certain situations, such as a global pandemic, the administration reserves the right to make interpretations to the stated withdrawal policy.

GRADING SYSTEM

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

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

F - Failure-Subject must be repeated for credit.

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

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

W - Withdrawal

WF- Withdrawal-Failing

NC - No Credit

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

T - Transfer Credit-Please see Transfer Credit Policy listed in the Bulletin.

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
- B - three points
- C - two points
- D- one point
- F 0 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. A make-examination is a privilege not a right and instructors may use a different format for such a make-up exam if it is granted..

CONFIDENTIALITY OF RECORDS

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

RELEASE OF RECORDS

End-of-trimester grade reports shall be released to students in a timely manner, following the close of a trimester or term of study. However, in order for the records to be released, the student must be in good financial standing with the Institute and academic and administrative files must be complete.

Official grade transcripts shall be released upon written request from the student or graduate. The fee for a grade transcript is currently \$10.00 per copy. The Institute reserves the right to withhold the release of transcripts to those who

fail to meet the above-mentioned criteria or who are in "default status" on repayment of a student loan.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

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

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

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

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 81 semester credits, the following progress standards would apply.

ON-CAMPUS 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 of 150%. The rate is calculated by dividing cumulative hours the student successfully completed by the cumulative hours the student has attempted. The maximum time frame is 90 credits for a 60 credit hour program. 60 divided by 90 is a pace of 67%. The student will need to earn 67% of the credits attempted in each term to complete the program within the maximum timeframe permitted.

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

Financial Aid Warning

Students on financial aid warning who do not meet the SAP requirements listed above are only eligible to receive financial aid while repeating courses for one trimester/term only. If the student does not meet the SAP standards by the end of that trimester/term, they will be considered ineligible for federal financial aid and will be required to write an appeal with documentation to the PIMS Student Services Staff with a follow up meeting to determine continued enrollment. If the course(s) being repeated are passed but the student still needs time to meet SAP requirements the student will be placed on probation, without appeal.

ACADEMIC PROBATION

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

- Student may be forced to take the campus program at the Standard pace; adjusted pace may be considered for online students however, financial aid and other considerations may need to be considered
- Required weekly or monthly meetings with the Student Services Staff; such meetings may occur virtually if student is online
- Tutoring arrangements (campus or online)

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

Incomplete Grades

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

Repeating Courses

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

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

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

Withdrawals

A “W” (Withdrawal) grade is assigned to a course from which a student withdraws prior to the 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

The Institute reserves the right to transfer credits from other accredited schools for both specific funeral service-related courses as accept or deny well as other courses listed in the core curriculum. Non-core courses typically are not transferred as students require these to meet certain educational outcomes.

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, in this case PIMS, 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.

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 at PIMS. This transfer credit policy is designed to be in compliance with ABFSE Standard 9.2.4 regarding transfer credits and considers the following:

- For specific funeral related courses in the core curriculum, which include COM 110, CRM 110, EMB 131, EMB 132, EMB 133, ETH 110, FSL 110, FSM 121, FSM 122, MGT 121, PSY 122, RA 110, a course may be considered for transfer credit if it is:
 - a) earned at an ABFSE accredited institution,
 - b) meets or exceeds the same number of credits as the PIMS course,
 - c) meets or exceeds, upon review, the same course content as presented in the PIMS course,
 - d) is not needed to complete a pre-requisite for coordinated curriculum or other degree options,

- e) student earns a final letter grade of “B” or above.
- f) Note: in certain circumstances, due to the outcomes-based nature of funeral service education, a challenge exam provision may be considered to ensure the student has mastery of the materials for comprehensive and national exam purposes. .
- For all other courses in the core curriculum, a course may be considered for transfer credit if it is:
 - a) earned at a regionally accredited institution,
 - b) meets or exceeds the same number of credits as the PIMS course,
 - c) meets or exceeds, upon review, the same course content as presented in the PIMS course,
 - d) is not needed to complete a pre-requisite for coordinate curriculum or other degree options,
 - e) student earns a final letter grade of “C” or above.
 - f) Note: in most circumstances, due to the outcomes-based nature of funeral service education, a challenge exam provision will be considered to ensure the student has mastery of the materials for comprehensive and national exam purposes

In either case listed previously, if a course is accepted for transfer, the letter grade of “T” will be presented on the PIMS grade transcript for that course. Credit hours that are “transferred in” are counted as both attempted and completed hours. A copy of the Transfer of Credit Policy is available on the website at www.pims.edu.

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 and/or ultimately with the Program Director. 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 (see attendance policy).
5. Offensive student conduct as described elsewhere in this catalog, in the Student Handbook, or in other policies as may be promulgated.

Students who are attending the campus accelerated program must successfully pass each term (according to the guidelines of the PIMS Satisfactory Academic Progress policy listed above), to progress to the next term on their schedule. In certain cases, for students attending the standard paced program, special schedules will be considered. Prior pre-requisite requirements will be considered during the build of the new schedule. Students will also need to take into consideration financial aid enrollment eligibility requirements. The student will still be required to meet the school’s published satisfactory academic progress requirements to maintain pace and progression throughout their program.

Online student schedules also follow a specific sequence. The option of a special schedule is limited, with the exception of approved transfer credit adjustments. Please contact registration for more information.

READMISSION POLICY

Students that have been separated from the Institute for less than a year, must complete a Reapplication Application with the Enrollment Office. This process will not require all the original documentation required for admissions but if updated paperwork is needed, the Enrollment Office will advise.

If the student had been separated from the Institute for over a year, a new application is required through the Admission Office using the PIMS Online Application. Please note that all application requirements must be resubmitted and must be reviewed by the Admissions Committee as per the normal application procedure. A \$50 reapplication fee is applicable in

these cases, the matriculation fee will be charged, and all enrollment documents must be resubmitted. Students dismissed for academic deficiencies must apply using the Readmission Application through the Enrollment Office; orientation may or may not be required.

READMISSION FOR SERVICE MEMBERS

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

SPECIAL LECTURES AND FIELD TRIPS

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

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

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



CLINICAL INSTRUCTION

Students will have ample opportunities to learn and practice the art and science of preparing human remains and learning techniques and protocols necessary to provide decedent care. Clinical experiences are obtained on-site at the PIMS Decedent Care Facility and in funeral homes in accordance with ABFSE Accreditation Standard 5.4.6.

"On Call" teams are formed, which may consist of campus and online students, for the purpose of clinical embalming instruction at the Institute. These teams are then rotated during the week to begin embalming after classes have ended. On weekends, students are responsible to be "on call" and available to embalm 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.

PIMS has a rigorous test-out method that ensures students are qualified to enter the field as interns. All students, campus and online, must perform ONE complete embalming at the PIMS decedent care facility under the guidance of a certified PIMS instructor, as means of demonstrating the appropriate proficiency gained during clinical training; this is a requirement for graduation. If a student demonstrates the knowledge and skills necessary to be move from student trainee to intern, they will be signed off by the Clinical Embalming Supervisor. If a student cannot be certified, they may be asked to continue clinical training or at the very least, perform another embalming under supervision.



FUNERAL SERVICE PRACTICUM

In accordance with ABFSE Accreditation Standard 5.4.8, participation in specific Funeral Directing tasks and related skills is a requirement for graduation and acts as a way the students gain experience in the field actively participating at local funeral homes. The Institute has a roster of approved off-site training facilities to assist students in gaining the necessary tasks and hands-on learning experience.

Under the tutelage of a Responsible Presenter who is a licensed funeral director at the approved site, a student participates in all of the requisite funeral directing tasks. When the student is completed with the requisite tasks, the Presenter makes a recommendation in writing to the PIMS Program Director that the student is either a) ready for an entry level position/internship in funeral service or b) has not made sufficient progress to be ready for an entry level position in funeral service.

If the student has been recommended as adequately fulfilling all the tasks, they will be signed off by the Program Director. If a student cannot be certified they may be asked to continue participative training at the same or another approved facility.

AUDITING COURSES

To encourage continuing education to students and alumni PIMS may allow individuals to audit certain courses. The guidelines to audit a course are listed below:

- Any current student or alumni may sit in on one course per trimester, pending Dean and faculty member approval
- The individual must meet the required prerequisites, and there must be a seat available.
- There will be a \$100 fee per course payable to PIMS.
- No credit will be granted, and there will be no transcript kept of this activity.
- There is no refund of the \$100 fee.
- The individual will be required to be prepared for the class so as to add to the discussion.
- No tests, papers, projects, etc. will be required but any assessments will be based on faculty approval
- There will be a maximum of three non-students permitted in any one course.

An interested person should contact the Office of the Registrar in writing to be placed on a waiting list for a particular course. The Office of the Registrar will verify with the faculty member and the Dean for permission to audit. Subsequently, the individual will wait to hear from the Register confirming audit approval. Please keep in mind, up to the day before classes begin, the auditee may be advised that a seat is not available. The student submits the \$100.00 fee to the Business Office once a seat is confirmed on the first day of class.

CREDIT FOR PRIOR LEARNING

ABFSE Standard 9.2.5 outlines requirements for obtaining credit for prior learning experiences. The Pittsburgh Institute does not award credit for prior learning, which is not to be confused with Transfer credits.

COMMENCEMENT

Graduation events are held by the Institute at a nearby venue. These formal cap and gown commencement exercises are held each September and January. Both campus and online students are strongly encouraged to attend these ceremonial rites of passage as way to the Institute to recognize and honor the dedication and commitment of its student body.



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 GradePoint Average of not less than that equivalent to a "C," with no final grade of "F" in any course.
2. Practical requirements, including clinical embalming, funeral service practicum, and restorative art must be completed and approved by the Institute.
3. Register for and take the NBE Practice Tests (Science and Arts); submit results and schedule review session with Student Success Coordinator to determine preparedness for the actual National Board Exam.
4. Earn a passing grade on the PIMS Comprehensive Examination.
5. Complete freedom from all indebtedness to the Institute.
6. Satisfactory compliance with regard to financial aid requisites (exit counseling if applicable).

Graduates receive the Diploma of the Pittsburgh Institute of Mortuary Science, Associate in Specialized Business Degree, or the Associate in Specialized Technology Degree depending upon which program they were enrolled.

HONORARY DEGREES

In its storied legacy since 1939, the Pittsburgh Institute of Mortuary Science has the privilege of awarding honorary degrees to individuals who profoundly contributed in some manner that advocates the value and importance of the funeral service profession. Such a laudable contribution/s will be ubiquitous in nature and leave an enduring legacy that shall demonstratively impact the funeral service profession in a most positive manner. The administration of the Institute reserves the right to select such individuals based on its own considerations and bestow this honor as a lifetime achievement award of merit.



AWARDS AND HONORS

Academic excellence is recognized each term with designation on the Dean's List, however, a student who attains a cumulative quality point average of at least 3.50 are accorded the following honors designations at graduation:

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

In addition to academic commendations, students may be recognized at commencement for leadership, technical skills, and entrepreneurship with the following awards:

- 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.
- The **CHAMPION AWARD** is presented by the Champion Company to the graduate who has demonstrated the overall scholarship, aptitude and practical skills specifically in the core science component of the curriculum.
- The **ALLEGHENY COUNTY FUNERAL DIRECTOR'S ASSOCIATION AWARD** is a cash award presented to the graduate with the highest scholastic average by the Allegheny County Funeral Directors Association.
- **MU SIGMA ALPHA** is the Honorary Society established by the National Association of Colleges of Mortuary Science and gives recognition to those students who have displayed outstanding merit in scholarship and who have conducted themselves as good citizens of the schools they have attended. A maximum of 10 percent of the graduating class is eligible for this membership.

LIBRARY FACILITIES

The Institute is equipped with a wide variety of learning 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. PIMS campus students can access this resource from 8AM to 4:30PM Monday through Friday. Distance learning students may request materials be sent (either electronically or snail mail) as needed. This access to all students is consistent with ABFSE Standard 8.3 regarding the use of such resources.

STUDENT SERVICES: GUIDANCE AND ADVISEMENT

During the first few days of each opening term on campus, all first term students are interviewed by the Dean of Faculty and Students and other members of the student services team. Consistent with ABFSE Standard 9.5 continual guidance is provided for personal and academic matters throughout a student's tenure; typically such guidance may be provided by any member of the PIMS Student Services Team, however, the Dean of Faculty and Students may serve as the point of first contact).

Such discussions may address all of the following, but not limited to: academic difficulty, veterans' affairs, academic advising, conduct, licensure and employment information as well as personal issues. This is consistent with the "Open Door Policy" adopted by the Institute.

Distance learning students may reach out by phone, IM, or email to members of the PIMS Student Services team to schedule personal contacts via phone or virtual meeting. Distance students may also schedule times to visit the campus if desired.

EMPLOYMENT ASSISTANCE

Lifetime placement assistance is available at no charge to either employer or graduate. Job opportunities that are brought to the attention of the Institute are referred to interested graduates upon request and made available in student and alumni portals. However, there is no guarantee of successful placement of graduates.

PART-TIME WORK AS A STUDENT

For students enrolled and attending school, the Institute may become aware of part-time positions at some of the local funeral homes. An inquiry may be made to Student Services for a list of persons and establishments seeking part-time help.

PARKING

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

HOUSING

Suitable housing accommodations for campus students are available in the communities surrounding the Institute. The Pittsburgh Institute of Mortuary Science does not have student housing. We are located within the East Liberty area of the city of Pittsburgh; this area is one of the more up and coming in our city but that has created higher than normal rent. The Admission Office and/or Student Advisor can provide our Housing Help Sheet to assist in finding vacancies. An incoming student can also contact the Admission Office to determine if there are students seeking a roommate. The selection of a room or apartment is better accomplished prior to the start of classes, since the start of a new class coincides with the graduation of another. A number of vacancies could be created at that time.

For distance students attending the residency requirements and test out procedures for clinical embalming, a number of local hotels are within walking distance to the Institute. Please contact a member of the student services team for assistance.

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 for campus-based students, each class elects representatives (based on the size of the class

but no more than 3) to the student senate. Meetings provide opportunities for implementing parliamentary procedures as well as prioritizing the students' experience at the Institute.

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

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

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

Distance learning cohorts face unique challenges due to the asynchronous nature of their educational modality and the lack of physical presence on campus. Moreover, distance students may have different work/life/school balances to consider, which may prohibit them from active engagement in student governance. That said, online elections are offered at the same times of the year that campus elections for senators occur; if no online senators are nominated/elected, campus based students will serve to provide this involvement in governance for the program. Coordinated messaging is provided to distance students via the Virtual Campus using the learning management system.

SCHOOL CLOTHING

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

REFERRAL SERVICE

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

FINANCIAL ASSISTANCE

U.S. DEPARTMENT OF EDUCATION

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

Federal Direct Stafford Loans (subsidized and nonsubsidized)

Federal Direct Plus Loan (Parent loan)

Pell Grant Program

Pennsylvania State Grant *

Federal Supplemental Educational Opportunity Grant

*Only students in the ASB or campus-based AST Degree programs are eligible for PA State Grant funding. Students who are enrolled in the cooperative Bachelor degree programs may wish to inquire about developing a consortium agreement for their financial aid at Pittsburgh Institute of Mortuary Science. Contact the Financial Aid Admin. for information.

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

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

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

DETERMINATION OF FINANCIAL AID ELIGIBILITY

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

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

VOCATIONAL REHABILITATION

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

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

THIRD PARTY FUNDED SCHOLARSHIPS

Along with the grants and awards offered by the Institute, the following scholarships, which are funded through sources outside of PIMS are available to our students. Student services can assist in applying for these third party funded scholarships:

- **American Board of Funeral Service Education 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 Director's Association Scholarships**
 - 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 Director's Association Scholarships**
 - PIMS student services administrators can assist Pennsylvania students in applying for the PFDA Scholarship.
- **West Virginia Funeral Director's 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.
- **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. The criteria are being developed as this scholarship is currently being developed for future use.
- **David and Janet Miller Scholarship**
 - The David and Janet Miller Scholarship is a third party funded award of merit, which is intended to help students who meet the following criteria defray the expenses of their funeral service education:
 - The student must be attending PIMS and two-thirds of the way through the CORE program (e.g. 40 credits completed of the 60 required for the AST). Note: students actively enrolled in the

- ASB program are eligible for this award.
- Current GPA in mortuary school of no less than 2.50
 - Completion of a brief application.
 - The student must complete the Free Application for Federal Student Aid (FAFSA) and must have an EFC (Estimated Family Contribution) from \$0.00 – \$500.00.
 - Submission of a video of no more than TWO minutes explaining how the funds will help you further your education and reach your goal of being in funeral service. (Note: STYLE, SUBSTANCE, and EFFORT in creating the video for one’s explanation will be considered by the committee making this selection as well as need)
 - Scholarship awarded in June (funds permitting) for one online and one campus student; the amount will be based on the availability of funds.

REGULATIONS FOR VETERANS--VETERAN’S TRAINING

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

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

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

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



HISTORY

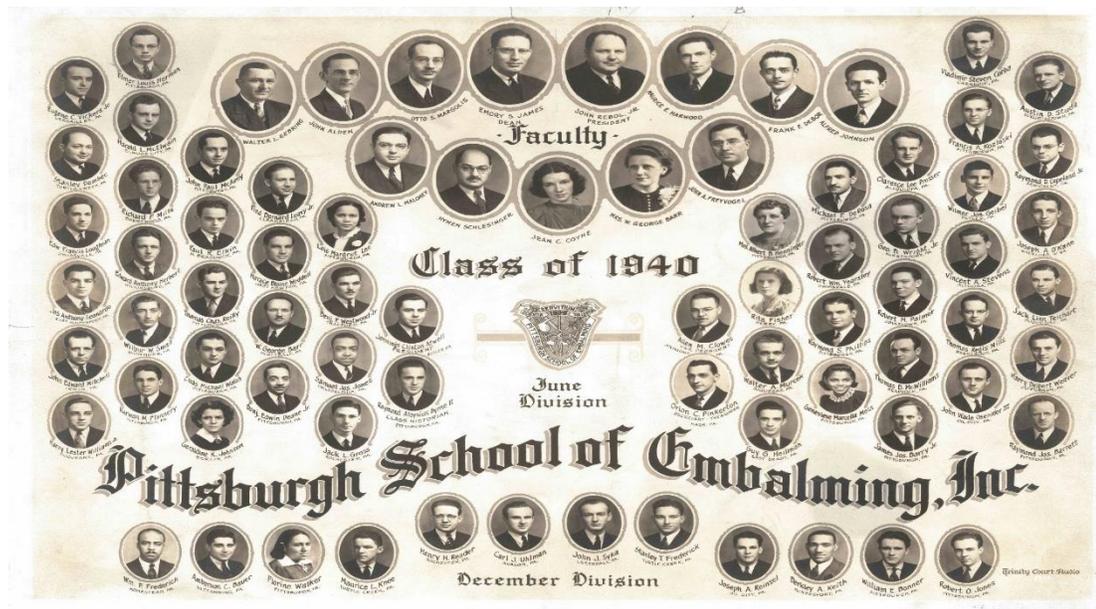
The Pittsburgh Institute of Mortuary Science has been providing training for students entering funeral service for nearly eighty years. When first established in 1939, the new training institute was known as the Pittsburgh School of Embalming. The co-founders included three educators, Dr. Otto S. Margolis 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 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 master's 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 1987 Robert G. Mayer, Jr., a PIMS alumnus, faculty member and former member of the Board of Directors and internationally known embalmer was retained by the American Board of Funeral Service Education to be the primary author/editor of a new textbook. **Embalming: History, Theory and Practice** which was first published in 1990. The text has prevailed 32 years through 5 editions and is still recognized as a standard for the subject nationally and internationally.

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 a bachelor's 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 been given 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.

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.

In 2018, responding to the evolving nature of the funeral service profession and the need to expand upon the secular choices that some families desire for memorialization, Pittsburgh Institute became an Authorized Mortuary Education Provider for the Certified Celebrant Training Program in an exclusive agreement with the Insight Institute. PIMS remains one of the few accredited schools in the country that offers this exclusive training to ALL of its students, which enhances their value and marketability in the profession. To date, PIMS has placed hundreds of Celebrants into the field, once again, “leading the profession.”

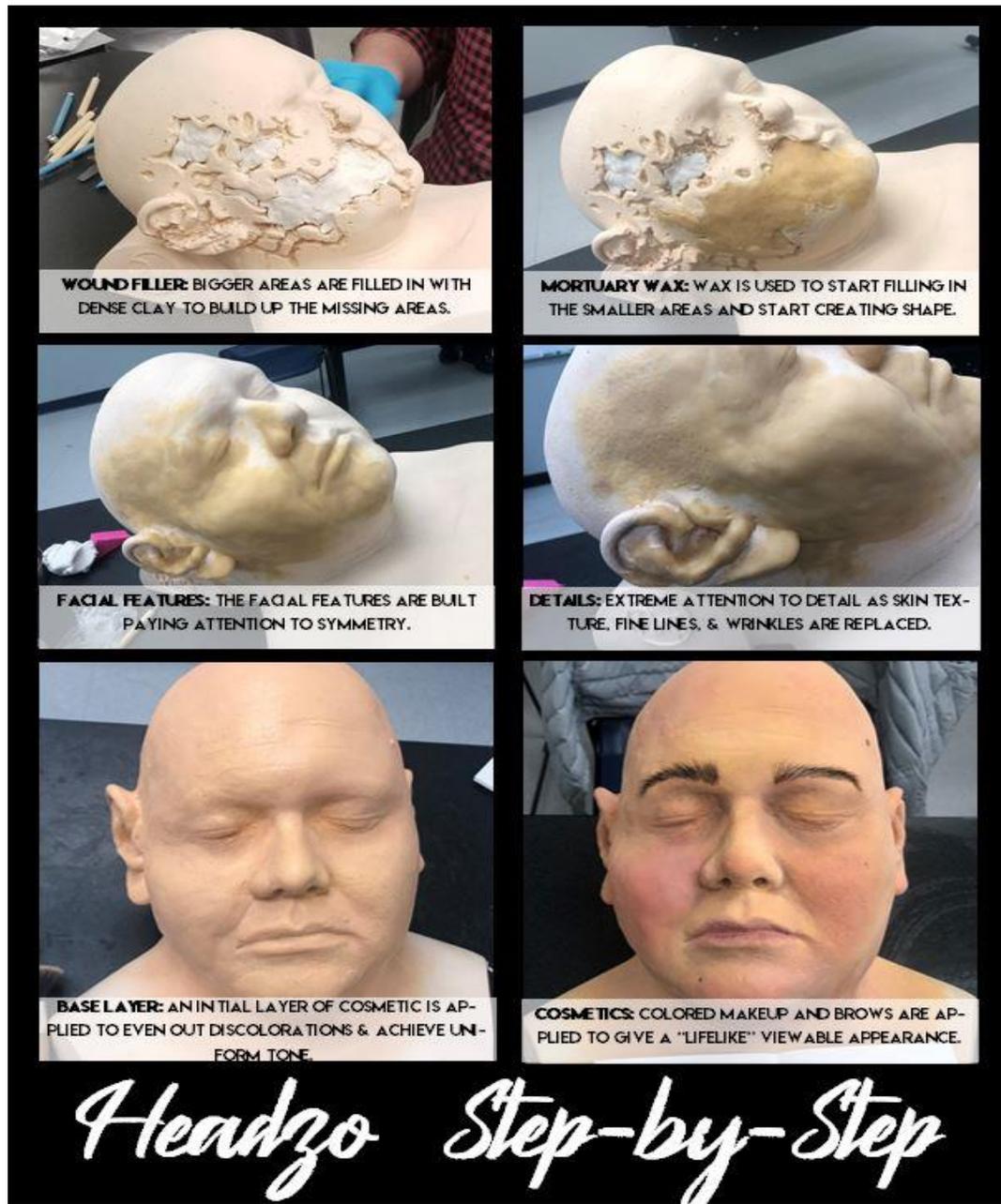


In 2019, PIMS celebrated its 80th anniversary and threw a party bringing in Hollywood actor, Daniel Roebuck, star and director of the movie *Getting Grace* to host this celebration. Additionally, to usher in the eighth decade for the Institute, key personnel changes occurred starting at the top. First, James O. Pinkerton was voted as the new Chair for the PIMS Board of Directors. Next, to oversee the tactical operations at the Institute, Dr. Barry T. Lease was appointed the new Program Director by the PIMS Board of Directors as part of a succession plan for President Eugene C. Ogradnik. Other important changes occurred as Dean of Faculty and Students, Dr. Joseph A. Marsaglia retired after more than 30 years with the Institute; Michael S. Burns was selected as the incoming Dean to oversee students and faculty, while managing the clinical operations.

This new leadership team invigorated the Institute with some innovative new thinking and fresh ideas for funeral service education in the 21st Century. Seeking to expand its social media presence and better connect with the student of the new millenium, PIMS recruited young, talented admin professionals to develop its virtual messaging via Facebook, Twitter, and Instagram. These social media platforms have become the envy of other schools of funeral service education and continue to expand the footprint of the Institute.

In 2020, with the energy of this new group of admin, faculty, and staff, PIMS wanted to change the face of technical education. As such, the PIMS team created a prototype to revolutionize the Restorative Art practical experience. Moving forward with the prototype, PIMS the Institute contracted with a Hollywood special effects artist and PIMS transformed the Restorative Art laboratory experience by introducing our brand-marked simulation heads. The PIMS “Headzo” provides a real time RA experience for students and professionals in the field to nurture and cultivate these important skills.

While no other school in the country providing funeral service education could match such a real world, clinical experience for students, Dean Burns and his clinical team once again set forth to raise the clinical bar again and in late 2020 designed, manufactured, and implemented for use a synthetic cranial bone replica. The goal of this new teaching tool was to provide students with the real-world skills to fuse damaged bone structures in the face and head together following traumatic injury to such areas. At this point, no other school offers anything like this RA lab experience and once again, PIMS leads the profession!



In 2021, with the new group of admin, staff, and faculty, PIMS continued its progress by improving its technical and physical domains. In an attempt to “reign the PIMS family and stay better connected with the almost 8000 alumni, significant upgrades were made to to the PIMS social media presence and website. Other major investments were made to the physical campus of the Pittsburgh Institute. First, an adjacent parcel of real estate was purchased allowing PIMS to literally “own the block” of property on which it sits; this new property will undergo demo in 2022 and ultimately add parking spaces for the Institute. Another physical improvement occurred through a generous grant from Schoedinger family funeral services based out of Columbus, Ohio as a new and contemporary student lounge was constructed in honor of the legacy created by Dean Emeritus, Dr. Joseph A. Marsaglia.

As the “Flagship Station of Mortuary Education” continues to sail forward in the 2020’s, it faces ubiquitous changes in the funeral service profession at large. However, change is no stranger to Pittsburgh Institute of Mortuary Science and the current PIMS “team” continues to work diligently to provide a contemporary yet purposeful education providing academic rigor and practical experience, grounded in an ethical framework for its student body. Embracing change as an opportunity, it is quite clear, PIMS remains a model for other funeral service education programs to follow and that said—THE BEST IS YET TO COME! .

**ACADEMIC CALENDER
PIMS ONLINE
2022 -2024**

Start Date of Term	End Date of Term	Cohorts Enrolled
January 17, 2022	March 11, 2022	1051, 1052, 1053, 1054, 1055, 1056
March 28, 2022	May 20, 2022	1051, 1052, 1053, 1054, 1055, 1056
June 6, 2022	July 29, 2022	1052, 1053, 1054, 1055, 1056, 1057
August 15, 2022	October 7, 2022	1052, 1053, 1054, 1055, 1056, 1057
October 17, 2022	December 9, 2022	1053, 1054, 1055, 1056, 1057, 1058
January 16, 2023	March 10, 2023	1054, 1055, 1056, 1057, 1058, 1059
March 27, 2023	May 19, 2023	1054, 1055, 1056, 1057, 1058, 1059
June 5, 2023	July 28, 2023	1055, 1056, 1057, 1058, 1059, 1060
August 14, 2023	October 6, 2023	1055, 1056, 1057, 1058, 1059, 1060
October 16, 2023	December 8, 2023	1056, 1057, 1058, 1059, 1060, 1061
January 15, 2024	March 8, 2024	1057, 1058, 1059, 1060, 1061, 1062
March 25, 2024	May 17, 2024	1057, 1058, 1059, 1060, 1061, 1062
June 3, 2024	July 26, 2024	1058, 1059, 1060, 1061, 1062, 1063
August 12, 2024	October 4, 2024	1058, 1059, 1060, 1061, 1062, 1063
October 14, 2024	December 6, 2024	1059, 1060, 1061, 1062, 1063, 1064

ACADEMIC CALENDAR-CAMPUS

****Note: Changes were made to the academic calendar in 2021-2022 year to align with traditional college trimesters**

FALL

MATRICULATION**	2021-2022
Fall Trimester Begins	Sep 27, 2021
Thanksgiving Holiday	Nov 24-27, 2021
Classes Resume	Nov 28, 2021
Holiday Break	Dec 18,2021-Jan. 3,2022
Classes Resume	Jan 4, 2022
Last Day of Classes	Jan 14, 2022
MLK Holiday	Jan 17, 2021
Final Exams	Jan 18-21, 2022
Trimester Break	Jan 24-28, 2022
Winter Commencement	Jan 28, 2022
Spring Trimester Begins	Jan 31, 2022
Spring/Easter Break	Apr 15-Apr. 18, 2022
Classes Resume	Apr 19, 2022
Last Day of Classes	May 6, 2022
Final Exams	May 9-12, 2022
Trimester Break	May 13-22, 2022
Summer Trimester Begins	May 23, 2022
Memorial Day Holiday	May 30, 2022
Juneteenth Jubilee Holiday	June 20, 2022
Independence Day Holiday	July 4, 2022
Last Day of Classes	Aug 29, 2022
Final Exams	Aug 30-Sep 2, 2022
Labor Day Holiday	Sep 5, 2022
Fall Commencement	Sep 9, 2022

FALL

MATRICULATION**	2022-2023	2023-2024
Fall Trimester Begins	Sep 12, 2022	Sep 11, 2023
Thanksgiving Holiday	Nov. 24-27, 2022	Nov 23-26, 2023
Classes Resume	Nov. 28, 2022	Nov 27, 2023
Last Day of Classes	Dec 16, 2022	Dec 15, 2023
Final Exams	Dec 19-22, 2022	Dec 18-21, 2023
Trimester/Holiday Break	Dec 23, 2022- Jan. 16, 2023	Dec 22, 2023-Jan 15,2024
Winter Commencement	Jan 13, 2023	Jan 12, 2024
MLK Holiday	Jan 16. 2023	Jan 15, 2024
Spring Trimester Begins	Jan 17, 2023	Jan 16, 2024
Spring/Easter Break	Apr 7-10, 2023	Mar 29-Apr 1, 2024
Classes Resume	Apr 11, 2023	Apr 2, 2024
Last Day of Classes	Apr 21, 2023	Apr 19, 2024
Final Exams	Apr 24-27, 2023	Apr 22-25, 2024
Trimester Break	Apr 28-May 14, 2023	Apr 26-May 12, 2024
Summer Trimester Begins	May 15, 2023	May 13, 2024
Memorial Day Holiday	May 29, 2023	May 27, 2024
Juneteenth Jubilee Holiday	June 19, 2023	June 19, 2024
Independence Day Holiday	July 4, 2023	July 4, 2024
Last Day of Classes	Aug 18, 2023	Aug 16, 2024
Final Exams	Aug 21-24, 2023	Aug 19-22, 2024
Labor Day Holiday	Sep 4, 2023 (Staff)	Sept. 2, 2024 (Staff)
Fall Commencement	Sep 8, 2023	Sept. 6, 2024

ACADEMIC CALENDAR-CAMPUS

**Note: Changes were made to the academic calendar in 2021-2022 year to align with traditional college trimesters

SPRING		SPRING		
MATRICULATION**	2021-2022	MATRICULATION**	2022-2023	2023-2024
Spring Trimester Begins	Feb 8, 2021	Spring Trimester Begins	Jan. 31, 2022	Jan 17, 2023
Spring/Easter Break	Apr 2-5, 2021	Spring/Easter Break	Apr 15-18, 2022	Apr 7-10, 2023
Classes Resume	Apr 6, 2021	Classes Resume	Apr 19, 2022	Apr 11, 2023
Last Day of Classes	May 14, 2021	Last Day of Classes	May 6, 2022	Apr 21, 2023
Final Exams	May 17-21, 2021	Final Exams	May 9-12, 2022	Apr 24-27, 2023
Trimester Break	May 22-May 30, 2021	Trimester Break	May 13-22, 2022	Apr 28-May 14, 2023
Memorial Day Holiday	May 31, 2021	Summer Trimester Begins	May 23, 2022	May 15, 2023
Summer Trimester Begins	June 1, 2021	Memorial Day Holiday	May 30, 2022	May 29, 2023
Independence Day Holiday	July 5, 2021	Juneteenth Jubilee Holiday	June 20, 2022	June 19, 2023
Last Day of Classes	Sep 3, 2021	Independence Day Holiday	July 4, 2022	July 4, 2023
Labor Day Holiday	Sep 6, 2021	Last Day of Classes	Aug 29, 2022	Aug 18, 2023
Final Exams	Sep 7-10, 2021	Final Exams	Aug 30-Sep 2, 2022	Aug 21-24, 2023
Trimester Break	Sep 11-26, 2021	Trimester Break	Sep 3-Sep 11, 2022	Aug 25-Sep 10, 2023
Fall Graduation	Sep 24, 2021	Labor Day Holiday	Sep 5, 2022 (Staff)	Sep 4, 2023 (Staff)
Fall Trimester Begins	Sep 27, 2021	Fall Graduation	Sep 9, 2022	Sep 8, 2022
Thanksgiving Holiday	Nov 24-27, 2021	Fall Trimester Begins	Sep 12, 2022	Sep 11, 2023
Classes Resume	Nov 28, 2021	Thanksgiving Holiday	Nov. 24-27, 2022	Nov 23-26, 2023
Holiday Break	Dec 18,2021-Jan. 3,2022	Classes Resume	Nov. 28, 2022	Nov 27, 2023
Classes Resume	Jan 4, 2022	Last Day of Classes	Dec 16, 2022	Dec 15, 2023
Last Day of Classes	Jan 14, 2022	Final Exams	Dec 19-22, 2022	Dec 18-21, 2023
MLK Holiday	Jan 17, 2021	Trimester/Holiday Break	Dec. 23, 2022- Jan. 16, 2023	Dec 22, 2023-Jan 15,2024
Final Exams	Jan 18-21, 2022	Winter Commencement	Jan. 13, 2023	Jan 12, 2024
Trimester Break	Jan 24-28, 2022	MLK Holiday	Jan 16, 2023	Jan. 15, 2024
Winter Commencement	Jan 28, 2022			

ACADEMIC CALENDAR-CAMPUS

****Note: Changes were made to the academic calendar in 2021-2022 year to align with traditional college trimesters**

SUMMER

MATRICULATION	2021-2022
Summer Trimester Begins	June 1, 2021
Independence Day Holiday	July 5, 2021
Last Day of Classes	Sep 3, 2021
Labor Day Holiday	Sep 6, 2021
Final Exams	Sep 7-10, 2021
Fall Commencement	Sep 24, 2021
Trimester Break	Sept. 11-26, 2021
Fall Trimester Begins	Sept. 27, 2021
Thanksgiving Holiday	Nov 24-27, 2021
Classes Resume	Nov 28, 2021
Holiday Break	Dec 18,2021-Jan. 3, 2022
Classes Resume	Jan 4, 2022
Last Day of Classes	Jan 14, 2022
MLK Holiday	Jan 17, 2021
Final Exams	Jan 18-21, 2022
Trimester Break	Jan 24-28, 2022
Winter Commencement	Jan 28, 2022
Spring Trimester Begins	Jan 31, 2022
Spring/Easter Break	Apr 15-Apr. 18, 2022
Classes Resume	Apr 19, 2022
Last Day of Classes	May 6, 2022
Final Exams	May 9-12, 2022
Trimester Break	May 13-22, 2022
Summer Trimester Begins	May 23, 2022

SUMMER

MATRICULATION	2022-2023	2023-2024
Summer Trimester Begins	May 23, 2022	May 15, 2023
Memorial Day Holiday	May 30, 2022	May 29, 2023
Juneteenth Jubilee Holiday	June 20, 2022	June 19, 2023
Independence Day Holiday	July 4, 2022	July 4, 2023
Last Day of Classes	Aug 26, 2022	Aug 18, 2023
Final Exams	Aug 29-Sep 2, 2022	Aug 21-24, 2023
Trimester Break	Sep 3-Sep 11, 2022	Aug 25-Sep 10, 2023
Labor Day Holiday	Sep 5, 2022 (Staff)	Sep 4, 2023 (Staff)
Fall Graduation	Sep 9, 2022	Sep 8, 2022
Fall Trimester Begins	Sep 12, 2022	Sep 11, 2023
Thanksgiving Holiday	Nov. 24-27, 2022	Nov 23-26, 2023
Classes Resume	Nov. 28, 2022	Nov 27, 2023
Last Day of Classes	Dec 16, 2022	Dec 15, 2023
Final Exams	Dec 19-22, 2022	Dec 18-21, 2023
Trimester/Holiday Break	Dec 23, 2022- Jan. 16, 2023	Dec 22, 2023-Jan 15,2024
Winter Commencement	Jan. 13, 2023	Jan 12, 2024
MLK Holiday	Jan 16, 2023	Jan. 15, 2024
Spring Trimester Begins	Jan 17, 2023	Jan 16, 2024
Spring/Easter Break	Apr 7-10, 2023	Mar 29-Apr 1, 2024
Classes Resume	Apr 11, 2023	Apr 2, 2024
Last Day of Classes	Apr 21, 2023	Apr 19, 2024
Final Exams	Apr 24-27, 2023	Apr 22-25, 2024
Trimester Break	Apr 28-May 14, 2023	Apr 26-May 12, 2024
Summer Trimester Begins	May 15, 2023	May 13, 2024

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