

# PITTSBURGH INSTITUTE OF MORTUARY SCIENCE

## ***BULLETIN*** ***2024-2025\****

*Revised March 2025*



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

## **NONDISCRIMINATION, EQUAL OPPORTUNITY, AND DIVERSITY INITIATIVES**

This policy affirms the commitment by the Pittsburgh Institute of Mortuary Science (PIMS) to nondiscrimination, equal opportunity, and the pursuit of diversity. PIMS does not discriminate on the basis of:

race, color, sex, gender, gender identity, sexual orientation, religion, national and ethnic origin, age (40 years and older) , veteran's status, marital status, or disability in administration of its educational policies and programs, activities with respect to employment, admission, scholarship and loan programs, and other school- administered events.

The policy is in accord with local, state, and federal laws including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination of 1975, and the Pittsburgh Human Relations Act. Inquiries regarding any of the previous regulations and policies, as well as complaints regarding such regulations and policies, should be referred to the PIMS President/CEO/Program Director, Dr. Barry T. Lease phone number 412-362-8500 x106 or sent via email to [blease@pims.edu](mailto:blease@pims.edu).

Inquiries specifically regarding Title IX and the Title IX regulations should be referred to the person designated as the PIMS Title IX Coordinator, Jenett Moyer. Ms. Moyer may be reached at [jmoyer@pims.edu](mailto:jmoyer@pims.edu), 412-362-8500 x 105, Pittsburgh Institute of Mortuary Science, Inc., 5808 Baum Boulevard, Pittsburgh, PA 15206.

## **MISSION OF PITTSBURGH INSTITUTE OF MORTUARY SCIENCE**

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 their publics at large.

## **PIMS 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 numerous regional funeral homes, the Center for Organ Recovery—the local organ procurement organization, the University of Pittsburgh Medical Center, and the 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 development including recruitment and management of human resources, psychology, and counseling, as well as marketing and public relations. PIMS students have access to industry experts and professional speakers throughout the program; these "voices from the field" are designed to keep students abreast of the different facets influencing the profession.

The faculty members exhibit a wide range of interests and come from 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 profession, thereby allowing both students and licensees to make informed choices about their career. In addition to professional development, the Institute is keenly aware of the need to promote diversity, equity, and inclusion, as well as a sense of social consciousness; such ideals synchronize with 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 well-rounded professional caregiver focused on serving their community.

### **CONTINUOUS QUALITY IMPROVEMENT (CQI) INITIATIVE**

In accordance with seeking to provide the best quality educational experience for students while continuing to serve the global concerns of all stakeholders in the funeral service, the Institute has formally adopted a Continuous Quality Improvement (CQI)

Initiative. The impetus for the CQI initiative is based on the desire by PIMS administration and its Governing Board of Directors to seek out process improvement for maximum efficiency and effectiveness, thus enabling operational excellence. The core principles of the PIMS CQI Initiative are grounded in the Deming Model for Quality Management, empowering stakeholders at all levels to provide direct input to administration by challenging the status quo, thereby turning the proverbial leadership hierarchical pyramid upside-down.

Accordingly, the CQI Initiative seeks outcomes consistent with organizations recognized for excellence, such as those awarded the coveted Malcom Baldrige National Quality Awards. By deploying the CQI initiative, the Institute seeks out a Six-Sigma standard of "perfection" at 99.99966% efficacy throughout all operational processes in the organization. While such "perfect outcomes" may not be the case in every aspect of the Institute, the CQI Initiative targeting Six Sigma perfection prevents the status quo of "acceptable" performance and forces change for the betterment of the entire organization.

### **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.**

## **ACCREDITATION STATEMENT**

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

## **NATIONAL BOARD STATISTICS**

National Board Examination pass rates, graduation rates, and employment rates for PIMS and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org) in the Directory of Accredited Programs. NBE pass rate information may also be found at <https://pims.edu/national-board-exam-stats/>. School pass rate is based on first-time test takers within one year of graduation. Contact the program directly for information regarding success of Distance Education graduates.

## **LICENSED BY:**

State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120

## **APPROVED FOR:**

- Training of veterans
- Online programs via NC-SARA (National Council for State Authorization Reciprocity Agreement)

## **MEMBER OF:**

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

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

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

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

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



**5808 Baum Boulevard**  
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The offices of the Pittsburgh Institute of Mortuary Science are open Monday through Friday from 7:00 A.M. to 4:15 P.M.

## Table of Contents

Statement of Vision and Values/Mission Statement/CQI Initiative	1
Funeral Service Oath	3
Accreditation Statement/NBE Statistics	4
Location and Description of Facilities	8
Instructional Aims and Objectives	12
Assurance of Sexual Harassment and Sexual Violence Policy	12
Board of Directors/Administrative Staff/Faculty Council	14
Faculty	15
Independent Advisory Committee	17
General Information about Admission to the Institute	17
Admissions Requirements and Procedures	18
Admission Notification/International Students	19
Enrollment Dates/Registration	20
Orientation/Student Technology Requirements	20
Campus Security Measures/Termination/Cancellation of Enrollment Agreement	22
Return of Military Assistance/Refunds and Withdrawals – Campus/Online	23
Tuition and Fees – Campus	24
Tuition and Fees - Online	25
Academic Programs	25
Educational Objective/Learning Outcomes	26
Program Overview/Credit Hour Policy	26
Federal Definition of the Credit Hour/ Summary of PIMS Credit Hour Guidelines	27
Licensing Requirements	28
***Need to Secure a Student Trainee License from the State of Pennsylvania to be	29
AST Degree (Funeral Service Arts and Sciences)	29
Diploma (Embalming and Funeral Directing)	31
ASB Degree (Funeral Service Management)	32
Cooperative Bachelor’s Degree Programs	34
Online Program	36
Online Students: Co-Requisite Courses/The Curriculum/Description of Courses	37
Academic Policies	47
Students Rights and Responsibilities	47
Cheating and Plagiarism Policy	48
Attendance and Tardiness Policies	48
Complaint Procedures/Grievance Policy/Withdrawal and Military Leave	50
Grading System	50
Confidentiality of Records/Release of Records	52
Satisfactory Academic Progress	52
Academic Probation	55
Transfer Credit	55
Dismissal/Readmission Policy/Readmission for Service Members	56
Special Lectures and Field Trips	57
Clinical Instruction	57
CLEAN UP	58
Funeral Service Practicum	59
Auditing Courses	59
Credit for Prior Learning	59
Test Out Policy	60
PIMS Comprehensive Exam Policy	60



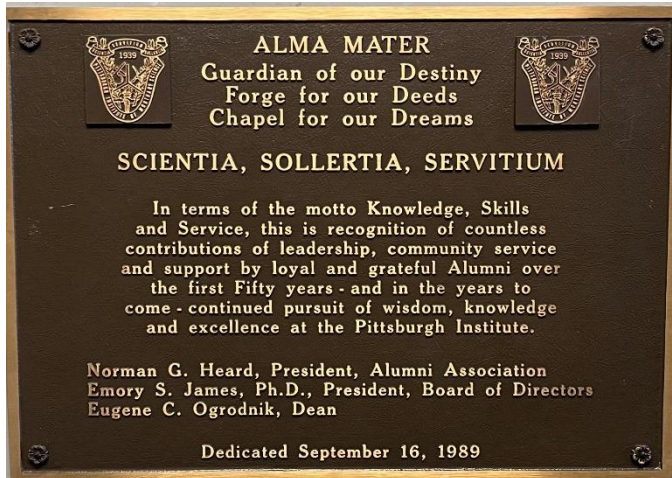
Graduation Requirements	61
National Board Examination	62
Commencement	62
Honorary Degrees/Awards and Honors	63
Library Facilities/Learning Resource Center	65
Student Services	65
Employment Assistance	67
Referral Services	67
Parking on Campus	67
Housing/Spiritual and Worship Sites	67
Student Government and Activities	68
PIMS Gear and Merchandise	68
Financial Assistance	68
Third Party Funded Scholarships	69
Regulations for Veterans	69
PIMS History: From Simple School House to a National Force as the Dream Fulfillment Factory in Funeral Service Education!	71
Academic Calendar – Online	74
Academic Calendar – Campus	75

## 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, which 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.



## THE LOCATION

Known as 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." PIMS is located in the Shadyside area of Pittsburgh. This developing area is rich in culture, history, and social activities.



PIMS is within several minutes of the heart of the downtown area and has 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 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 PIMS campus includes the main building and a fully operational clinical embalming/decedent care center. Being a commuter campus, the Institute provides two spacious lots for students. The main building is a historic five-story structure with over 20,000 square feet.



Upon entering the building, all are welcomed to the “Welcome Center.” This comfortable meeting space was designed with a modern, urban-loft feel that is consistent with our city campus. The rest of the first floor includes offices for faculty, staff, and administration.

Moving up to the second floor it features 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. In its commitment to DEI initiatives, the second floor provides for two non-binary

restrooms.

The third floor is home to the Alumni Center where special events, guest speakers, and continuing education programs are offered at various times throughout the school year. A fully functional kitchen and dining area, staffed by Signature Servings, the exclusive caterer for the school, allows for food service, entertainment, and refreshments at all events.







The fourth floor is something unique and exclusive to PIMS!

The newest addition to this floor is the 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, similar to the Welcome Center embraced the "big city" feel of our campus offering an "urban loft coffee house feel" to provide comfort, entertainment, and technological amenities for the student body. This new addition is courtesy of 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.

The fourth floor is also home to the PIMS Restorative Art (RA) laboratory which enables a 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! In the Spring of 2024, PIMS completed a major renovation on the decedent care center with every aspect of the facility being upgraded including: new floors, ceilings, stainless walls, embalming tables, embalming machines, high-intensity lighting, aspiration booster system and of course, state of the art ventilation deploying “clean room” technology.





## **INSTITUTIONAL AIMS AND OBJECTIVES**

The PIMS administration 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 aims and 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.
- To uphold and pursue the principles of Continuous Quality Improvement (CQI) thereby establishing a performance excellence framework within the following operational categories of the Institute: leadership, strategy and strategic management, students and stakeholders, measurement, analysis, and knowledge management, employment and workforce, tactical operations, and results.

## **ASSURANCE OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

PIMS recognizes the impact sexual assault has on individuals and the campus environment.

In accordance with ARTICLE XX-G (PA Public School Code 2010—Act 104), PIMS has initiated a continuously evolving sexual harassment educational policy and program to help eliminate such instances and to educate staff and students on how and where to obtain help. Annually, PIMS invites members of the community to conduct discussions about consent, drug and alcohol-facilitated sexual violence, among other topics.

Within the [PIMS Security Report](#), which is sent to students annually, the policy is outlined with several off-campus alternatives (local and national organizations) providing assistance with crisis situations, domestic abuse, rape, and sexual harassment.

As a school policy, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to one of the campus security authorities in a timely manner. In fact, in accordance with ARTICLE XX-J (PA Public School Code 2019—Act 16), PIMS has created an online/anonymous reporting

system for sexual violence or sexual harassment (see bold print below)

As a whole, we continuously work to prevent and respond to any incidences of assault in a consistent and confidential manner, while also ensuring that the victim(s) receive appropriate medical and emotional care and support. All school procedures, depending on the type of incident are outlined within the report listed above. More information can also be found on the PIMS website at <https://pims.edu/campus-safety/>.

**If you are a victim of a crime and you would like to anonymously report any incidences of sexual assault, harassment, or any other concerns that can be done by accessing <https://pims.edu/campus-safety/> and submitting the claim in the box provided.**

## **BOARD OF DIRECTORS/ADVISORY COMMITTEE**

James O. Pinkerton, CFSP, Chairman	Pittsburgh, PA
Dr. Barry T. Lease, President/ CEO	Pittsburgh, PA
Patrick Lanigan, Secretary	Pittsburgh, PA
Kevin Dieterle, Treasurer	Pittsburgh, PA
F. Glenn Fleming	State College, PA
Michael Nicodemus	Virginia Beach, VA
Chandra Law	Pittsburgh, Pa
Eugene C. Ogrodnik, CFSP, President Emeritus	Pittsburgh, PA

## **ADMINISTRATIVE STAFF**

Dr. Barry T. Lease, President/CEO/Program Director  
Nicole Elachko, Registrar/Director of Administrative Staff and Student Services  
Michael Burns, Dean of Faculty and Students  
Jenett Moyer, Senior Financial Aid Administrator, Disability Service Coordinator, and Title IX Officer  
Anne L. Cerutti, Business Office Advisor/Social Media Coordinator  
Maria Sproull, Administrative Coordinator  
Kelchis Radziewicz, Financial Aid Advisor  
Cecilia Obermeier, Admissions Advisor  
John N. Elachko III, LMS Coordinator/Webmaster  
Eugene C. Ogrodnik, President Emeritus  
Dr. Joseph A. Marsaglia Jr., Dean Emeritus

## **FACULTY COUNCIL**

Nicholas A. Ricci, Chair  
John N. Elachko  
Patrick M. McGowan  
Katelynn M. Schooley  
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 students practical experience accumulated over years of practice in their chosen professions.

These educators, who combine the best of the theoretical and the practical, are professionally 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” are listed below with the classes they teach and the year they started with the Institute:

- **Betts, Fredericka** (October 2022), Pathology I & II, Human Anatomy, Microbiology
  - Education: A.S., Kent State University, B.A., Kent State University; M.F.S., National University; PIMS
  - Licensed Funeral Director
- **Burns, Michael S.** (August 2016), Pathology I & II, Embalming Orientation, Embalming Theory I and II, Regulatory Compliance, Restorative Art Principles, RA Lab Supervisor, Clinical Embalming Supervisor, Strategies for Success, Certified Celebrant Trainer
  - Education: B.S., Point Park University; M.Ed., Point Park University; PIMS
  - Licensed Funeral Director, Certified Celebrant, Certified Crematory Operator
- **Catalfu, Jason L.** (September 2018), Cremation Principles
  - Education: B.S., Point Park University; PIMS
  - Licensed Funeral Director, Certified Crematory Operator
- **Cerutti, Annie L.** (February 2021), Ethics, Thanatology in Society
  - Education: B.F.A. Ringling College of Art & Design; PIMS
  - Licensed Funeral Director, Certified Celebrant
- **Chandler, Bryan** (June 2009), Thanatology in Society, Communication Skills, Funeral Management I
  - Education: B.S., Point Park University; PIMS
  - Licensed Funeral Director
- **Cush, Chelsea** (June 2021), Pathology I & II, Microbiology, Human Anatomy, Embalming Orientation, Embalming Theory I & II, Ethics, Clinical Embalming, English Composition, Psychology of Death
  - Education: B.S., Point Park University; M.S. Point Park University; PIMS
  - Licensed Funeral Director, Certified Celebrant
- **Elachko, John** (January 2012), Psychology of Grief & Counseling, Death and Children, Regulatory Compliance, World Religions, General Psychology
  - Education: B.A., Duquesne University; PIMS
  - Licensed Funeral Director, Certified Crematory Operator, Certified Celebrant
- **Entenmann, George C., Esq.** (September 1977), Business Law, Economics, Funeral Service Law

- Education: B.S., University of Pennsylvania; J.D., Duquesne University
- **Entenmann, Kathleen B., Esq.** (September 1998), English Composition, Social Psychology, General Psychology
  - Education: B.A., Rutgers College; J.D., Duquesne University
- **Johnson, Lisa D.** (April 2015), Clinical Embalming
  - Education: B.S., Point Park University, PIMS
  - Licensed Funeral Director
- **Karish Cosentino, Randi** (April 2023), Clinical Embalming
  - Education: Community College of Allegheny County, PIMS
  - Licensed Funeral Director
- **Lease, Dr. Barry T.** (April 1996), Gerontology, Human Resource Management
  - Education: B.S., Waynesburg College; M.B.A, Point Park University; Ed.D., Walden University; PIMS
  - Licensed Funeral Director, Certified Celebrant, Certified Crematory Operator
- **McGowan, Patrick M.** (January 1993), Funeral Management I and II, Clinical Embalming
  - Education: B.S., California University of PA; PIMS
  - Licensed Funeral Director, Certified Celebrant
- **Parzynski, Michael** (August 2009) Human Anatomy, Embalming Orientation, Embalming Theory I and II, Microbiology, Pathology I and II.
  - Education: B.S., St. Vincent College; M.S., Pennsylvania State University; PIMS
  - Licensed Funeral Director
- **Ricci, Nicholas A.** (January 2016), Financial Accounting, Contemporary Professional Issues, Ethics, Funeral Service Marketing, Small Business Management, Thanatology in Society, Risk Management, Clinical Embalming
  - Education: B.A., Duquesne University; PIMS; Executive Juris Doctor, Purdue University Global
  - Licensed Funeral Director, Certified Celebrant, Certified Crematory Operator
- **Schooley, Katelynn** (February 2025), Embalming I, Microbiology, Environmental Science, Contemporary Professional Issues, Thanatology in Society, Pathology II, Clinical Embalming
  - Education: B.S., Gannon University; M.H.A, Gannon University; PIMS
  - Licensed Funeral Director, Certified Celebrant
- **Siverls, Allen** (January 2010), Small Business Management, Funeral Management II, Ethics, Communication Skills
  - Education: B.A., St. Lawrence University; M.B.A, Clarkson University; PIMS
  - Licensed Funeral Director, Certified Celebrant
- **Silvis, Benjamin W.** (August 2008), Clinical Embalming
  - Education: B.A., St. Vincent College; PIMS
  - Licensed Funeral Director
- **Starr, Joshua** (June 2023), Clinical Embalming
  - Education: B.S., Point Park University; PIMS
  - Licensed Funeral Director

## **INDEPENDENT ADVISORY COMMITTEE**

Pursuant to ABFSE accreditation recommendations, in 2024, the Institute established a charter for the creation of an Independent Advisory Committee (IAC). Prior to this time, advisory duties were the responsibility of the governance board, however, in the interest of the Continuous Quality Improvement (CQI) Initiative, this committee was established. This group ARE NOT employees of the Institute; rather they all serve by appointment in a non-salaried capacity to a term designated in the charter approved by the PIMS Board of Directors in April, 2024. The committee shall consist of AT A MINIMUM of six licensed funeral directors, at least one member from a professional association, one at-large member with experience in education, and one student (Note: at the discretion of the President/CEO more members may be added to the IAC with advisement to the Board).

The purpose of this committee is to meet with the executive level of administration to provide insights and advisement to help the Institute improve the student experience at PIMS. Additionally, this committee may offer feedback regarding current events within the profession as well as trends in education and student engagement. Members of this committee are NOT expected to be directly involved with the Institute's capital and financial concerns, accreditation, and regulatory protocols, nor are they involved with policy making or strategic planning. However, they may offer advisement to the executive level regarding specific practices and policies. This committee meets annually, typically between April and August of a year, with the executive and admin levels of the Institute. The committee shall be recommended by the President/CEO and approved by the governance board; The members of the CURRENT IAC, as of this writing (but may change without notice) are listed below:

- Stephanie Easter, Licensed Funeral Director
- Andrea Egbert, Licensed Funeral Director
- Brandon Mosby, Licensed Funeral Director
- Jonathan Pugh, Licensed Funeral Director
- LeeAnn Sherman, Licensed Funeral Director
- Kadi Strednak, Licensed Funeral Director
- The Honorable Maria Koontz, Past-President, Allegheny County Funeral Directors Association
- The Honorable Adam Shaffer, Executive Director, PA Funeral Directors Association
- Dr. Mark Marnich, Professor of Mathematics, Point Park University—at large member
- Calvin Amato, Student Member—PIMS Online

## **GENERAL INFORMATION ABOUT ADMISSION TO THE INSTITUTE**

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 Institute, 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.

Accordingly, 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 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 face 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 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 are 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 must be aware that their education at PIMS is both academic and clinical due to the nature of the profession. However, their funeral service education is typically not completed when a student finishes their program at the Institute. In fact, most states require students to serve an internship period as an applied learning component and key criterion for licensure in said state—note: passing standardized tests is often a requirement to begin such an internship (see next bullet point).
- A student’s ability to take and pass standardized tests is critical to their success in their funeral service education and ultimately to become a professional. In fact, the Institute mandates that all students pass a comprehensive exam as a requirement for graduation from the Institute. Moreover, students must also pass the National Board Examination, which may be a requirement for them to begin resident intern training in the profession. Finally, passing a state exam may be necessary during/after the internship for licensure in most states.
- 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. In the interest of the student prospect the recommendations above have been codified into the Admission Health and Wellness Acknowledgement Form; all students will be asked to read, review, and acknowledge receipt of this document.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

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

1. A \$50 application fee. The application fee is refundable if request for cancellation is made within 5 calendar days of submitting the application.
2. A recent headshot photograph, for identification purposes only with a white or light-colored background; emailed to [admissions@pims.edu](mailto:admissions@pims.edu).
3. An official transcript of the applicant's complete high school record or, in lieu thereof, evidence of a high school equivalency acceptable to the licensing agency is required. If an applicant has graduated from high school with a final GPA of less than 2.3, 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 **Admission Health and Wellness Acknowledgement Form by the student and qualified health professional**, which can be mailed, faxed, or emailed to [admissions@pims.edu](mailto:admissions@pims.edu) once completed by the applicant and a physician or other qualified medical professional.
6. Proof of healthcare insurance coverage; a copy of a health insurance card can be mailed, faxed, or emailed to [admissions@pims.edu](mailto:admissions@pims.edu).

Some states require college courses as a prerequisite for admission to mortuary school. Others require an apprenticeship period be served prior to mortuary training. 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 state's 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 take 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.

## **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.

## **INTERNATIONAL STUDENTS**

Pittsburgh Institute of Mortuary Science is currently not accepting applications from international students, pursuant to the policies and regulations set forth by the United States Department of Homeland Security regarding the acceptance of international students. For details on such policies and regulations, please visit: <https://studyinthestates.dhs.gov/students>.

## 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.

## REGISTRATION

Registration is done by the Registrar's Office within the PIMS student administrative system, Sonis which is also the student portal. Upon acceptance into the Institute, students are provided with a degree audit from the Registrar that outlines the students course sequence for their entire program.



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, timeline of eight-week courses. Online courses are offered in a specific and logical sequence to optimize the pace and progression of the online student. 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 Canvas 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.

## STUDENT TECHNOLOGY REQUIREMENTS



**NOTE: SPECIFIC DETAILS REGARDING THE USE OF THE LMS FOR BOTH CAMPUS AND ONLINE STUDENTS ARE PROVIDED IN THE STUDENT MANUAL. THIS BULLETIN IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING STUDENT TECHNOLOGICAL REQUIREMENTS AS RELATED TO PIMS ONLINE OR ON CAMPUS.**

Virtual resources are utilized for both campus and online students. Therefore, all students must adhere to the following technology requirements.

**Device Compatibility:** Virtually any internet-connected device (computer, tablet, or smartphone) will allow partial access to the LMS for tasks such as readings, assignments, discussion posts, messaging, and videos. You can access the LMS through a web browser or the Canvas App, available for download in your device's app store.

Another virtual educational resource is the use of the **Honorlock** test proctoring system. This system works in sync with the Canvas LMS, as a deterrent to academic dishonesty during tests.



**Testing Requirements:** For assessments, only computers (desktops or laptops) can be used. Every assessment requires the use of test proctoring software, which prevents leaving the assessment, accessing outside materials, and using secondary devices. It also records the student session while taking the assessment. Therefore, a webcam and microphone (built-in or external) are required. Additionally, students must use the Chrome browser and install the test proctoring software's Chrome Extension.

**Submitting Assignments** - *Format:* PDF is recommended. - *Software:* Microsoft Suite, Apple Suite, or Google Docs can be used to save documents as PDFs.

**Accessing Assessments** A computer (desktop or laptop) is required with the following specifications:

**Operating System:** - Windows 10 or higher - MacOS 10.14 or higher - ChromeOS

**Browser:** - Chrome (latest version)

**Peripherals:** - Webcam (built-in or external) - Microphone (built-in or external)

**Extension:** - Honorlock Chrome Extension

**Important Notes** - Tablets (including iPads and Surfaces) and smartphones will not work for taking assessments.  
- All assessments require a properly configured and updated computer.  
- It is the student's responsibility to ensure their computer is current on all updates.

It is also strongly suggested that ONLINE STUDENTS IN PARTICULAR (although Campus instructors may also post lesson plans and materials to the LMS) have access to printers and scanners for document transfer and/or to



have written versions of lessons in the courses. Students must also have software available to them for word processing and spreadsheet use as well as a presentation program.

This equipment, although 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:

<b>Equipment</b>	<b>Approximate Cost</b>
Personal computer	\$500.00
Pro Streaming Webcam (if needed)	\$40.00
Printer	\$100.00
Microsoft Office (Student Edition)	\$150.00
Internet Service (estimated but depends on provider)	\$100.00/month
Scanner (optional)	\$100.00

### **CAMPUS SECURITY MEASURES**

The Pittsburgh Institute of Mortuary Science ensures, both physical and virtual, the safety, health, and welfare of its employees and students as well as their personal information. On campus, the only public entrance to the facility has a secured entry gate that is activated by authorized key fobs assigned to students and staff.

A surveillance camera system has been installed throughout the campus. The cameras have been installed at the secured public entrance to monitor all activities in that area; other cameras are installed at strategic locations throughout the perimeter of the PIMS campus. These cameras are operational 24/7 and are continuously monitored and recorded by a professional security contractor.



The security contractor also monitors the building with motion detector technology and state of the art fire alarm systems.

Additionally, all student records, personal information, as well as any virtual hardware and/or applications are secured by a third-party IT company that the Institute employs to manage its cyber security profile.

Finally, the campus is under the jurisdiction of the Pittsburgh Department of Public Safety/Bureau of Police Zone #5, which provides official safety and security protocols for the campus by this licensed law enforcement agency.

### **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 a 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.

**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 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 ser 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

## 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.

## TUITION AND FEES

**Note: The PIMS Board of Directors, in response to the pandemic and general economic conditions, has voted to “Freeze Tuition” for FIVE consecutive academic years 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25.**

## CAMPUS

Total cost of tuition for the Diploma Program and AST Degree Program is \$19,900, the total cost for the ASB Degree Program is \$26,830 if 81 credits are required, and the total cost for the ASB Degree Program is \$32,110, if 97 credits are required. The prescribed amounts are listed below; the per-credit cost is \$330. Each trimesters’ tuition and fees are billed in advance of each term and must be paid by the end of each term otherwise a \$250.00 late fee will be assessed. In addition to tuition, there are costs for supplies, laboratories & other fees, as listed below.

	<b>Diploma &amp; AST 60 credits</b>	<b>ASB Degree 81 or 97 credits</b>
# Application Fee (with application)	\$ 50.00	\$ 50.00
Matriculation Fee (non-refundable)	\$ 75.00	\$ 75.00
++ Textbooks (estimated)	\$ 1,500.00	\$ 2,700.00
* RA Laboratory Supplies and Fees	\$ 3,575.00	\$ 3,575.00
* Embalming Lab Fee	\$ 710.00	\$ 710.00
Technology Fee	\$ 400.00	\$ 400.00
Graduation Fee including NBE Resources and Practice exams	\$ 250.00	\$ 250.00
*** Virtual Funeral Service Skills Practicum Site Approval	\$ 50.00	\$ 50.00
<b>TOTAL BOOKS, SUPPLIES &amp; FEES (estimate)</b>	\$ 6,360.00	\$ 7,560.00
Tuition beginning of Related Core 16		\$ 5,280.00 (if required)
Tuition beginning of First Trimester	\$ 6600.00	\$ 6,600.00
Tuition beginning of Second Trimester	\$ 6600.00	\$ 6,600.00
Tuition beginning of Third Trimester	\$ 6600.00	\$ 6,600.00
Tuition beginning of Related Core 21		\$ 6,930.00
<b>TOTAL TUITION</b>		<b>\$26,830.00 (81 credits)</b>
<b>TOTAL TUITION</b>	<b>\$19,900.00 (60 credits)</b>	<b>\$32,110.00 (97 credits)</b>

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

\* Subject to change; includes instruction, use of facilities, transfer services (EMB), proprietary equipment (RA), and necessary supplies. Students can opt to purchase some supplies on their own.

pending school approval. A breakdown will be provided prior to these labs. The 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 accreditation 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

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 otherwise a \$250.00 late fee will be assessed. The prescribed amounts are listed below. In addition to tuition, there are costs for supplies and laboratory & other fees which are billed in advance of each term.

<b>DIP &amp; AST DEGREE</b>	
<b>(11 TERMS)</b>	
# Application Fee (with application)	\$ 50.00
Matriculation Fee (non-refundable)	\$ 100.00
Tuition (54 credits @ \$390/credit)	\$ 21,060.00
* RA Laboratory Supplies and Fees (campus visit)	\$ 3,575.00
* Embalming Lab Fee (campus visit)	\$ 710.00
Technology Fee	\$ 400.00
Course Administrative Fees (22 courses @ \$50/course)	\$ 1,100.00
***Virtual Clinical Embalming Site Approval	\$ 50.00
***Virtual Funeral Service Skills Practicum Site Approval	\$ 50.00
Graduation Fee including NBE Practice Resources	\$ 250.00
++Textbooks (Estimated)	\$ 1,500.00
+++ Test Monitoring Services Fee \$50/annually	\$100.00
<b>TOTAL BOOKS, SUPPLIES &amp; FEES (estimate)</b>	<b>\$ 7,885.00</b>
<b>TOTAL TUITION</b>	<b>\$ 21,160.00</b>

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

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

\*\*\* 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.

+++Note: Test Monitoring Services will be used to proctor exams, this fee is charged annually to the student in July.

## 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, a standard pace in 6 trimesters on campus, or two calendar years online. Upon graduating from this program, a student is awarded a Diploma in Embalming and Funeral Directing.
- (2) **Associate in Specialized Business Degree (Funeral Service Management)** is 97 semester credit program that is offered on-campus only. This program acts as a coordinated curriculum for certain states regarding licensure requirements (E.g., specifically Pennsylvania). This program consists of at least 1651 contact hours of both classroom and laboratory work and 5 trimesters if attending at an accelerated pace; if attending at a standard pace, this program will require a minimum of 8 trimesters. Upon graduating from this program, a student is awarded an Associate in Specialized Business Degree/Funeral Service Management.
- (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, a standard pace in 6 trimesters on campus, or two calendar years online. Upon graduating from this program, a student is awarded an Associate in Specialized Technology Degree/Funeral Service Arts and Sciences.

- (4) Cooperative bachelor's degree programs are available in which the student can combine coursework from the Pittsburgh Institute with education from one of the four cooperative college programs. Details are described later in this publication.

## 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. The typical entry-level employment in the funeral service profession involves an internship or apprenticeship period, which ultimately may qualify a candidate to earn a state license to practice.

Note: Because licensure requirements to practice funeral directing and embalming differ from state to state, PIMS student services provides advisement to help guide candidates throughout the entire process.

## PROGRAM 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



In and out of the classroom PIMS students are trained to be compassionate caregivers who guide bereaved families they serve through the numerous details in planning a funeral while providing shelter and care to their decedent loved ones. In classes like Funeral Management, Psychology of Grief and Counseling, Thanatology in Society, and Communication Skills, students are taught how to advise families about service options, merchandise options, cultural or religious customs, decisions that need to be made regarding final

disposition as well as the numerous administrative details a funeral director provides for bereaved families in their care. Some of these details include: filing of death certificates, burial/transit permits, survivor benefit forms, obituary notices, veteran's forms, and other legal documents necessary for final disposition options. Continuum care services are also offered by funeral service professionals in terms of after care and pre-need



arrangements. The Funeral Service Practicum experience helps a student apply these didactic learning concepts in the field (**See Section: Funeral Service Practicum for more details**). Additionally, the PIMS program offers a student the basics for managing business operations in funeral service as well as how to ensure a safe work environment for

their employees.

Students will take courses in allied health sciences such as Human Anatomy, Pathology, and Microbiology; these core science classes establish fundamentals needed for the specific lessons they will learn regarding the transfer, sheltering and care of the decedents whom they will be called upon to serve. These specific funeral service science classes include Embalming Theory I, Embalming Theory II, and Restorative Art. Additionally, similar to the “soft skills” listed above in the program, clinical and laboratory instruction supplement the course science courses for all PIMS students.

With a goal of meeting the ABFSE program learning outcomes, PIMS enables its graduates to gain the basic skills necessary for an entry-level position in the funeral service profession. Typically, these positions are internships designed to continue the formal education of a student with the ultimate goal of fulfilling the necessary licensure requirements in most states throughout the USA. 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).

## **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.

### **CREDITS AND ENROLLMENT STATUS**

1. PIMS Enrollment statuses are as follows:
  - a. Full-Time = 12 or more credits
  - b. Half -Time = 6 or more credits
2. In order to be eligible for Federal Direct Student Loans, you must be enrolled in at least 6 credits per one campus-based Trimester or per two Online class terms.
3. If you are eligible to receive Federal Pell Grant funds, their amounts are decided based on a sliding scale that uses the exact number of credits of enrollment during each one campus-based Trimester or during two Online class terms.
4. PIMS course schedules follow specific sequences depending on the program path.
  - a. Campus-based students taking classes at the Accelerated pace will always be enrolled Full-Time.
  - b. Campus-based students taking classes at the Standard pace will vary between Half-Time and Full-Time.
  - c. Online students will vary between Half-Time and Full-Time.

Since the considerations for determining academic loads are often complex and personal, PIMS encourages students to consider the decision carefully.

### **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.

### **NEED TO SECURE A STUDENT TRAINEE LICENSE FROM THE STATE OF PENNSYLVANIA**

The Pittsburgh Institute of Mortuary Science is a private licensed school located in the State of Pennsylvania. Due to our location and the tasks that are required for completion of the program, the PA State Board of Funeral Directors mandates that ALL mortuary students (campus or online) enrolled at PIMS MUST secure a PA Student Trainee License before beginning any professional clinical-related activities.

While it is understood that distance learning students are going to practice these activities in other states (pursuant to appropriate approvals), the PA jurisdiction, due to the location of PIMS, supersedes that of all other states. Simply put, the State of Pennsylvania does not recognize ANY INDIVIDUAL FROM ANY STATE as a funeral service education student trainee, and thus said individual may not begin approved clinical activities until they obtain and possess the PA State Trainee License—this requirement is non-negotiable.

This critical requirement is presented to ALL students (campus or online) at the outset of their training in the Strategies for Success class. The PIMS Student Services Team will present the necessary information for obtaining this certificate and assist in any way possible to expedite this process. Please note there may be related nominal costs to this certificate; and depending upon the length of a student's program it may need to be renewed at same nominal cost for a student to remain in good standing. Typically, the trainee certificate takes the first term (campus) or first two modules (online), at a minimum to obtain and possess.

Finally, although a student obtains this key document to be recognized by the State of Pennsylvania as a funeral service student trainee, they cannot begin formal clinical operations until completing the Embalming Orientation course. This is the responsibility of the student to be proactive in obtaining and possessing this license.

### **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 on 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

Business Mathematics

Allied Health Science

Behavioral Science

Sociology

Political Science

**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 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.



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

<b>FIRST TRIMESTER</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
*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*
			<b>20</b>	<b>20</b>	<b>331</b>
<b>SECOND TRIMESTER</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
#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
			<b>20</b>	<b>19</b>	<b>351</b>
<b>THIRD TRIMESTER</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
CR	110	Cremation Principles	3	3	45
EMB	133	Embalming Theory II	2	2	30
FM	122	Funeral Management II	3	3	45
FSL	110	Funeral Service Law	3	3	45
PAT	122	Pathology II	2	2	30
PSS	110	Professional Seminar Series	1	3	45
PSY	122	Psychology of Grief and Counseling	3	3	45
MGT	122	Small Business Management	3	3	45
		Clinical Embalming	N/A	N/A	54
		TOTALS	<b>20</b>	<b>22</b>	<b>384</b>
			<b>60</b>	<b>61</b>	<b>1066</b>

## **ASSOCIATE IN SPECIALIZED BUSINESS DEGREE**

The Associate in Specialized Business Degree (ASB) is available to campus students whose state of licensure requires an associate degree in mortuary science and/or post-secondary general studies pre-requisite courses. The students can select the accelerated or the standard pace and may need 81 or 97 credits depending on prior qualifying credits for program completion. The related-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, 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 Related-Core 16: AREA I**

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

Biology or other Life Sciences	Business Mathematics
Public Health	Allied Health Science
Chemistry	Behavioral Science
Zoology	Sociology
Business Administration	Environmental Health
Political Science	Other related areas
Computer Business Applications	

### **AREA II**

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

English Literature	College Mathematics
English Composition	Computer Science Programming
Public Speaking	Education
History	Fine Arts
Foreign Languages	Humanities
Philosophy	Other related areas
Religion	

The above subjects are only representative samples of the types of courses that will meet the distribution requirements. There is a wide variety of course offerings which will equally meet the requirements listed above. Prospective students whom 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 schools that are regionally or nationally accredited.

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

<b>* Related Core 16—SUMMER ONLY</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
BIO	210	Environmental Health	3	3	45
HRM	210	Human Resource Management	3	3	45
PSY	210	Psychology of Death	3	3	45
SOC	210	Social Psychology	3	3	45
REL	210	World Religions	4	4	60
			<b>16</b>	<b>16</b>	<b>240</b>
<b>* Related Core 21—May be taken at Standard or Accelerated Pace</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
GER	210	Gerontology	3	3	45
MKT	210	Funeral Service Marketing	3	3	45
RM	210	Risk Management	3	3	45
CPI	210	Contemporary Professional Issues	3	3	45
ECO	210	Elements of Economics	3	3	45
ENG	210	English Composition	3	3	45
DC	210	Death and Children	3	3	45
			<b>21</b>	<b>21</b>	<b>315</b>
<b>FIRST TRIMESTER--CORE</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
<b>**Practicum hours may be spread over all terms but the total contact hours equal 31 for this experiential learning component</b>					
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**
			<b>20</b>	<b>20</b>	<b>331</b>
<b>SECOND TRIMESTER--CORE</b>			<b>SEMESTER CREDITS</b>	<b>CONTACT HOURS PER WEEK</b>	<b>CONTACT HOURS PER TRIMESTER</b>
<b>#Restorative Art Lab is offered as a 3-day intensive with 30 hours of instruction and assessment</b>					
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
			<b>20</b>	<b>19</b>	<b>351</b>

THIRD TRIMESTER--CORE			SEMESTER CREDITS	CONTACT HOURS PER WEEK	CONTACT HOURS PER TRIMESTER
CR	110	Cremation Principles	3	3	45
EMB	133	Embalming Theory II	2	2	30
FM	122	Funeral Management II	3	3	45
FSL	110	Funeral Service Law	3	3	45
PAT	122	Pathology II	2	2	30
PSS	110	Professional Seminar Series	1	3	45
PSY	122	Psychology of Grief and Counseling	3	3	45
MGT	122	Small Business Management	3	3	45
		Clinical Embalming	N/A	N/A	54
			<b>20</b>	<b>22</b>	<b>384</b>
<b>GRAND TOTALS</b>			<b>SEMESTER CREDITS=</b>	<b>CONTACT HOURS =</b>	
			<b>97</b>	<b>1621</b>	

\* Courses designated as Related Core are requirements for students in the ASB-97 program. Typically, these courses are taken in sequence prior to beginning the Core courses, however sequencing may be adjusted pursuant to the needs of the student. It is the policy of the Institute to advise all prospective students prior to enrollment about their educational requirements for licensure in their desired State.

## COOPERATIVE BACHELOR DEGREE PROGRAMS

Students choosing to practice in some states are required to earn a bachelor's degree as the minimum level of education. Accordingly, PIMS has articulation agreements with the schools listed below to assist students in fulfilling a bachelor's requirement through these colleges and universities. In short, college credit for training received at Pittsburgh Institute is given and applied towards the educational requirements for each school listed below. The cooperative bachelor programs between PIMS and the school listed may be done on campus or in some cases, online. Specific information on these unique programs can be obtained by talking with the PIMS advisement team or directly contacting:

### Gannon University

Social Work Program

University Square Erie, PA 16541

Phone: 814-871-7781

Dr. Parris J. Baker, Assistant Professor, Social Work Program Director,

[baker002@gannon.edu](mailto:baker002@gannon.edu)

### PennWest University

Department of Biology, California Campus

Frich Hall

250 University Ave., Campus Box 45

California, PA 15419

Phone: 724-938-5939.

Kaylee Gmutza

[eiben@pennwest.edu](mailto:eiben@pennwest.edu)

### 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](mailto:mmarnich@pointpark.edu)

### **Thiel College**

Department of Business Administration and  
Accounting  
Greenville, PA 16125  
Phone: 724-589-2244  
Dr. Anthony Kos, Professor of Business  
Administration and Accounting, Department  
Chair  
[akos@thiel.edu](mailto:akos@thiel.edu)

### **Youngstown State University**

Department of Allied Health Professions  
One University Plaza  
Youngstown, Ohio 44555-0001  
Phone (330) 941-7157  
Silvia A. Stefan Ed. D, RDH  
Assistant Professor, Director: Bachelors in  
Allied Health Program Health Professions  
Phone (330) 941-7157  
[sastefan@ysu.edu](mailto:sastefan@ysu.edu)

*Note: All of the schools listed above will enable a student to earn their bachelor's degree while recognizing their credits and training at PIMS, however, the articulation agreement with Youngstown State offers the most flexibility for prospective students:*

- *any PIMS program (Diploma and AST—online or on campus, as well as the ASB) can be used towards the completion of said degree;*
- *the YSU program may be done entirely on their campus, fully online, or both;*
- *maximum flexibility is offered to current students just starting their education because they may enter into a dual enrollment at both YSU and PIMS to expedite the process and optimize financial aid options;*
- *YSU applies the PIMS training and credits earned to a Bachelor Degree in Allied Health Science;*
- *finally, YSU is located in Ohio, which is one of the states requiring a bachelor's degree educational requirement to become licensed to practice.*

## ONLINE PROGRAM

While the delivery of such courses is different depending upon campus or online, the content is the same. The online program is two calendar years unless the applicant has mortuary credits or can show proficiency by testing out (see transfer of credit policy). This does not apply to the co-requisites, see the co-requisite policy.

### Courses Sequence for Embalming and Funeral Directing Diploma Program/Distance and Associate in Specialized Technology/Distance

<b>Pre-requisite/Co-requisite:</b>	Business Math/Computer Applications	3 credits	
Preapprovals are required for Business Math or Accounting courses, however, PIMS offers both courses	Financial Accounting	3 credits	6 credits
<b>Module 1:</b>	Thanatology in Society	2 credits	
Funeral Service Practicum is introduced to DE students in Strategies for Success	Communication Skills	3 credits	
	Strategies for Success	1 credit	6 credits
<b>Module 2:</b>	Human Anatomy	3 credits	
Clinical Embalming requirements is introduced to DE students in Orientation	Embalming Orientation	2 credits	5 credits
	<b>Module 3:</b>	Restorative Art Principles	3 credits
	General Psychology	2 credits	5 credits
<b>Module 4:</b>	Business Law	3 credits	
	Regulatory Compliance	3 credits	6 credits
<b>Module 5:</b>	Microbiology	3 credits	
	Psychology of Grief and Counseling	3 credits	6 credits
<b>Module 6:</b>	Pathology I	2 credits	
	Small Business Management	3 credits	5 credits
<b>Campus Visit:</b>	Restorative Art Lab (Schedule TBD but typically these on-campus residencies are offered in 4x per year)		1 credit
<b>Module 7:</b>	Funeral Service Law	3 credits	
	Funeral Management I	2 credits	
	Ethics	1 credit	6 credits
<b>Module 8:</b>	Pathology II	2 credits	
	Embalming Theory I	3 credits	5 credits
<b>Module 9:</b>	Embalming Theory II	2 credits	
	Funeral Management II	3 credits	5 credits
<b>Module 10:</b>	Cremation Principles	3 credits	
	Professional Seminar Series	1 credit	4 credits
<b>Campus Visit:</b>	Comp Exam & Embalming "CLEAN-UP"		
	<b>TOTAL:</b>		<b>60 credits</b>

## **ONLINE STUDENTS: PRE/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, both courses may be part of a non-sequential online course offering if online students do not have either/both of the requisite courses.

In some 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 and does not want to wait for the PIMS offering of the course, 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.

In some cases, online students with a previous accounting course can successfully transfer in such a course if it is approved per the course matrix. If a student does not have an accounting course that can be accepted and does not want to wait for the PIMS offering of the course, other considerations will be made including taking an approved accounting course at another school or coming to the campus business math course at PIMS. Options will be considered as needed.

IN EITHER CASE, if a student seeks to take business math or accounting elsewhere, pre-approval of the course must be considered due to the specific nature of the PIMS courses. 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.

## **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. Note: Core curriculum courses are NOT pre-requisites for ASB degree program courses as these courses serve to fulfill required credit hours for licensure.

## 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 (14 minimum semester credit hours required per ABFSE Standard 5.4.1)**

*This part of the curriculum provides the educational and technical components necessary for a student to practice as an embalmer/funeral service professional as well as an understanding of the disease process and how it relates to the embalmer/funeral service professional as a public health concern; such information also helps will help the students communicate professionally to families about causes and manners of death and related disease processes.. The courses rely on pre-requisites in foundational sciences. Specifically, these courses include the following:*

### **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 and various conditions encountered within human remains.

**The specific ABFSE Program Learning Outcomes/s mapped to EMB 131 is/are:**

- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**
- **2.1.5: Demonstrate technical skills in embalming restorative art that are necessary for the preparation of human remains.**

Pre-requisite courses: None

### **EMBALMING THEORY 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 and various conditions encountered within human remains. This course also considers 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.

**The specific ABFSE Program Learning Outcomes/s mapped to EMB 132 is/are:**

- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**
- **2.1.5: Demonstrate technical skills in embalming restorative art that are necessary for the preparation of human remains.**

Pre-requisite courses: ANA 110, EMB 131

### **EMBALMING THEORY 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 and various conditions encountered within human remains. This course also considers 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.

**The specific ABFSE Program Learning Outcomes/s mapped to EMB 133 is/are:**

- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**
- **2.1.5: Demonstrate technical skills in embalming restorative art that are necessary for the preparation of human remains.**

Pre-requisite courses: ANA 110, EMB 131, EMB 132

### **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.

**The specific ABFSE Program Learning Outcomes/s mapped to PAT 121 is/are:**

- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**

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.

**The specific ABFSE Program Learning Outcomes/s mapped to PAT 122 is/are:**

- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**

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.

**The specific ABFSE Program Learning Outcomes/s mapped to RA 110 is/are:**

- **2.1.5: Demonstrate technical skills in embalming restorative art that are necessary for the preparation of human remains.**

Pre-requisite courses: ANA 110

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

1 credit; 30 hours Weekend Residency with requisite virtual aids and videos presented in LMS.

The laboratory articulates the theoretical concepts which are covered in the classroom regarding the basic principles of Restorative Art as they relate to Funeral Service. Stressed are techniques of restoring and recreating an acceptable physical appearance of the decedent in a state of pathological or physical trauma using the professional materials and instruments available. Hair restorations, bone reconstruction, recreating facial features, and cosmetic techniques are also implemented during the laboratory intensive.

**The specific ABFSE Program Learning Outcomes/s mapped to RA 110L is/are:**

- **2.1.5: Demonstrate technical skills in embalming restorative art that are necessary for the preparation of human remains.**

Pre-requisite courses: ANA 110, RA 110

## **BUSINESS MANAGEMENT AND PROFESSIONAL (16 minimum semester credit hours required per ABFSE Standard 5.4.2)**

*This part of the curriculum provides the educational requirements for a student to understand and consider the cultural, ethnical, and religious differences of the families to assist funeral service professionals help them select the type of funeral service/arrangements that best fits their needs. Such subject matter will also prepare the student to conduct/officiate services arranged. The practitioner's obligations to provide the details in arranging a funeral service, related paperwork, merchandise decisions, and the planning process in general. As a potential business owner or manager, the student must also be prepared with a basic understanding of accounting principles, as well as general business management and practices related to the funeral service professional. Specifically, these courses include:*

### **CREMATION PRINCIPLES (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. (Note: pursuant to a unique agreement with the Cremation Association of North America, students enrolled in CR110 are also given the opportunity to earn their CANA Certified Crematory Operator's Certification at a minimal cost in addition to the tuition.)

**The specific ABFSE Program Learning Outcomes/s mapped to CRM 110 is/are:**

- **2.1.6: Demonstrate skills for conducting arrangement conferences, visitations, services, and ceremonies.**
- **2.1.7: Describe the requirements and procedures for burials, cremation, and other accepted forms of final disposition of human remains.**

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 provides students with: an understanding of the fundamental accounting equation and inventory management procedures; description and analysis of and financial statements; an understanding of cash flow and the payroll process; definitions for the terms of depreciation. Applications to small business management, particularly funeral home operations, are made throughout the course.

**The specific ABFSE Program Learning Outcomes/s mapped to ACC 110 is/are:**

- **2.1.9: Explain management skills associated with operating a funeral establishment.**

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 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.

**The specific ABFSE Program Learning Outcomes/s mapped to FM 121 is/are:**

- **2.1.6: Demonstrate the need for conducting arrangement conferences, visitations, services, and ceremonies.**
- **2.1.7: Describe the requirements and procedures for burials, cremation, and other accepted forms of final disposition of human remains.**
- **2.1.9: Explain management skills associated with operating a funeral establishment.**

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 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.

**The specific ABFSE Program Learning Outcomes/s mapped to FM 122 is/are:**

- **2.1.6: Demonstrate the need for conducting arrangement conferences, visitations, services, and ceremonies.**
- **2.1.7: Describe the requirements and procedures for burials, cremation, and other accepted forms of final disposition of human remains.**
- **2.1.9: Explain management skills associated with operating a funeral establishment.**

Pre-requisite courses: FM 121

## **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 professional review of course content and material covered to prepare the student for the profession at large as well as standardized assessments at the end of their training such as the PIMS Comprehensive Examination and the National Board Examination.

**No ABFSE Program Learning Outcomes are specifically mapped to PSS 110 as it serves to review all expected outcomes for the student.**

There are no pre-requisite courses, but this serves as a capstone course

## **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. This course is designed to meet the various regulatory challenges facing the small business owner today also considering other regulations applicable to funeral service, including, but not limited to: employment, cremation, embalming and decedent care.

**The specific ABFSE Program Learning Outcomes/s mapped to MGT 121 is/are:**

- **2.1.3: Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.**
- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**

Pre-requisite courses: None

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

3 credits; 3 hours lecture/discussion per week.

This course is an 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.

**The specific ABFSE Program Learning Outcomes/s mapped to SBM 122 is/are:**

- **2.1.9: Explain management skills associated with operating a funeral establishment.**

Pre-requisite courses: None

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

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, 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

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

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, considers the 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, included in the ASB program, 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

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

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, 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

### **SOCIAL SCIENCES / HUMANITIES (6 minimum semester credit hours required per ABFSE Standard 5.4.3)**

*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. Being a helping profession, these courses also introduce a “human” component to assist the funeral service professional in their work as a caregiving professional. Specifically, these courses include:*

### **GENERAL PSYCHOLOGY (PSY 121)**

2 credits; 2 hours lecture/discussion per week.

This course focuses on introducing the basic principles of psychology; it is a pre-requisite for PSY 122, in which the principles of counseling as they relate to funeral service are introduced, including topics especially stressed such as the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with emphasis on the role of the funeral practitioner.

**The specific ABFSE Program Learning Outcomes/s mapped to PSY 121 is/are:**

- **2.1.6: Demonstrate skills for conducting arrangements conferences, visitations, services, and ceremonies.**
- **2.1.8: Describe methods to address the grief-related needs of the bereaved.**

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.

**The specific ABFSE Program Learning Outcomes/s mapped to PSY 122 is/are:**

- **2.1.6: Demonstrate skills for conducting arrangements conferences, visitations, services, and ceremonies.**
- **2.1.8: Describe methods to address the grief-related needs of the bereaved.**

Pre-requisite courses: PSY 121

### **THANATOLOGY IN SOCIETY (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.

**The specific ABFSE Program Learning Outcomes/s mapped to SOC 110 is/are:**

- **2.1.1: Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.**

Pre-requisite courses: None

### **DEATH AND CHILDREN (DC 210)**

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, considers that 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

### **GERONTOLOGY (GER 210)**

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, considers the multiple problems of the older 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, included in the ASB program, 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 in Society 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

### **SOCIAL PSYCHOLOGY (SOC 210)**

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, asks questions like: 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

### **WORLD RELIGIONS (REL 210)**

4 credits; 4 hours lecture/discussion per week.

This course, included in the ASB program, 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 also stressed in this aspect of the curriculum. Specifically, these course include:*

### **ETHICS (ETH 110)**

1 credit; 1 hour lecture/discussion per week.

This course is a survey of professional ethics and their relation to funeral service. 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.

**The specific ABFSE Program Learning Outcomes/s mapped to ETH 110 is/are:**

- **2.1.2: Identify standards of ethical conduct in funeral service practice.**

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.).

**The specific ABFSE Program Learning Outcomes/s mapped to FSL 110 is/are:**

- **2.1.2: Identify standards of ethical conduct in funeral service practice.**
- **2.1.3: Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.**
- **2.1.7: Describe the requirements and procedures for burials, cremation, and other accepted forms of final disposition of human remains.**

Pre-requisite courses: BL 110

## **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.*

*ABFSE Standard 5.4 states: "The manner of inclusion of ABFSE stipulated content is left to the individual program to decide, provided the minimum content as stipulated in the following is included. Some of the current ABFSE content areas may be counted toward the general education component, as long as they are not counted toward any other portion of the ABFSE requirements."*

For all of the PIMS programs (AST, ASB, Diploma), 25% of the courses satisfy the general education requirements, however, consistent with the Standard, some ABFSE content areas are used for satisfying the general education components because such courses are a) not counted towards any other portion of the ABFSE requirements and b) such courses are considered to be foundation courses or pre-requisites for more specific funeral service related courses. Such courses are listed below:

### **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.

**The specific ABFSE Program Learning Outcomes/s mapped to ANA 110 is/are:**

- **2.1.5: Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.**

Pre-requisite courses: None

### **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. This outline is a survey of the basic principles of business law as they relate to funeral service. Included are the bodies of law and the judicial system found in the United States of America, contracts, sales, consumer protection, bailments, employment, agency, business organizations, and insurance.

**The specific ABFSE Program Learning Outcomes/s mapped to BL 110 is/are:**

- **2.1.2: Identify standards of ethical conduct in funeral service practice.**
- **2.1.3: Interpret how federal, state, and local laws apply to funeral service in order to ensure**

**compliance.**

Pre-requisite courses: None

**BUSINESS MATH/ COMPUTER APPLICATIONS (BMC 110)**

3 credits; 3 hours lecture/discussion per week.

This course examines basic mathematic principles, which will provide students with a basis for math skills needed in future educational endeavors, but they will also be imperative to manage their careers in funeral service. This course also explores the fundamentals of Microsoft Office tools with real-life applications of these tools in the funeral service.

**No specific ABFSE Program Learning Outcomes/s is mapped to BMC 110.**

Pre-requisite courses: None

**COMMUNICATION SKILLS (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. . (Note: pursuant to a unique agreement with the Insight Institute, students enrolled in COM 110 are also given the opportunity to earn their designation as a Certified Celebrant at a minimal cost in addition to the tuition.)

**The specific ABFSE Program Learning Outcomes/s mapped to COM 110 is/are:**

- **2.1.1: Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.**
- **2.1.6: Demonstrate skills for conducting arrangement conferences, visitations, services, and ceremonies.**
- **2.1.8: Describe methods to address the grief related needs of the bereaved.**
- **2.1.10: Demonstrate verbal and written communication skills and research skills needed for funeral service.**

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.

**The specific ABFSE Program Learning Outcomes/s mapped to MIC 110 is/are:**

- **2.1.4: Apply principles of public health and safety in the handling and preparation of human remains.**

Pre-requisite courses: None

**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: introducing students to the funeral service profession, academic integrity, time management skills, considerations for how students learn, reading and comprehension, basic writing and researching skills including the introduction of PIMS library and resource materials available to students, math skills related to funeral service training, assessment processes, and considerations for working “in the field” as a funeral service practitioner (E.g., licensure requirements, standardized exams, need to file paperwork for trainee licenses). Additionally, this course helps students launch their Funeral Service Skills Practicum.

**No ABFSE Program Learning Outcomes are specifically mapped to COM 100 as it serves to**



## **introduce all expected outcomes for the student**

Pre-requisite courses: None

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

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, is 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

### **ENGLISH COMPOSITION (ENG 210)**

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

This course, included in the ASB program, 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

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

3 credits; 3 hours lecture/discussion per week.

This course, included in the ASB program, 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

## **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 Handbook and additional notification throughout the year-please refer to the Student Handbook for full details on rights and responsibilities. Accordingly, 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 Handbook 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 President/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](http://www.pims.edu).

## **ATTENDANCE POLICY**

### **Attendance Policy for Campus Students**

Note: This policy will be in effect for the upcoming January 2025 semester

The curriculum at the Pittsburgh Institute of Mortuary Science is rigorous and diverse. Regular attendance and preparation have been found to be essential for successful completion of the program. Attendance of all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. It should also be noted that attendance on the job is a key part of becoming a funeral service professional. Moreover, failing to attend class may have adverse consequences on a student's financial aid.

Thus, the Institute has adopted a definitive policy regarding student attendance. If/when a student's absences are greater than 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 may be removed from the class.

Attendance is a cornerstone of student expectations at PIMS, reflecting the professional standard that employees are expected to show up for work consistently and reliably. If a student misses class, appropriate documentation must be provided to both the faculty and the Dean to justify the absence. Acceptable documentation includes, but is not limited to, medical notes, funeral excuses, military orders, legal paperwork, proof of conference attendance, or NBE scheduling.

However, it is important to note that providing documentation does not exempt a student from adhering to the 20% attendance guideline. Once a student exceeds 20% absences in a course, they may be removed from the class. Additionally, students may lose a percentage of their overall grade for behaviors such as chronic

absenteeism, lack of active participation, Honor Code violations, or any other issue deemed significant by the instructor.

Attendance is not just a policy; it is a professional commitment. Students who cannot consistently attend classes may want to reassess their readiness for the rigors of training at PIMS. This expectation aligns with the standards of the funeral service profession, where dependability is essential in serving families during their most critical moments.

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 the fewer number of credit hours for a course the fewer number hours that can be missed and the greater the impact on a student's grade for missed hours):

- 4 credit hours/week course = 60 total hours per term— Upon a student's 13th hour of absence from a specific four-credit hour/week class (which exceeds 20% of the total class hours), said student may be removed from that class. The Registrar's office will monitor student's absentee ledgers during the course of a term and typically, the Registrar will send an advisement to students when they have missed (for any reason) their 9th hour in any three-credit hour/week class. Missing class hours does not absolve the student of any and all financial aid obligations for the specific course(s).
- 3 credit hours/week course = 45 total hours per term— Upon a student's 10th hour of absence from a specific three-credit hour/week class (which exceeds 20% of the total class hours), said student may be removed from that class. The Registrar's office will monitor student's absentee ledgers during the course of a term and typically, the Registrar will send an advisement to students when they have missed (for any reason) their 6th hour in any three-credit hour/week class. Missing class hours does not absolve the student of any and all financial aid obligations for the specific course(s).
- 2 credit hours/week course = 30 total hours per term— Upon a student's 7th hour of absence from a specific two credit hour/week class (which exceeds 20% of the total class hours), said student may be removed from that class. The Registrar's office will monitor student's absentee ledgers during the course of a term and typically, the Registrar will send an advisement to students when they have missed (for any reason) their 4th hour in any two-credit hour/week class. Missing class hours does not absolve the student of any and all financial aid obligations for the specific course(s).
- 1 credit hour/week course = 15 total hours per term— Upon a student's 4th hour of absence from a specific one-credit hour/week class (which exceeds 20% of the total class hours), said student may be removed from that class. The Registrar's office will monitor student's absentee ledgers during the course of a term and typically, the Registrar will send an advisement to students when they have missed (for any reason) their 2nd hour in any one-credit hour/week class. Missing class hours does not absolve the student of any and all financial aid obligations for the specific course(s).

### **Show Cause**

When students reach the number of hours in which they may be removed from the class, a Show Cause meeting with PIMS administration may be conducted to determine the next course of action including, but not limited to, whether the student should continue in the program. If a student has provided documentation of their absences consideration may be given.

SPECIAL NOTE: Any student who misses one entire week of classes may be asked to 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 the hours in a week, said student may be removed from the program. If a student can show cause, then they may be permitted to remain in the class. At any point if a student misses two consecutive weeks of class may result in an immediate withdrawal from the course/program.

The goal of this attendance policy mandate is designed to not only help students optimize their academic performance. 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

due to absence of any kind are the responsibility of the student.

curriculum at the Pittsburgh Institute of Mortuary Science is rigorous and diverse. Regular attendance and preparation have been found to be essential for successful completion of the program. Attendance of all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. It should also be noted that attendance on the job is a key part of becoming a funeral service professional. Moreover, failing to attend class may have adverse consequences on a student's financial aid.

Thus, the Institute has adopted a definitive policy regarding student attendance. In general, some absences may be considered excused (Faculty or Dean's discretion). However, 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 may be removed from the class.

### **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. Course participation, via weekly discussion forum requirements is worth a designated 5% of an online student's final course grade as a means of ensuring such active and consistent participation in the course.

Accordingly, consistent with the "20% standard" for campus attendance, any distance learning student who misses TWO 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 AND GRIEVANCE POLICY**

There is an individual (President/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 school may be brought to the attention of the Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, Pennsylvania 17120.

For those students outside of Pennsylvania, there is an individual state contact for complaints and those contacts can be found on the PIMS' website: <https://pims.edu/student-complaint/>

All students are provided with a copy of the PIMS Grievance Policy upon beginning coursework. Students are asked to acknowledge receipt and reading of said policy statement. The Grievance Policy can be provided upon request.

## 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 withdrawal prior to the 10<sup>th</sup> week of the trimester for resident students and the 6<sup>th</sup> week of the term for online students. If the student withdraws during or after the 10<sup>th</sup> week of the trimester or 6<sup>th</sup> week of the online term, respectively, and if the student is failing a course at that time, the student will be awarded a Withdrawal-Failing ("WF") for the course. Note: In certain situations, (E.g., Pandemic and Public Health), the administration reserves the right to make interpretations to the stated withdrawal policy.

## GRADING SYSTEM

It should be noted that to earn a PASSING grade on the National Board Examination (NBE), a student must score 75 for the Arts and Science sections. Therefore, it would be logical to conclude that a grade for a subject in which a student would earn below 75 suggests the fact that the student has not developed a sufficient understanding of the content material needed to pass the NBE exam. In short, any grade below a 75 would suggest that the learning

outcomes for a student do not meet the level for satisfactory academic progress to occur.

Accordingly, the grading scale at the Institute has a numerical range designation as follows:

A	93-100	Excellent academic progress
B	85-92	Good academic progress
C	75-84	Satisfactory academic progress
F	<75	Unacceptable academic progress

NOTE: STUDENTS RECEIVING THE LETTER GRADE OF "F" FOR A COURSE WILL BE PROVIDED ONE OPPORTUNITY TO MAKE UP SAID COURSE IN THE NEXT OFFERING OF THE COURSE. ANY STUDENT WHO FAILS THE SAME CLASS TWO TIMES WILL BE DISMISSED FROM THE PROGRAM, see below for policy.

Other grades for special circumstances:

- 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.
- W - Withdrawal
- WF- Withdrawal-Failing
- NC - No Credit
- P - Pass "P" grades are awarded for some credit-based courses (E.g., Strategies for Success) or experiential learning situations (E.g., practicum or clinical embalming). Such courses or practical applications are not awarded grade points; hence they are not included in grade point average calculations. Such courses also may have higher thresholds for "pass or fail" (E.g., earning a grade of 80 or above). Obviously, if a student does not meet the requirements necessary to earn a "P" or pass such a course, they will earn an "F" and need to repeat said course all things being equal.
- T - Transfer Credit - Given when a comparable course has been successfully completed at another institution AND will be accepted by the Institute based on the stated Transfer Credit Policy listed in this 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-Computing of Grades**

The Grade Point Systems will be as follows:

A	Four points
B	Three points
C	Two points
F	Zero points

In 2022 PIMS updated its grading scale to remove the possibility to earn the letter grade of "D". Those students who earned a "D" before the changes implemented in September 2022 will remain on said students' record in perpetuity. The intentional omission of the letter grade of "D" only impacts students going forward from September 2022 and beyond.

### **Notification of Grades**

Grade reports are posted in the Student Administrative Software program, Sonis at the end of each trimester/term.

### **Tutoring**

Tutoring services are available at no cost, conducted by students who are vetted and approved by the Dean of Faculty and Students as well as the instructor/s of the specific course. To be considered as a student tutor, they must a) have a GPA of 3.0 or higher, and b) successfully passed the course to which they will tutor with the letter grade of "B" or above. Please see the Dean if you feel you need this service or would like to volunteer as a tutor.

### **Dean's List**

Both academic excellence and improvement are encouraged during the school year by means of the Dean's list. This is posted on the bulletin board as soon as possible after all trimester/term grades are evaluated.

Students achieving a grade point average of 3.50 or better are accorded honors. All students should strive to be listed for scholastic recognition.

## **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. PIMS concurs with the need to regularly review each student's academic progress in order to effectuate positive academic outcomes. All students regardless of their financial aid eligibility or usage are subject to the PIMS SAP policy. The review period for campus students is after every one trimester and for online students is after every two class terms.

### **A. Grade Point Average (GPA) Evaluation**

At the review period, all students must have earned a cumulative GPA of a 2.0 or higher (of a possible 4.0) to move forward with the program. If a 2.0 is not earned at the time of review, courses must be retaken until a 2.0 is achieved.

### **B. Pace of Progression**

The Pace of Progression is the ratio of successfully completed credits divided by attempted credits. Grades A, B, C, P and D before 09/22/2022 are considered successfully completed. A student at PIMS must maintain a Pace of Progression of at least 67% at each review period to ensure that they will complete their academic program

within the maximum timeframe described below.

### **C. Maximum Timeframe**

The Maximum Timeframe a student can take is 150% of the credits needed for degree completion. For example, a degree that requires 60 credits to complete has a Maximum Timeframe of 90 credits.

### **D. Stop Policy**

Additionally, because practical aspects of this program must be fulfilled in a timely and relevant manner, the following considerations have been added to the PIMS SAP policy:

- **FUNERAL SERVICE PRACTICUM COMPLETION REQUIREMENT:**
  - All students must secure a funeral home to perform their practicum, submit the signed agreement and appendices, have the site approved—by either a physical or virtual visit, and begin performing their practicum tasks by a point no later than 2/3 of the way in the core funeral service program (40 of 61 credits have been earned);
  - If a student has not fulfilled this requirement by the stated time above, they will not continue with pace/progression and may be dismissed from the program;
  - All must have completed their practicum tasks and submitted their project binder to be signed off by the Program Director before the end of their last term (3 or 3B on campus, 10 online) in the core funeral service program;
  - If a student has not been signed off for completing the practicum by the stated time above, they may be dismissed from the program.
- **CLINICAL EMBALMING COMPLETION REQUIREMENT:**
  - All students must secure a funeral home to perform their clinical embalming, submit the signed agreement and required information, have the site approved—physical or virtual, and begin performing their embalming requirements by a point no later than 2/3 of the way in the core funeral service program (40 of 61 credits have been earned);
  - If a student has not fulfilled this requirement by the stated time above, they will not continue with pace/progression and may be dismissed from the program;
  - All students must have completed their clinical embalming requirements, submitted all embalming reports, and be scheduled or have completed their CLEAN-UP embalming case on campus by the end of their last term (3 or 3B on campus, 10 online) in the core funeral service program;
  - If a student is not at this point in the clinical embalming program by the stated time above, they

may be dismissed from the program.

### **Definition of SAP Progress Status**

GPA and pace of progression are evaluated at the end of each financial aid payment period, which is one campus trimester and two consecutive online terms. At this point, each student is assigned a financial aid status of *meets SAP* or *does not meet SAP*. Students not meeting SAP requirements will be placed on financial aid warning.

### **Financial Aid Warning**

Students on financial aid warning who do not meet the SAP requirements 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 explaining the extenuating circumstances that contributed to losing financial aid eligibility and the unsuccessful attempts. This appeal is to be sent to the Registrar's Office via mail or email. The Registrar, Dean, and Program Director will determine continued enrollment. However, readmission is not a guarantee.

If permitted to re-enter, 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 and reviewed at the end of each term. The only time a appeal will not be accepted is if a student cannot mathematically complete the program within maximum timeframe, all federal financial aid eligibility will be suspended without the ability to appeal.

### **Repeating Failed or Dropped Courses**

In the case of failed courses, including both F- failed and WF – withdrew failing, the student will only be permitted one chance to retake each course failed in the next offering. If a student fails the same course two times, they will be dismissed from the program with the opportunity for a one-time appeal. However, readmission is not a guarantee.

In the case of dropped courses with a grade W – Withdrawal, the student will be permitted two changes to retake each dropped course in the next offering. If a student drops or failed the same course while on their third attempt, they will be dismissed from the program.

Students who are attending the campus accelerated program must successfully pass each term to progress to the next term on their schedule. In certain cases, for students attending the standard-paced program, special schedules will be considered. Pre-requisite requirements will be considered during the building of the new schedule. Students will also need to take into consideration financial aid enrollment eligibility requirements in these situations. 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, except for approved transfer credit adjustments. Please contact registration for more information.

If the student successfully passes the course on the retake both credits and grades (and respective grade points earned) from previous attempt calculations 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 the successful completion of all courses as well as meeting the minimum progress standards listed above. Students who repeat courses will delay their anticipated graduation date and the pace of progression will be affected.

Finally, students dismissed from the program may consider applying for readmission by submitting an appeal. However, readmission is not guaranteed. Any student who's appeal is granted, returns, and does not meet SAP requirements is permanently dismissed without the option to appeal.



## **ACADEMIC PROBATION**

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 considerations 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, said student may need to consider financial aid consequences
- 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.

While not considered “probation” student performance and progress will be monitored by the Registrar and Dean of Faculty Students DURING the course of a term—online or on campus. Students who are struggling academically can be advised of the considerations listed above as a means to improve upon their performance.

## **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.

## **Withdrawals**

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

## **TRANSFER CREDIT**

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:

- Certain courses, which include COM 100 and PSS/CRS 110 cannot be transferred from another accredited mortuary school. These courses are foundations for PIMS students at the beginning and end of the curriculum.
- 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 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](http://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 students’ 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 or not meeting SAP guidelines.
3. Academic dishonesty and destruction of school property.
4. Excessive absenteeism (see attendance policy).
5. Students subject to the “Stop Policy” regarding experiential requirements (E.g., Practicum & Embalming).
6. Offensive student conduct as described elsewhere in this catalog, in the Student Handbook, or in other policies as may be promulgated.

## **READMISSION POLICY**

Students that have been separated from the Institute for less than a year must complete a Reapplication Application with the Registrar’s 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 Registrar’s 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 cemeteries, vault companies, monument dealers, cremation centers, funeral homes, Organ Procurement Organizations, and the Allegheny County Medical Examiner Office.



### **CLINICAL EMBALMING**

PIMS is a single-purpose institution dedicated to the training of funeral service practitioners. A vital part of training for the "whole" professional is to provide the student with experience in the care and preparation of decedents; moreover, in accordance with ABFSE Accreditation Standard 5.4.6, embalming is a requirement of the curriculum. To facilitate this experiential learning component, PIMS manages its own decedent care facility where clinical embalming requirements and experience may be gained-this is particularly helpful for students who choose to attend on campus or online students who cannot secure an approved off-site facility.

Requirements for performing clinical embalming tasks are introduced in Embalming Orientation (campus or online). During the course, the protocols, procedures, and expectations are covered; students also become familiar with the Clinical Embalming On-Call Rotation Policy.

Students will be expected to read, review, and acknowledge receipt of this policy.

However, off-site facilities may be approved for distance learning students to perform their clinical embalming tasks. Requirements for approval/accrediting an off-site facility as well as protocols, procedures, and training for mentors and students are covered when a student is enrolled in the Embalming Orientation course. At that time, students will be introduced to important paperwork including the Funeral Home Clinical Embalming Affiliation and Agreement Package for Funeral Homeowners, Clinical Preceptors, and the Student Trainee. The Affiliation Agreement sets the expectations for the program, training for mentors and requirements for the facility to ensure the safety of the students.

### CAVEAT TO ONLINE STUDENTS:

- *Online students are required to secure a location by which they may complete Clinical Embalming requirements at an approved funeral home—said requirements are in accordance with the ABFSE clinical embalming specifications and are a requirement for graduation. Note: a student who is unsuccessful in securing such a site may be academically stopped from continuing with the program in accordance with the “Stop Policy” of the Institute. Students who do not think they will be able to secure a practicum site should reconsider beginning the PIMS online program and may wish to apply to the campus-based program.*
- *EFFECTIVE JANUARY 1, 2024: In some cases, online students who wish to perform their clinical embalming requirements at the Institute may be approved to do so, however, a key criterion for enabling this process is that said students will be assigned to ON-CALL embalming teams (similar to campus students). If an online student is approved to embalm at the PIMS campus and placed on a team, they MUST attend their sessions in accordance with campus clinical embalming protocols. Online students who fail to attend a clinical embalming will face the same consequences as campus-based students—in short, choosing to embalm at the PIMS facility requires one to be available and on-call within a close proximity—online students who cannot meet this requirement need to secure and seek approval for an embalming site within their own proximity or reconsider beginning the PIMS online program.*

### CHECKLIST FOR STUDENTS REGARDING CLINICAL EMBALMING:

- All students (online and campus) may not begin their clinical embalming at any site until they have completed the Embalming Orientation course.
- All students (online and campus) may not begin their clinical embalming at any site until they have secured their Student Trainee License from the State of Pennsylvania. Because PIMS is located in Pennsylvania, the state requires that a student be a licensed trainee before they can begin clinical operations. The PIMS Student Services team will assist you in obtaining this important document. See **Section 8: General Student Information** for more details.
- NO ONLINE STUDENT may begin their clinical embalming until submitting this entire agreement and having the site approved either by physical or virtual visit.
- Online students who have not secured a facility at the 2/3 point of their education at PIMS will be subject to the “Stop Policy” and may not proceed with their education.
- Online students choosing to embalm at PIMS will be treated just like campus-based students (E.g., placed on a team, responsible to be on call, must attend when called or face disciplinary actions for not attending an embalming). In short, unless an online student has close proximity to the PIMS campus, they should arrange for an offsite facility. Before enrolling at the Institute, an online student should take this into serious consideration.

Note: Please refer to the Student Manual provides more details to the student regarding the Clinical Embalming.

### Clinical Lab Embalming Assessment for Novices – Underwritten by PIMS (CLEAN-UP)

Finally, ALL students performing requirements at PIMS or in approved off-site facility must perform a Clinical Lab Embalming Assessment for Novices—Underwritten by PIMS or “CLEAN-UP” case at the PIMS campus under the direct supervision of a qualified PIMS instructor. While the case load per student may vary at times, all students will perform a minimum of 20 cases plus one CLEAN-UP case. The purpose of the CLEAN-UP is for the student to demonstrate their understanding and application of the expected skills for a student trainee outlined in the ABFSE accreditation standards.

The student must perform a “CLEAN-UP” embalming before they are eligible to graduate. Below are the policies surrounding this procedure:

- The CLEAN-UP embalming can only be held on the PIMS campus.
- A maximum of two students may perform the embalming on the same case at the same time.
- All CLEAN-UP embalming will be done under the supervision of a licensed and ABFSE-qualified

preceptor.

- This CLEAN-UP embalming can only be attempted after the student has completed their 20 required cases.
- The CLEAN-UP embalming must be scheduled in advance with the supervisor of the PIMS clinical lab, Dean Burns.
- The student needs to understand the nature of the business and that PIMS cannot guarantee that a case will be available on the same day they have scheduled their CLEAN-UP embalming. It is highly suggested that the student plan on being available for at least three days for this case.
- If the student does not complete this case, they may return for another CLEAN-UP case only after completing 5 additional cases. These five additional cases will be required after each additional failed assessment.
- No student who has successfully performed their CLEAN-UP may CLEAN-UP again or be an assistant to a student in their CLEAN-UP.

## **FUNERAL SERVICE PRACTICUM**

In accordance with the American Board of Funeral Service Education Standard 5.4.7, all students beginning their education at the Pittsburgh Institute are required to participate in a Funeral Directing Skills practicum. This experiential learning component will put forth a series of funeral service tasks, outlined in the Funeral Service Skills Practicum Agreement. Unlike the clinical embalming requirements, students-campus or online-MUST secure a funeral home and gain site approval/accreditation to perform their practicum tasks.

The expectations for the Practicum are introduced in Strategies for Success in the first term for campus or online students. In Strategies, the Funeral Service Skills Practicum Agreement and the practicum expectations are covered in detail and students will be expected to read, review, and understand all information presented-in fact, to ensure a level of understanding, Strategies offers a test/assessment on the actual practicum information.

No student may begin their Practicum until submitting this entire agreement and having the site approved either by physical or virtual visit. It should also be noted that a student who has not yet gained site approval, submitted their affiliation agreement, and started their embalming requirements by the point in the program where they have earned 40 credits (approximately 2/3 of the way involved), said student cannot continue to progress in the program and may be withdrawn. Students must complete their Practicum prior to graduation. Note: Please refer to the Student Manual provides more details to the student regarding the Practicum.

## **AUDITING COURSES**

To encourage continuing education for 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.

### **TEST OUT POLICY**

Similar to the policy stated above for comprehensive exams, the same policy will be used for students seeking a "test out" of a course/s. Students must schedule to come to PIMS campus. In certain circumstances, students may seek approval to test out using the LMS and the Honorlock Live Proctoring, however, all related fees to use the Honorlock services would be the responsibility of the student. Any individual requesting this service would be advised of the costs prior to the testing period.

In either case, a student must score a grade equal to a "B" or above in a test-out situation, otherwise their attempt to test out will be unsuccessful.

Certain core funeral service courses are NOT eligible for test out protocols which include: COM 100, COM 110, CRM 110, EMB 131, EMB 132, EMB 133, ETH 110, FSL 110, FSM 121, FSM 122, MGT 121, PSS/CRS 110, PSY 122, RA 110.

### **PIMS COMPREHENSIVE EXAMINATION POLICY**

The PIMS Comprehensive Exam will be administered prior to graduation. This examination must be passed by all students to be considered a graduate. As previously mentioned, ALL students will take this exam using a computer either under the direct supervision of PIMS staff/faculty on campus OR using the Honorlock proctoring system (when off site yet agreeing to pay for all Honorlock expenses).

The PIMS Comprehensive Examinations are ONLY offered at specific times during an academic year, which are typically as follows: January, April, June, August/September, and October/November. Note: these time windows are subject to change without notice.

All students are provided with FIVE consecutive days during the exam window to pass both sections of the PIMS comprehensive. The test is provided on Canvas and ONLY OFFERED DURING THE SCHEDULED WINDOW. If a student is unavailable for any of those days, there is NO provision for make up and said student may be required to wait until the next exam window becomes available.

The requirements to sit for the Comprehensive Exam are:

- All students must have completed their coursework, including pre-requisites for online students, in the core funeral service education program;
- All students must have earned a GPA of at least 2.0;
- All students must have completed their Clinical Embalming Requirements, pursuant to the current stated requirements of the Institute, submitted all corresponding case reports, and are tested out;
- All students must have completed their Funeral Service Practicum and submitted their project binder and have it signed off by the Program Director;
- A student must be free of any debt or financial encumbrance to the Institute for tuition, fees, or any other related expenses.

Once a student has met all of the above requirements to sit for the comps, they need to take both sections (Science and Arts) of the PIMS comprehensive, at least one time, in order to walk for their graduation ceremony. The student does not have to pass both/either section/s of the PIMS Comprehensive in order to walk BUT they will not be considered a graduate/alumnus, and they will not be verified as graduates to the Conference to take for the National Board Exam until completing both sections of the PIMS comprehensive. If the above requirements are met, but the student has not passed both sections of the PIMS comps, the student is essentially "walking" their graduation ceremony. To be considered a graduate please see the subsequent policy-Graduation Requirements.

While students are required to schedule their PIMS comps at one of the specific open sessions indicated, it should

be noted there is no financial cost to take the PIMS Comps (unless the student has never paid the remote proctoring fee of \$50.00). However, during any given open session, a student is limited to the number of times they can attempt the test without passing. In short, historical perspective shows that after FIVE unsuccessful attempts, a student is simply not prepared and needs to reassess and review. Therefore, after FIVE unsuccessful attempts, said student will need to wait until the next available open session-during that time, a student should use the time to prepare, study, and review.

*Special Note: EFFECTIVE JULY 1, 2023—In certain circumstances, if a student has been unsuccessful in passing the PIMS Comprehensive exams through 2 sessions=10 attempts but has demonstrated measurable progress and can demonstrate evidence of starting an internship or job opportunity, further education, or other relevant circumstances, the Institute may, at its discretion, verify said student to the Conference. In such a case, the student will be recorded as having “completed” their PIMS Comp Requirement. This caveat is on a case-by-case basis, pursuant to student formal appeal, and subject to administrative review. It is consistent with the policy that a student’s best chance to pass the NBE is within 30-45 days after completing coursework.*

## GRADUATION REQUIREMENTS

Formal cap and gown graduation ceremonies are held in September and January each year. To be considered a graduate of PIMS and receive your diploma, a student must complete all the following requirements:

- Coursework must be completed, and a student must have achieved a minimum GPA of 2.0; requirements, including clinical embalming, funeral service practicum, and the restorative art residency, must be completed, and approved by the Institute.
- ALL financial obligations to the Institute must be satisfied.
- Satisfactory compliance with regard to financial aid requisites (exit counseling if applicable). Please note that if all of the requirements listed above have not been met a student's transcripts and records may be withheld by the Institute, which could delay the start of an internship or-other progress.
- Students should have passed/completed both sections of the PIMS comps within the requisite opportunities. Note: as previously mentioned, a student may “walk” their graduation ceremony if all requirements listed



above have been met except passing/completing the PIMS comps—in this case a student must have attempted both sections of the PIMS comps to be allowed to walk the graduation. In this case, the student is NOT considered a graduate until passing/completing the PIMS comp requirement and cannot be released to the NBE until meeting said requirement.

- Note: A student who is considered a graduate of the Institute should make it a priority to register their testing profile with the Conference in order to take the NBE. In certain cases, this may be a requirement by the Institute, for a student to be considered a graduate and be able to receive transcripts.

## NATIONAL BOARD EXAMINATION (NBE)

The International Conference of Funeral Service Examining Board (ICFSEB) currently assesses a fee of \$285 to take the Arts section of the NBE and \$285 to take the Science section of the NBE—hence the total for both sections is \$570.00. The policy of the Institute is that PIMS collects the required fee for the NBE during the last term a student is enrolled (online or campus), PIMS then pays ICFSEB when the student is eligible to schedule the exam.

All students are required to create their testing profile with the Conference—PIMS only forwards the fees to the Conference—the Institute does not create the testing profile.

Subsequently, once the profile has been created by the student and the fee tendered by PIMS, a voucher will be forwarded to the student to enable them to schedule a specific time/date for the exams. This completes the application process.

Once the application process is completed with the ICFSEB, there is a life of 1 year associated with the paid application. If the candidate does not take the NBE within 1 year of the date of application, the ICFSEB voids the application and the fees paid to the ICFSEB for examination are non-refundable.

It should be noted that if students wish to have their scores released by the Conference to more than one state, there is an additional charge assessed by the Conference of \$25 per state.

While the Pandemic brought some challenges to all accredited mortuary schools in 2020-2022, particularly with the Science section, the Institute adopted some aggressive policies to improve student outcomes. Additionally, implementing the Continuous Quality Initiative (CQI) in its strategic plan, PIMS was determined to chart a new course for its students on the NBE.

Details of these policies and strategies, put into effect in May 2022 can be found in the Student Handbook, however results on the NBE have dramatically improved in 2023 and 2024. See <https://www.abfse.org/html/dir-pa.html>

## COMMENCEMENT



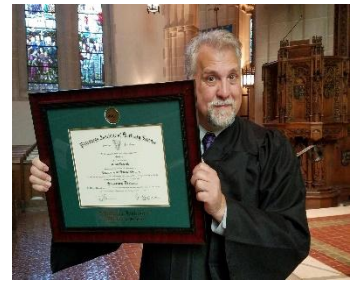
Graduation events are held by the Institute at a nearby venue. These formal commencement exercises are held each September and January and bring out the rich tradition of academic celebration in full regalia, as well as the newly minted ceremonial PIMS Mace, which “leads the charge” into each event. Both campus and online students are strongly encouraged to attend these ceremonial rites of passage as a way to the Institute to recognize and honor the dedication and commitment of its student body.

**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 **KELCO RESTORATIVE ART AWARD** is presented to the graduate in recognition of outstanding ability, attitude, commitment, and achievement in the areas of cosmetology and restorative art in the clinical setting.
- The **DODGE AWARD** is presented to the graduate in recognition of

exceptional expertise in both the technical and theoretical aspects of the study and practice of embalming.

- \*The **EUGENE C. OGRODNIK ENTREPRENEURIAL AWARD** was authorized by the board of directors September 11, 2014 and is presented to the graduate who, as recognized by the core business faculty of the Pittsburgh Institute of Mortuary Science, is deemed to demonstrate the qualities of stewardship, scholarship and leadership and to have the entrepreneurial spirit and greatest potential to impact funeral service of the future.
- The **CHAMPION AWARD** is presented by the Champion Company to the graduate who has demonstrated overall scholarship, aptitude, and practical skills specifically in the core science component of the curriculum.
- The **WILLIAM AND BRENDA SPENCE AWARD** is an award of merit presented to a first-generation funeral director and resident of Pennsylvania who has proven their educational expertise and has an ardent desire to help those less fortunate than themselves.
- 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 membership into this society.
- \***STEPHEN PAVLIK/ROBERT INMAN MACE BEARER'S AWARD** was established by decree of the PIMS Board of Directors as the highest honor to be bestowed upon one student at each commencement exercise who in the opinion of faculty, staff, and administration of the Institute and with the endorsement of the Board is considered to be the "best of the best."





**\*Note: those awards designated above have a financial component that is funded by monies allocated and approved each year by the PIMS Board of Directors for such a purpose. This funding is also used for NBE First Time and Persistence Pass remuneration to graduates as well as need-based grants (as outline below).**

## **LIBRARY FACILITIES/LEARNING RESOURCE CENTER**

The Institute recently renovated its Musmanno Library adapting it to the new millennium. While ALL of the recommended books pursuant to ABFSE outlines and course maps are provided as resources on campus, in February 2025, the Institute just opened a virtual 24/7 library hosted by EBSCO. ALL students, campus and online, have 24/7 access through their Canvas portals. This resource provides students with over 250,000 Ebooks through their computer, however, PIMS continues to also provide/purchase all contemporary professional journals for students to stay abreast of industry trends and events.

In renovating the classic library, the Institute was focused on assisting the technological needs of today's students. Therefore, PIMS installed a business center, purchases a number of Chromebooks students can use and/or access, and designed the Center to have project work stations for students to collaborate in a comfortable yet purposeful environment. Additionally, the renovations included a space for a Comfort Care Center, focused on providing Mental Health Resources and increasing awareness of the needs for such resources.

Although the virtual library is open 24/7, PIMS students on campus can access this resource from 8AM to 4:00PM Monday through Friday. Distance learning students may request materials be sent (either electronically or snail mail) as needed.

## STUDENT SERVICES

### Services for Student with Disabilities

Our diverse student body includes people from all divergent backgrounds personally and educationally. The Pittsburgh Institute of Mortuary Science works to provide an equal opportunity for those seeking a career in funeral service, in accordance with ADA and Section 504 regulations. Those students seeking reasonable accommodation for a documented disability must make a formal request. Students begin the process by advising the Registrar and asking for an Accommodation Request Form.

The Accommodation Request Form must be completed by the student and must be accompanied by ALL of the following: a statement as to the nature of the disability, documentation of the diagnosis, the name and credentials of the person(s) who made the diagnosis, copies of the results of any/all assessments (tests/evaluations) used to make the diagnosis, and the professional's judgement of the prognosis of the disability over time. These reports need to have been dated within three years of the time of application. Other information relevant to the case may be requested by PIMS administration upon review.

PIMS Administration will then determine, on a case-by-case basis, if the accommodation(s) requested are deemed to be reasonable. Please note that accommodations require additional support and resources. Because of this some accommodations may take more time to arrange. This policy can be found on the PIMS website at <https://pims.edu/prospective-students/>.

Caveat: It should be noted that a goal of the Pittsburgh Institute of Mortuary Science is to ensure that our graduates become gainfully employed. While some accommodations are possible for students in an educational setting, the same accommodations may cause undue hardship to a funeral home/director/business in an employment situation. In fact, the Equal Employment Opportunity Commission (EEOC) offers the following explanation: "undue hardship means that the accommodation would be too difficult or too expensive to provide, in light of the employer's size, financial resources, and the needs of the business."

All prospective students are asked to read, review, and acknowledge receipt of the Admission Health and Wellness Acknowledgement Form, which serves as a general advisement about expectations in funeral service education and the profession at large. Although we recommend that any new student in need of potential accommodation(s), complete the Accommodation Request Form and submitting all relevant documentation at time of admission, a student can make this request at any time they are attending a class(es).

While it is the intent of the Pittsburgh Institute to provide reasonable accommodations that are verified per procedures, PIMS does not make accommodations to the admissions requirements. PIMS will not admit any individuals to its program or offer modifications and auxiliary aids to such individuals if any of the following conditions apply:

- If the individual poses a direct threat to the health or safety of others;
- If the modification in the course or the provision of the auxiliary aid or service requested will fundamentally alter the course of study or result in an undue burden to PIMS;
- If the individual cannot meet the basic eligibility criteria set forth below or elsewhere in the admissions policies and requirements of PIMS.

### ***Non-Discrimination Policy***

***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).*

## **Guidance and Advisement**

During the first few days of each opening term on campus, all first term students are interviewed by the members of the student services team. This onboarding interview is consistent with ABFSE Standard 9.5; 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.

## **Job Referral Services**

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 for students is a prerequisite for these services. PIMS is currently developing a virtual job posting site that will be interactive by connecting current students, who may be job seekers, with alumni, who may be employers seeking prospects.

## **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.**

## **PARKING ON CAMPUS**

Pittsburgh Institute of Mortuary Science has three parking lots available to staff and students. However, parking is on a first-come, first served basis. The Institute assumes no responsibility for vehicles parked in its lots. For students, while there is no additional charge for parking in the main parking lots, it is still considered a privilege (and may be revoked by the Institute). Please see the Student Handbook for more information about on-campus parking privileges.

## **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/Shadyside area of the city of Pittsburgh; statistics show this area may have higher than average rents. The Student Services Team 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; as such, a number of vacancies could be created at that time.

For distance students attending the residency requirements and CLEAN-UP 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.

## **SPIRITUAL AND RELIGIOUS SITES**

There are churches, synagogues, temples etc. from various organized religions as well as secular gathering places within walking distance of the Pittsburgh Institute. Consistent with the PIMS core values of respecting diversity, integrity, and kindness, belief systems and values from all faith based and/or spiritual oriented practices are welcome.

## **STUDENT GOVERNMENT AND ACTIVITIES**

In accordance with ABFSE Standard 9.5.2, PIMS students are provided the opportunity for involvement in program governance. Early in each trimester for campus-based students, each class elects representatives to the student senate which consists of one campus senator per cohort, one president, and one online senator. Under the supervision of a faculty advisor, 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 LMS and email system.

## **PIMS GEAR AND MERCHANDISE**

Coffee mugs, shirts of various types, caps, etc. bearing the logo of the Pittsburgh Institute of Mortuary Science are available for students to purchase on the virtual store located on the school website at <https://pimgear.myspreadshop.com/> Payment is required at the time of purchase.

## **FINANCIAL ASSISTANCE**

### **Need to File a Free Application for Federal Student Aid (FAFSA)**

A Free Application for Federal Student Aid (FAFSA) can be completed by visiting <https://studentaid.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.

After the Department of Education has received your application, notification of PELL Grant eligibility will be sent to you in the form of a FAFSA Submission Summary. After reviewing and determining the correctness of this document, it is necessary to retain the FAFSA Submission Summary for your records.

Continuation of financial aid loans and/or grants is contingent upon the student 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 Eligibility**



Generally, a student is eligible to receive federal financial aid as long as they are 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.

Pursuant to the SAP Policy (previously stated in this Bulletin), financial eligibility may be affected by a student's academic performance.

### **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 their disability may/may not affect their status as a funeral service trainee in school, but MAY be a factor with regard to employment in the funeral service profession. More information regarding students seeking accommodations for disability, please see **STUDENT SERVICES/Services for Students with Disability** above.

### **PIMS Funded Grants**

The PIMS Board of Directors allocates funding annually for grants and awards. As previously mentioned, the awards are offered to those who have completed the core funeral service curriculum for either a) graduation awards or b) passing the National Board Exam.

Included within this funding approved by the PIMS Board are also the following NEED-based grants: a) Funeral Service Educational Opportunity Grant (FSEOG), b) Basic Educational Opportunity Grant (BEOG), c) Yellow Ribbon Grants for Veterans, and d) matching percentage of Federal Supplemental Educational Opportunity Grant. Please note that all grants are provided to students in accordance and compliance with the United States Department of Education Title IV Regulations. Such grants, approved by the PIMS Board, are paid out to enrolled students who qualify based upon FAFSA guidelines for Student Aid Index (SAI) scores; or in the case of veterans, the grant money is paid pursuant to our participation in the Yellow Ribbon Program through the VA. Appropriately, these grants are subject to strict federal compliance regulations as indicated above.

### **THIRD PARTY FUNDED SCHOLARSHIPS**

Along with the grants and awards offered by the Institute, scholarships funded through sources outside of PIMS are available to our students. Students are encouraged to see financial aid staff for the most up-to-date list of scholarships.

### **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 7:00am and 3:30pm at 412-362-8500 or reach out to [msproull@pims.edu](mailto:msproull@pims.edu).

In compliance with 38 USC 3679c, 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.

**PIMS HISTORY: FROM SIMPLE SCHOOL HOUSE TO A NATIONAL FORCE AS THE DREAM FULFILLMENT FACTORY IN FUNERAL SERVICE EDUCATION!!!!!!**

The Pittsburgh Institute of Mortuary Science, Inc. has been providing training for students entering funeral service since 1939. From the humble beginnings as the Pittsburgh School of Embalming located at 3337 Forbes Avenue in the Oakland area of the City, the Institute has continued to evolve and grow while maintaining its sole focus—providing a funeral service education to students that is “second to none.” Adopting the moniker, “The Flagship of Funeral Service Education,” PIMS has “sailed” through its 80+ years charting a course of success and national recognition in the profession.

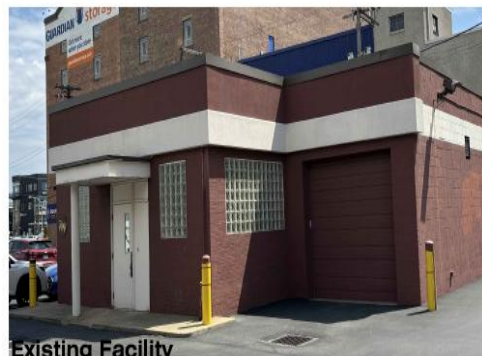
While the history of PIMS is robust with a myriad of achievements, some of the most notable include the following. In spite of providing such a specific niche in higher education, more than 8000 students have graduated from PIMS providing it with a supportive alumni network that offers graduates a legacy of employment options across the country. In 1989, the Institute substantively improved its facilities to the current campus in the City’s Shadyside neighborhood at 5808 Baum Blvd. Plans are in place to significantly upgrade the appearance of the PIMS campus to include refacing the exterior of both buildings with a more contemporary look (See the architectural renderings below) and developing the newly purchased corner property into a secured student parking lot with an adjacent gated landscaped “green space” for students to enjoy outdoor fun in warm weather



months.



Existing Condition



Existing Facility



New Concept Image

- NEW BRIDGE BAND
- NEW AWNINGS
- NEW WALL SCIENCE
- NEW STONE VENER



New Concept Image



Speaking of the campus facilities, the new state-of-the-art Decedent Care Center was completed and dedicated in 2024. The Center features all new equipment, machines, lighting, and amenities; the room was designed and built to include a negative pressure system that constantly vents out HCHO gas optimizing a safe working space for the operators. The Decedent Care Center and the entire clinical training program at PIMS is truly “second to none,” enabling students to provide DIRECT care, under licensed supervision, for more than 700 decedents per year.



While the Care Center stands as a testament to PIMS commitment focusing our professional education on the care and comfort of the decedent, in 2020, PIMS also reaffirmed that commitment by developing and trademarking “Headzo.” The first of its kind, “Headzo” (See photo below) reimaged Restorative Art training in funeral service education by providing a REALISTIC experience for the students; to this day, other schools have tried to emulate this experience, but none have made the same capital investment in this aspect of the training. Developed by a Hollywood Special Effects artist, PIMS “Headzos” are the proverbial “OG” of this innovative approach to RA training for funeral service students; as such “Headzo” has brought PIMS national recognition being featured at the at the prestigious NFDA Technical Skills Seminar for three years since its inception in 2020!

As educational requirements have continued to change per state licensing mandates, PIMS has also adapted to grow and develop adding expanded academic options. Such options allow PIMS students to apply their funeral service education towards a bachelor degree due to unique articulation agreements with local colleges and universities, online or on campus, and before, after, or DURING a student’s tenure at the Institute (more information is available on these programs listed previously in this catalog)! However, perhaps a defining moment in PIMS educational history occurred in 2001, when the Institute began its distance education program allowing students to complete the ENTIRE program in the virtual classroom; more than 20 years later, PIMS OnLine has helped fortify the Flagship as a national brand!

In conclusion, as PIMS progresses through the new millennium, the organization reimagines itself by staying committed to the principles of success outlined in its Mission Statement, Vision and Values, and most notably its Continuous Quality Improvement (CQI) Initiative. With a newly renovated campus on the inside (and plans to continue on the outside) and an upgraded online learning management system for students in distance education, the Flagship proudly sails forward as a national beacon in funeral service education. Although progress continues, the Institute honors its rich history paying homage to its humble origins at the “simple school house,” by reinstating and retooling its

“Scientia, Sollertia, Servitium” (translated from Latin means, "Knowledge, Skills, Service,") original logo into an updated colorful version of the landmark (on the cover of this manual); adding “pops of color” to the classic logo symbolizes the rebranding and changes of the Institute at large .

Finally, as the second half of the 2020’s decade approaches, the Institute faces ubiquitous changes in the funeral service profession at large. However, as history shows, 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 offering academic rigor and practical experience, grounded in an ethical framework for its student body. Embracing change as an opportunity and guided by the CQI Initiative it is quite clear, PIMS desires to be the “DREAM FULFILLMENT FACTORY FOR FUNERAL SERVICE EDUCATION” and with that said—THE BEST IS YET TO COME!



**ACADEMIC CALENDER  
PIMS ONLINE  
2024--2028**

<b>Start Date of Term</b>	<b>End Date of Term</b>	<b>Cohorts Enrolled</b>
January 13, 2025	March 9, 2025	1060, 1061, 1062, 1063, 1064, 1065
March 24, 2025	May 18, 2025	1060, 1061, 1062, 1063, 1064, 1065
June 2, 2025	July 27, 2025	1061, 1062, 1063, 1064, 1065, 1066
August 11, 2025	October 5, 2025	1061, 1062, 1063, 1064, 1065, 1066
October 13, 2025	December 7, 2025	1062, 1063, 1064, 1065, 1066, 1067
January 12, 2026	March 8, 2026	1063, 1064, 1065, 1066, 1067, 1068
March 23, 2026	May 17, 2026	1063, 1064, 1065, 1066, 1067, 1068
June 1, 2026	July 26, 2026	1064, 1065, 1066, 1067, 1068, 1069
August 10, 2026	October 4, 2026	1064, 1065, 1066, 1067, 1068, 1069
October 19, 2026	December 13, 2026	1065, 1066, 1067, 1068, 1069, 1070
January 18, 2027	March 14, 2027	1066, 1067, 1068, 1069, 1070, 1071
March 29, 2027	May 23, 2027	1066, 1067, 1068, 1069, 1070, 1071
June 7, 2027	August 1, 2027	1067, 1068, 1069, 1070, 1071, 1072
August 16, 2027	October 10, 2027	1067, 1068, 1069, 1070, 1071, 1072
October 18, 2027	December 12, 2027	1068, 1069, 1070, 1071, 1072, 1073
January 17, 2028	March 12, 2028	1069, 1070, 1071, 1072, 1073, 1074
March 27, 2028	May 21, 2028	1069, 1070, 1071, 1072, 1073, 1074
June 5, 2028	July 30, 2028	1070, 1071, 1072, 1073, 1074, 1075
August 14, 2028	October 8, 2028	1070, 1071, 1072, 1073, 1074, 1075
October 23, 2028	December 17, 2028	1071, 1072, 1073, 1074, 1075, 1076

## ACADEMIC CALENDAR-CAMPUS

### ACADEMIC CALENDAR—SPRING MATRICULATION

	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
Spring Trimester Begins	Jan 13, 2025	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028
MLK Holiday	Jan 20, 2025	Jan 19, 2026	Jan 18, 2027	Jan 17, 2028
Classes Resume	Jan 21, 2025	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028
President’s Day Holiday	Feb 17, 2025	Feb 16, 2026	Feb 15, 2027	Feb 21, 2028
Classes Resume	Feb 18, 2025	Feb 17, 2026	Feb 16, 2027	Feb 22, 2028
Easter/Spring Break	Apr 18-21, 2025	Apr 3-6, 2026	Mar 26-Mar 29, 2027	Apr 14-Apr 17, 2028
Classes Resume	Apr 22, 2025	Apr 7, 2026	Mar 30, 2027	Apr 19, 2028
Spring Trimester Ends	April 25, 2025	May 1, 2026	Apr 30, 2027	Apr 28, 2028
Trimester Break	Apr 26, 2025-May 11, 2025	May 2, 2026-May 10, 2026	May 1, 2027-May 9, 2027	Apr29, 2028-May14, 2028
Summer Trimester Begins	May 12, 2025	May 11, 2026	May 10, 2027	May 15, 2028
Memorial Day Holiday	May 26, 2025	May 25, 2026	May 31, 2027	May 29, 2028
Classes Resume	May 27, 2025	May 26, 2026	Jun 1, 2027	May 30, 2028
Juneteenth Holiday	June 19, 2025	Jun 19, 2026	Jun 21, 2027 (recognized)	Jun 19, 2028
Classes Resume	June 20, 2025	Jun 22, 2026	Jun 22, 2027	Jun 20, 2028
Independence Day Holiday	July 4, 2025	July 3, 2026 (recognized)	Jul 5, 2027 (recognized)	Jul 4, 2028
Classes Resume	July 7, 2025	Jul 6, 2026	July 6, 2027	Jul 5, 2028
Summer Trimester Ends	August 22, 2025	Aug 21, 2026	Aug 20, 2027	Aug 25, 2028
Trimester Break	Aug 23, 2025-Sep 7, 2026	Aug 22, 2026-Sep 7, 2026	Aug 21, 2027-Sep 6, 2027	Aug26,2028-Sep10, 2028
Labor Day Holiday	Sept 1, 2025	Sep 7, 2026	Sep 6, 2027	Sep 4, 2028
Fall Commencement	Sept. 5, 2025	Sep 4, 2026	Sep 3, 2027	Sep 8, 2028
Fall Trimester Begins	Sept 8, 2025	Sep 8, 2026	Sep 7, 2027	Sep 11, 2028
Thanksgiving Holiday	Nov 27-30, 2025	Nov 26-29, 2026	Nov 25-28, 2027	Nov23,2028-Nov27, 2028
Classes Resume	Dec 1, 2025	Nov 30, 2026	Nov 29, 2027	Nov 28, 2028
Fall Trimester End	Dec 18, 2025	Dec 18, 2026	Dec 17, 2027	Dec 22, 2028
Trimester/Holiday Break	Dec 19, 2025-Jan 19, 2026	Dec 19, 2026-Jan 18 2027	Dec18,2027-Jan17, 2028	Dec23,2028-Jan15,2029
Spring Trimester Begins	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028	Jan 16, 2029
Winter Commencement	Jan 16, 2026	Jan 15, 2027	Jan 14, 2028	Jan 12, 2029



## ACADEMIC CALENDAR—FALL MATRICULATION

	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
Fall Trimester Begins	Sept. 9, 2024	Sept 8, 2025	Sep 8, 2026	Sep 7, 2027
Thanksgiving Holiday	Nov. 28, 2024-Dec. 1, 2024	Nov 27-30, 2025	Nov 26-29, 2026	Nov 25-28, 2027
Classes Resume	Dec. 2, 2024	Dec 1, 2025	Nov 30, 2026	Nov 29, 2027
Fall Trimester Ends	Dec. 19, 2024	Dec 18, 2025	Dec 18, 2026	Dec 17, 2027
Holiday Recess	Dec. 20, 2024-Jan 12, 2025	Dec 20, 2025-Jan 19, 2026	Dec 19, 2026-Jan 18 2027	Dec18,2027-Jan17, 2028
Winter Commencement	Jan. 10, 2025	Jan 16, 2026	Jan 15, 2027	Jan 14, 2028
Spring Trimester Begins	Jan. 13, 2025	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028
MLK Holiday	Jan. 20, 2025	Jan 19, 2026	Jan 18, 2027	Jan 17, 2028
Classes Resume	Jan. 21, 2025	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028
President’s Day Holiday	Feb 17, 2025	Feb 16, 2026	Feb 15, 2027	Feb 21, 2028
Classes Resume	Feb 18, 2025	Feb 17, 2026	Feb 16, 2027	Feb 22, 2028
Easter/Spring Break	April 18-21, 2025	Apr 3-6, 2026	Mar 26-Mar 29, 2027	Apr 14-Apr 17, 2028
Classes Resume	April 22, 2025	Apr 7, 2026	Mar 30, 2027	Apr 19, 2028
Spring Trimester Ends	April 25, 2025	May 1, 2026	Apr 30, 2027	Apr 28, 2028
Trimester Break	Apr 26, 2025-May 11, 2025	May 2, 2026-May 10, 2026	May 1, 2027-May 9, 2027	Apr29, 2028-May14, 2028
Summer Trimester Begins	May 12, 2025	May 11, 2026	May 10, 2027	May 15, 2028
Memorial Day Holiday	May 26, 2025	May 25, 2026	May 31, 2027	May 29, 2028
Classes Resume	May 27, 2025	May 26, 2026	Jun 1, 2027	May 30, 2028
Juneteenth Holiday	Jun 19, 2025	Jun 19, 2026	Jun 21, 2027 (recognized)	Jun 19, 2028
Classes Resume	Jun 20, 2025	Jun 22, 2026	Jun 22, 2027	Jun 20, 2028
Independence Day Holiday	Jul 4, 2025	July 3, 2026 (recognized)	Jul 5, 2027 (recognized)	Jul 4, 2028
Classes Resume	July7, 2025	Jul 6, 2026	July 6, 2027	Jul 5, 2028
Summer Trimester Ends	Aug. 22, 2025	Aug 21, 2026	Aug 20, 2027	Aug 25, 2028
Trimester Break	Aug. 23, 2025-Sept. 7, 2025	Aug 22, 2026-Sep 7, 2026	Aug 21, 2027-Sep 6, 2027	Aug26,2028-Sep10, 2028
Labor Day Holiday	Sept. 1, 2025	Sep 7, 2026	Sep 6, 2027	Sep 4, 2028
Fall Commencement	Sept. 5, 2025	Sep 4, 2026	Sep 3, 2027	Sep 8, 2028

## ACADEMIC CALENDAR—SUMMER MATRICULATION

	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
Summer Trimester Begins	May 13, 2024	May 12, 2025	May 11, 2026	May 10, 2027
Memorial Day Holiday	May 27, 2024	May 26, 2025	May 25, 2026	May 31, 2027
Classes Resume	May 28, 2024	May 27, 2025	May 26, 2026	Jun 1, 2027
Juneteenth Holiday	June 19, 2024	Jun 19, 2025	Jun 19, 2026	Jun 21, 2027 (recognized)
Classes Resume	June 20, 2024	Jun 20, 2025	Jun 22, 2026	Jun 22, 2027
Independence Day Holiday	July 4, 2024	Jul 4, 2025	July 3, 2026 (recognized)	Jul 5, 2027 (recognized)
Classes Resume	July 5, 2024	July 7, 2025	Jul 6, 2026	July 6, 2027
Summer Trimester Ends	Aug 23, 2024	Aug. 22, 2025	Aug 21, 2026	Aug 20, 2027
Trimester Break	Aug 24, 2024-Sept. 8, 2024	Aug. 23, 2025-Sept. 7, 2025	Aug 22, 2026-Sep 7, 2026	Aug 21, 2027-Sep 6, 2027
Labor Day Holiday	Sept. 2, 2024	Sept. 1, 2025	Sep 7, 2026	Sep 6, 2027
Fall Commencement	Sept. 6, 2024	Sept. 5, 2025	Sep 4, 2026	Sep 3, 2027
Fall Trimester Begins	Sept. 9, 2024	Sept 8, 2025	Sep 8, 2026	Sep 7, 2027
Thanksgiving Holiday	Nov. 28, 2024-Dec. 1, 2024	Nov 27-30, 2025	Nov 26-29, 2026	Nov 25-28, 2027
Classes Resume	Dec. 2, 2024	Dec 1, 2025	Nov 30, 2026	Nov 29, 2027
Fall Trimester Ends	Dec. 19, 2024	Dec 18, 2025	Dec 18, 2026	Dec 17, 2027
Holiday Recess	Dec. 20, 2024-Jan 12, 2025	Dec 20, 2025-Jan 19, 2026	Dec 19, 2026-Jan 18 2027	Dec 18, 2027-Jan 17, 2028
Spring Trimester Begins	Jan. 13, 2025	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028
Winter Commencement	Jan. 10, 2025	Jan 16, 2026	Jan 15, 2027	Jan 14, 2028
MLK Holiday	Jan 20, 2025	Jan 19, 2026	Jan 18 2027	Jan 17, 2028
Classes Resume	Jan 21, 2025	Jan 20, 2026	Jan 19, 2027	Jan 18, 2028
President's Day Holiday	Feb 17, 2025	Feb 16, 2026	Feb 15, 2027	Feb 21, 2028
Classes Resume	Feb 18, 2025	Feb 17, 2026	Feb 16, 2027	Feb 22, 2028
Easter/Spring Break	Apr 18-21, 2025	Apr 3-6, 2026	Mar 26-Mar 29, 2027	Apr 14-Apr 17, 2028
Classes Resume	Apr 22, 2025	Apr 7, 2026	Mar 30, 2027	Apr 19, 2028
Spring Trimester Ends	April 25, 2025	May 1, 2026	Apr 30, 2027	Apr 28, 2028
Trimester Break	Apr 26, 2025-May 11, 2025	May 2, 2026-May 10, 2026	May 1, 2027-May 9, 2027	Apr 29, 2028-May 18, 2028

