

# STUDENT HANDBOOK

This guide, when used in conjunction with the Arkansas State University Mountain Home Catalog and Student Handbook, is the primary source of information, guidelines, and policies to direct you while completing Funeral Science program requirements. This handbook does not contain every University policy relating to enrollment as a student in the Funeral Science Program.

The ASUMH Funeral Science program is a rigorous program that requires many hours of studying. Success depends on your commitment to attend class, study, and dedicate time beyond time in class or that required by the instructor. There is much to learn, successful students must make studying a priority. This is a limited enrollment program. The number of applicants will exceed the available seat space. Students will be selected using a point system described in this handbook.

We wish you the best as you enter this program and strive to complete your degree. We understand that life is not static and things may happen to you in your life. Stay in contact with us so we can help you get through the program. We care and want you to succeed.

# Funeral Science Program Handbook

## **CREDENTIALS OFFERED:**

### **Associate of Applied Science (AAS) Degree**

The Associate of Applied Science degree curriculum provides instruction in funeral directing and embalming.

The Associate of Applied Science in Funeral Science at Arkansas State University–Mountain Home is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097. (816) 233-3747. Web: [ABFSE](http://www.abfse.org)

### **Technical Certificate - Funeral Directing**

Arkansas State University Mountain Home (ASUMH) also offers a Technical Certificate (TC) in Funeral Directing. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program will not have the academic credential for licensure in states where graduation from an ABFSE accredited program is required.

Policies regarding academics and conduct apply to TC candidates as well as AAS candidates and students should consult the corresponding sections of this handbook.

# Funeral Science Program Handbook

## **STUDENT HANDBOOK: TABLE OF CONTENTS**

|                                                         |           |
|---------------------------------------------------------|-----------|
| STUDENT LEARNING OUTCOMES FOR FUNERAL SCIENCE PROGRAM   | <b>6</b>  |
| PROGRAM OVERSIGHT                                       | <b>7</b>  |
| FUNERAL SCIENCE FACULTY:                                | <b>7</b>  |
| PROGRAM ADMISSION POLICIES / APPLICATION PROCEDURE      | <b>8</b>  |
| Selection Procedure                                     | <b>8</b>  |
| THINGS TO CONSIDER BEFORE APPLYING                      | <b>9</b>  |
| Important Notes Regarding Licensure:                    | <b>9</b>  |
| Withdrawal / Dismissal                                  | <b>9</b>  |
| Field Trips                                             | <b>9</b>  |
| Pregnancy                                               | <b>9</b>  |
| <b>REQUIRED ATTENDANCE ON THE MOUNTAIN HOME CAMPUS</b>  | <b>10</b> |
| REQUIREMENTS UPON ACCEPTANCE                            | <b>11</b> |
| Academic Advisement                                     | <b>11</b> |
| Graduation Requirements                                 | <b>11</b> |
| <b>National Board Examination</b>                       | <b>11</b> |
| ACADEMIC POLICIES                                       | <b>12</b> |
| Funeral Science Attendance Policy                       | <b>12</b> |
| Grading                                                 | <b>13</b> |
| Academic Integrity                                      | <b>13</b> |
| Disability Services                                     | <b>13</b> |
| Readmission Policy, Funeral Science TC and AAS Programs | <b>13</b> |
| Title IX                                                | <b>14</b> |
| Writing Statement                                       | <b>14</b> |
| Diversity Statement                                     | <b>14</b> |
| Transfer Credits                                        | <b>15</b> |
| Continuous Enrollment                                   | <b>15</b> |
| STUDENT SERVICES                                        | <b>16</b> |
| Bookstore                                               | <b>16</b> |
| Library Services                                        | <b>16</b> |
| Parking                                                 | <b>16</b> |
| Tutoring                                                | <b>16</b> |
| CONDUCT-RELATED POLICIES                                | <b>17</b> |
| Class Atmosphere                                        | <b>17</b> |

## **Funeral Science Program Handbook**

|                                                                                    |           |
|------------------------------------------------------------------------------------|-----------|
| Freedom of Speech                                                                  | 17        |
| Funeral Science Student Code of Professional Conduct                               | 17        |
| Dress and Hygiene                                                                  | 18        |
| Practicum and Clinicals                                                            | 19        |
| Health and Safety Policies                                                         | 19        |
| Conduct-Related Program Dismissal                                                  | 22        |
| <b>Appendix A: ASUMH INSTITUTIONAL ADMISSION REQUIREMENTS</b>                      | <b>23</b> |
| Beginning Freshmen                                                                 | 23        |
| Transfer Students                                                                  | 23        |
| <b>Appendix B: Example of Content included on the Application for Admission to</b> | <b>24</b> |
| <b>Funeral Science AAS Program</b>                                                 | <b>24</b> |
| APPENDIX C:                                                                        | 25        |
| <b>FUNERAL SCIENCE ADMISSIONS RUBRIC</b>                                           | <b>25</b> |
| APPENDIX D. Student Technology Literacy Acknowledgement Form for                   | 26        |
| <b>Online/Internet-assisted Courses</b>                                            | <b>26</b> |
| <b>Appendix E: Login Instructions</b>                                              | <b>27</b> |

## MISSION OF ASUMH

The mission of ASUMH is to **LEAD** through educational opportunities.

Lifelong Learning,  
Enhanced Quality of Life,  
Academic Accessibility  
Diverse Experiences



# Funeral Science Program Handbook

## STUDENT LEARNING OUTCOMES FOR FUNERAL SCIENCE PROGRAM

The central objective of the Funeral Science AAS program is to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, the program assesses itself according to the following Learning Outcomes:

Upon earning an Associate of Applied Science degree in Funeral Science from ASUMH, 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 practice.

The program assesses the achievement of the Learning Outcomes both in courses and in measurements such as licensing exam pass rates and graduation and employment/placement rates.

# Funeral Science Program Handbook

## PROGRAM OVERSIGHT

The management of the daily operating affairs of the Program is the responsibility of the Program Director. To assist with the operation of the Program, the Director works with the Funeral Science Instructor & Coordinator. Questions regarding curriculum and instruction should be directed to the Director. Questions regarding admission into the program, advising/registration, or other procedural questions should be directed to the Coordinator. The Director, Instructor and Coordinator work with the Dean and various committees charged to respond to questions, concerns, and problems that typically occur as part of life within this academic community.

**Dr. Jeffrey Hicks**  
**Program Director**

Office: McClain Hall, Rm 103

870.508.6164

[jhicks@asumh.edu](mailto:jhicks@asumh.edu)

**Matt Buel**  
**Instructor**

Office: McClain Hall, Rm 102

870.508.6157

[mbuel@asumh.edu](mailto:mbuel@asumh.edu)

## FUNERAL SCIENCE FACULTY:

Funeral Science instructors include:

- **Dr. Jeffrey Hicks** [jhicks@asumh.edu](mailto:jhicks@asumh.edu)
- **Matt Buel** [mbuel@asumh.edu](mailto:mbuel@asumh.edu)
- **Dr. Eddie Dry** [edry@asumh.edu](mailto:edry@asumh.edu)

For additional contact information for any faculty member, consult your course syllabus. All course syllabi are available in Blackboard - both in the course shell and in the Virtual Advising Center (VAC).

If you have a complaint that cannot be resolved by your instructor, the Program Director, or the Program

Coordinator, contact the Dean of the ASUMH School of Technology & Health Sciences:

**Dr. Jessica Camp**

Arkansas State University Mountain Home

1600 S. College St.

Mountain Home, AR 72653

870.508.6195

[icamp@asumh.edu](mailto:icamp@asumh.edu)

Institutional Student Grievance Procedures are published in the ASUMH Student Handbook.

# Funeral Science Program Handbook

## PROGRAM ADMISSION POLICIES / APPLICATION PROCEDURE

Candidates for the Funeral Directing Technical Certificate or Associate of Applied Science (AAS) in Funeral Science degree must meet the following requirements:

1. Admission to ASUMH
2. Pre-requisite courses (Listed Below) in progress during the application period with a grade of “C” or higher and a cumulative grade point average (CGPA) of 3.0 on application deadline; conditional admission may be granted pending successful course completion with a final grade of “C” or higher and a cumulative grade point average (CGPA) of 3.0.
  - BIOL 1013 Introduction to Human Anatomy and Physiology for Non-Healthcare Majors
  - CIS 1053 Computer Essentials
  - COMM 1203 Oral Communication
  - ENG 1003 Composition I
  - MATH 1113 Applied Math or higher level math
  - ORT 1001 First Year Experience for Funeral Science
3. Transfer classes older than two years will not be accepted.
4. Minimum of 20 hours of volunteer/job shadowing in the funeral service industry.
5. Submit the online Funeral Science program application (Appendix B) located at [www.funeralscience.com](http://www.funeralscience.com) and all required supplemental materials by posted due dates

### Selection Procedure

A total of 20 new students are selected each Spring for admission into the Funeral Science program (TC and AAS combined). All technical certificate students will be part-time once admitted into the TC program. The number of applicants will exceed the available seat space. Students will be selected using a point system based the following criteria (see Appendix C for rubric):

- Grade point average
- Completion of general education courses
- Previous college experience
- Three letters of recommendation (letters from funeral service professionals will be given extra weight)
- Volunteer/job shadowing experiences
- Affiliation agreement
- Date of application



# Funeral Science Program Handbook

## THINGS TO CONSIDER BEFORE APPLYING

A total of 20 new students are selected each Spring for admission into the Funeral Science AAS and Technical Certificate programs. All technical certificate students will be part-time; AAS program students must be full-time once admitted into the program. Whether full-time or part-time, students will follow a strict course rotation. Full-time students are required to take 14-16 credit hours per semester and are required to take seven credit hours in one summer. Part-time students (technical certificate only) are required to take 6-9 credit hours per semester and are required to take seven credit hours over one summer.

### Important Notes Regarding Licensure:

It is the responsibility of each student to understand the [licensing requirements for the state](#) in which he/she intends to practice. In many states, convicted felons are ineligible for licensure. Some states require college work beyond the associate degree level. Related note: many employers may not employ recipients of DUI or DWI violations.

Prior to licensure in most states, students will be required to take the National Board Examination (NBE) given by the International Conference of Funeral Science Examining Boards (ICFSEB). Only students completing the AAS are eligible to take the National Board Examination.

### Withdrawal / Dismissal

During the first semester after admission into the TC or AAS Funeral Science program, a student may withdraw or fail one or more courses and still be considered for readmission to the program (see readmission procedures). Withdraws or fails in any subsequent semester will result in dismissal from the program. Students are required to maintain a Grade Point Average (CGPA) of 2.5 to remain a Funeral Science major. While students may be dismissed from the Funeral Science program, they are not necessarily dismissed from the University and are assisted with identifying another major.

### Field Trips

Field trips are planned during each Fall and Spring semester. These activities allow students to complete some of the required activities for classes with participation components. These activities will be at students' expense except where otherwise noted. Commonly, these involve funeral homes, mortuary services, crematory facilities, cemeteries, and/or churches. Some of these activities will require travel of 50-150 miles. While such trips will be planned at least 30 days in advance, the nature of death care operations often requires adjustments and contingency plans.

### Pregnancy

Participation in embalming and other preparation activities will be required as part of this degree program. The classes include extensive training regarding safety in the presence of formaldehyde which is commonly found in embalming fluids and is classified as a known carcinogen. However, safe practices of pregnant women in the presence of formaldehyde are not enough to assure safety of an unborn baby. Therefore, women who are pregnant or plan to become pregnant should not

# Funeral Science Program Handbook

enroll in Practicum I or II. These courses require active participation in embalming and likely formaldehyde exposure. If a female student becomes pregnant during a semester including such a class, the student will be allowed to withdraw from that class and take it in a later semester provided that retaking the course does not delay the student from completing the program with her cohort.

## REQUIRED ATTENDANCE ON THE MOUNTAIN HOME CAMPUS

There are four times students are required to come to the Mountain Home campus. The first visit is in November, after receiving a conditional admission into the program. The second visit to campus is required during the second week of class when taking Orientation to Funeral Service. Both of these visits are one day visits. No overnight stay is required. The only cost associated with these visits is transportation..

The third required visit to the Mountain Home campus is during the final fall semester, while enrolled in Embalming II and Restorative Art, to attend Training Camp. Every student is required to attend this four-day event on the Mountain Home campus referred to as "Training Camp" normally held the week prior to ASUMH Fall Break. During this time, students will take part in and demonstrate skills in the following:

- Simulated embalming utilizing Syndaver synthetic cadavers
- Restorative Art, including cosmetics, wax reconstruction
- First Call & Transfer of Human Remains
- Dressing and Casketing
- Funeral Arranging and related skills
- Simulated funeral and graveside services
- Cremator Operator Certification

These will be 8+ hour days. Travel and lodging and some meals are the responsibility of the student.

The fourth required visit to the Mountain Home campus during the student's final semester while enrolled in Comprehensive Review. This visit will include a simulated National Board Exam. It will be scheduled approximately one month before the end of the semester. No overnight stay is required. The only cost associated with this visit is transportation cost.

There may be other required attendance days on campus and are at the discretion of the course Instructor.

# Funeral Science Program Handbook

## REQUIREMENTS UPON ACCEPTANCE

Students who have been accepted into the TC and AAS are sent an acceptance packet containing:

- a formal letter of acceptance
- a link to the electronic change of major form
- the Student Technology Literacy Acknowledgement Form for Online/Internet-assisted Courses (Appendix D)
- ASU-Jonesboro Parking form (ASU-Jonesboro students only)

Admission into the TC and AAS in Funeral Science is not completed until all required forms have been completed and submitted to the Funeral Science Coordinator.

## Academic Advisement

Students majoring in Funeral Science will receive academic advisement from Funeral Science personnel. Students will be enrolled in courses following a specific rotation which cannot be changed. All AAS students will be required to maintain full-time status to remain in the program.

The official Funeral Science program curriculum requirements are outlined in the ASUMH catalog and web page: [asumh.edu/admission-registration/catalog.html](http://asumh.edu/admission-registration/catalog.html) and [www.funeralscience.com](http://www.funeralscience.com). Students experiencing academic difficulty, financial difficulty, or other problems during the term are encouraged to speak with a faculty member or the Funeral Science Director. To provide the best possible help, let faculty know of problems as early as possible. The last week of the term is often too late. Please address these issues as they arise.

## Graduation Requirements

To earn the Associate of Applied Science in Funeral Science, students must:

1. Complete all major course requirements with a grade of C or better
2. Have a cumulative grade point average of 2.5 or higher
3. Complete the Intent to Graduate form by the posted due date.

To earn the Technical Certificate in Funeral Directing, students must:

1. Complete all major course requirements with a grade of C or better
2. Have a cumulative grade point average of 2.0 or higher
3. Complete the Intent to Graduate form by the posted due date.

## National Board Examination

Arkansas State University Mountain Home assists students with the cost of taking the National Board Examination when the exam is taken within 45 days of completion of all required courses. Effective January 1, 2021, the student's financial responsibility for the exam is \$100. ASUMH pays the balance. The \$100 is payable to ASU Mountain Home no later than Week 10 during the semester the student is enrolled in Comprehensive Review.

# Funeral Science Program Handbook

On the day of the exam, students are required to complete the form (example shown below) that indicates ASUMH will receive a copy of exam scores. Students should ensure the 'Yes' option is selected.

## Option to Release NBE Results to ABFSE Program

Following the NDA, candidates that take the NBE will be given the option to release their pass/fail exam results to the ABFSE program they attended. If you select "no" your pass/fail status will only be shared as part of the aggregate data and not identifiable by individual. If you select "no" and choose to have it sent at a later time, the applicable fee will be required.

For reference, the option is presented as follows:

**Option to Release Pass/Fail Results to Program Attended**

The Conference provides certain data, including pass/fail results, to the academic program that you attended as part of their accreditation process and to assist them in evaluating the effectiveness of their program. As an examinee, you have the right to opt-in to sending individualized examination performance data for each exam attempt to the academic program you attended.

☒ **Y** Yes, I consent to the release of my pass/fail status of this NBE administration to my academic program.

☐ **N** No, I do not consent to the release of my pass/fail status of this NBE administration to my academic program. I understand that if I change my mind I can order the report sent to them for a fee at a later date.

## ACADEMIC POLICIES

### Funeral Science Attendance Policy

The ASUMH Funeral Science program is intended to prepare the student for employment in the funeral service industry. With this in mind, excessive absences cannot be allowed. Therefore, upon the fourth absence in a 15-week course, the student will receive a failing grade. Upon the third absence in a Summer course, the student will receive a failing grade.

In the event a student is tardy or leaves early three times, this will equal one absence. If more than 25% of a class meeting is missed, the student will be considered absent for that entire class meeting.

If a student has a documented emergency that causes absences to exceed the limit, it may be necessary to withdraw from all courses and, therefore, be dismissed from the program. In this circumstance, the student may be given the opportunity to reapply for admission to the program.

# Funeral Science Program Handbook

## Grading

Students are evaluated by examinations, assignments or lab evaluations with final grades being awarded in every course. Final grades are placed online by the registrar's office for access by the student via password-protected entry. The student may also check his/her current grades and absences with the instructors at any time during the semester. The assessment of academic performance is the responsibility of the course instructor. Students are encouraged to communicate with faculty members of each course taken to keep abreast of their progress in a course. Funeral Science students must earn a "C" or better in all required courses.

### Grading Scale for all FUS Classes and BIOL 1113

|          |   |
|----------|---|
| 100 – 93 | A |
| 92 – 84  | B |
| 83 – 75  | C |
| Below 75 | F |

## Academic Integrity

Dishonesty in any form, including but not limited to plagiarism, submitting assignments prepared by others, unauthorized possession of exams, or using unauthorized materials during exams, may result in the student being dropped from the class with a failing grade or being suspended from the university. For further information, refer to the ASUMH Catalog and Student Handbook. The Funeral Science Program adopts and enforces ethical practices recognized in higher education in all student-related matters.

## Disability Services

It is the policy of ASUMH to accommodate students with disabilities. The director of student services/counselor is responsible for making arrangements to accommodate students according to section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. At the beginning of the course, any student with a disability who needs accommodation should inform the Student Services Coordinator and the course instructor. The Student Services Coordinator may be contacted at 870.508.6278.

## Readmission Policy, Funeral Science TC and AAS Programs

A student may be readmitted to the program only once following dismissal from the program. All classes previously taken may be required to be retaken as a condition of readmission.

A complete application for readmission shall consist of:

- A new Program application
- Three new letters of recommendation.
- A written statement explaining:
  - Reasons for poor academic performance leading to dismissal
  - Changes made to improve chances of academic success if readmitted
  - Reasons for selection of major and

# Funeral Science Program Handbook

- Ways in which this major and degree align with career and life goals

To be allowed readmission, students who have been dismissed must show they are ready to return and are able to thrive in coursework at the college level. Readmission after dismissal is difficult and is not guaranteed. Students must show they are prepared and motivated to return to ASUMH and vigorously pursue their degree. The Program admission committee, taking into account the student's potential for improved performance in the Program, will evaluate a request for readmission after all required items have been submitted. There is no guarantee of readmission. If the Program readmits the student, the student must meet all requirements of the institution and program in effect at the time of readmission and may have to re-take all Funeral Science coursework.

Upon readmission the student may be required to retake all previously completed courses or pass a course competency exam over the courses previously completed.

## Technology Requirement

Due to the nature of the program and the three class sites, it is absolutely necessary to have access to a reliable computer with a high-speed internet connection. Blackboard will be used for all handouts, tests, and grades. Semester grades are posted on Campus Connect. It is the student's responsibility to check Blackboard daily for announcements, emails and to keep track of grades. Blackboard should be accessed through the campus Portal. The Portal also provides access to campus email. All students are assigned a campus email account. Instructors will only use the campus email account. Contact the information technology help desk at 844.788.9892 if you need help accessing the Portal, email, Blackboard or Campus Connect. See Appendix E for login information.

## Title IX

ASUMH is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, and sexual violence. No form of sexual discrimination will be tolerated. The Sexual Discrimination Policy and the Sexual Discrimination Grievance Procedure may be viewed on the [ASUMH web site](#). Any Title IX questions or concerns may be directed to the Director of Student Services at 870.508.6104. The office is located in Roller Hall, 3rd floor, R314.

## Writing Statement

Students are expected to communicate their ideas in writing with few errors in grammar, spelling, style, and punctuation. Selected exams and most projects require a writing component.

## Diversity Statement

It is the program's intent that students from diverse backgrounds and perspectives be well served by this program and that the diversity which students bring to the classroom be viewed and used as both a resource and a strength. It is also this program's intent to assign materials and plan learning activities

# Funeral Science Program Handbook

that are respectful of diversity, be it race, socioeconomic status, culture, linguistic background, religion, gender, gender identity, ethnicity, age, physical ability, age, sexual orientation, political affiliation, perspective or any other such characteristic. Suggestions for improving the value of diversity for you personally or for other students or student groups are encouraged and appreciated.

## Transfer Credits

Any and all courses which consist of material contained in ABFSE curriculum outlines (eligible for inclusion in the NBE) will be evaluated on an individual basis as students matriculate. Students with transfer credit will follow the same course rotations as all students in their cohort.

## Continuous Enrollment

Students will be subject to new regulations and academic requirements introduced while continuously enrolled and in good standing in the Funeral Science program, as long as the new regulations do not involve undue hardship or loss of academic credits earned to satisfy the requirements previously in effect.

The following regulations are, however, in effect for all students:

- A student, who ceased to attend the University for a period of one 15-week semester, whether voluntarily or not, is subject to all the regulations and requirements in force at the time studies are resumed.
- Policies of the Funeral Science program are subject to revision during the course of development, implementation, evaluation, and revision of the curriculum. These changes may become effective prior to publication of the next catalog or handbook. The faculty reserves the right to make curriculum revisions through the Curriculum Committee without prior notice or publication, provided these changes would not lengthen the period of time required by currently admitted students to obtain the TC or AAS Funeral Science degree.

# Funeral Science Program Handbook

## STUDENT SERVICES

### Bookstore

Books and other required materials are available to all students, including distance students, via the ASUMH Bookstore at 870.508.6114. To purchase books online visit [ASUMH Virtual Book Store](#).

To use any financial aid to purchase books, each student will need to set up an account through the ASUMH bookstore website.

A program-wide booklist is available at [Funeral Science Booklist](#).

### Library Services

ASUMH provides library services for students on all three campuses. Students have access to eBooks, online journals, articles, and other research materials. Students requiring library services may visit [ASUMH Library](#).

### Parking

- The Mountain Home and Beebe campuses have open parking and students are welcome to use any available spaces.
- On the Jonesboro campus, FUS students will need a special ASUJ parking permit which will be issued through ASUMH at the beginning of the school year at no charge to the student. Please request a sticker by completing an ASU Jonesboro Parking form or emailing required information to the Funeral Science administrative assistant. Any ASUMH Funeral Science students also taking ASU-Jonesboro classes will have to apply for a parking permit from Jonesboro.

### Tutoring

Free tutoring is available for students on the Mountain Home campus in room D208. Tutoring information here [Tutoring Services](#). In addition, the Funeral Science instructors offer free tutoring in the funeral science classroom via CVN for any student needing assistance. The time varies from one semester to the next; ask your instructor about availability each semester.



# Funeral Science Program Handbook

## CONDUCT-RELATED POLICIES

This is a list of student conduct expectations while in the program and applies to both on-campus and off-campus situations where specified. Violation of these terms can lead to dismissal from the program.

### Class Atmosphere

An atmosphere of mutual respect and a desire to learn is important for student success and satisfaction. All students at the University have the right to a calm, productive and stimulating learning environment. In turn, instructors have a responsibility to nurture and maintain such an environment. Lively discussion is not disruptive behavior. However, student behavior that is an obstacle to teaching and learning will not be tolerated. The disruptive student will be confronted in a timely manner to reinforce learning environment expectations. If the disruption warrants, due to its seriousness or persistence, the instructor will involve appropriate administrative personnel. Specific differences of opinion should be discussed directly between student(s) and/or instructors on an individual basis, outside of class time. Such discussions will not be allowed to disrupt class time.

### Freedom of Speech

Provided that student comments are related to the subject being discussed in class, provided that comments are voiced thoughtfully, and provided that students allow other students to talk in class without talking over them, then free speech is a desirable and necessary part of a college class. Personal attacks, off-subject comments, and excessively loud or aggressive tones tend to disrupt the class, and may lead to student dismissal from class, and if repeated, may lead to dismissal from the program.

## Funeral Science Student Code of Professional Conduct

### Service to Families

- Students shall comply with all state laws pertaining to the practice of funeral service.
- Students shall protect information pertaining to the deceased or the family of the deceased from disclosure.
- Students shall carry out all aspects of the funeral service in a competent and respectful manner.
- Students shall properly account for and remit any monies, documents, or personal property that belongs to others that comes into the student's custody.
- Students shall not engage in any unprofessional conduct of a character likely to deceive, defraud, or harm families they serve in the course of providing professional services.

### Care of the Decedent

- All deceased persons shall be treated with proper care and dignity.
- Arkansas State University Mountain Home and the Funeral Science Program only authorize students currently enrolled in clinical/practicum courses to be in attendance of, and/or participate in the embalming of human remains. If contracted preceptors and firms allow other apprentices, students or persons, it is at their own discretion.

# Funeral Science Program Handbook

- Students shall ensure that all deceased persons in the preparation room are treated with proper care and dignity, and shall be properly covered at all times.
- Students shall not violate any statute, ordinance, rule, or regulations affecting the handling, custody, care, or transportation of human remains.

## Obligations to the Public and University

- Students shall not engage in any unprofessional conduct which is likely to defraud or deceive the public.
- Students shall not use alcohol to the extent that such use adversely impacts the student's ability to carry out his or her obligation as a funeral professional. Students shall not use illegal drugs at any time, as they may adversely impact the student's ability to carry out his or her obligation as a funeral professional.
- Both conversational and written language relating to the care and/or treatment of deceased human beings by Program students as part of, but not limited to, embalming and restorative art classes, practicum and clinical rotations, and any other courses in which the topic of discussion is of sensitive and/or confidential nature, must be respectful and discreet.
- The use of the Internet in general, and social media sites in particular, including, but not limited to, Facebook, Twitter, etc. by Program students as a venue and/or platform for discussing any aspect of the care and/or treatment of deceased human beings, including, but not limited to, embalming and restorative art classes, human anatomy classes, practicum and clinical rotations, and any other course in which the topic of discussion is of a sensitive and confidential nature, is strictly prohibited.
- Students should be aware that their behavior outside of class may be grounds for probation or dismissal if such behavior is conducted in conjunction with the Program, the Funeral Science Club, or ASUMH.
- Students shall not upload to the Internet photos or videos of themselves engaging in unprofessional behavior while wearing clothing with college or program logos or while otherwise displaying an association with the program, college or Funeral Science Club. Students and employees can harm their reputations and careers by posting inappropriate pictures, information, etc. on social networking sites. This behavior also jeopardizes other students' chances of finding jobs or clinical sites.

## Dress and Hygiene

- Students must wear appropriate, clean, neat, and conservative attire at their clinical practicum and clinical sites. If a student does not understand what this means, it is their responsibility to ask the course instructor for clarification.
- Students must abide by the established dress code of any clinical site to which they are assigned.
- Unless otherwise stated, casual dress is acceptable in funeral science and general education courses, but tattered, dirty, malodorous or risqué clothing is to be avoided at all times. Students should remember that they may be sitting next to a future employer or future coworker, and their dress and conduct may positively or negatively impact their future employment prospects.

# Funeral Science Program Handbook

- If a preceptor requests that visible tattoos, body piercings and/or earrings, hoops, studs, etc. be covered and/or removed, the student must comply with these requests.
- Students are expected to bathe and brush teeth before attending class and clinicals. Excessive perfume or cologne is considered to be unprofessional. During clinicals, male students must either be clean-shaven or have neatly-trimmed beards and abide by any such policy of the host clinical site.

## Practicum and Clinicals

In addition to the dress and hygiene codes discussed above, students must be mindful of the following: Clinicals and practicums require extra work for preceptors. It is expected that students will assist preceptors in a variety of duties to offset the work the preceptors are required to do. Some cleaning and other menial duties are expected. Clinicals should be learning experiences. If the student is not being involved in the key activities surrounding death care, the student should inform the program director.

*NOTE: Students who have previously been convicted of a crime may be restricted from certain clinical facilities and may be ineligible for some state licenses.*

## Health and Safety Policies

### Immunizations

In order to register for, and participate in, funeral science laboratory and/or clinical rotation coursework, proof of immunization for specific diseases or waivers thereof must be on file with the Funeral Science Program Director. Any student who does not comply with the immunization policy will not be allowed to participate in any laboratory activity involving work with human remains and may be withdrawn from the program due to ineligibility to complete required laboratory coursework.

### COVID-19 Vaccinations

ASUMH does not mandate that students who are enrolled in Health Science programs receive a COVID-19 vaccine series (and any recommended boosters), but they are strongly encouraged to do so. However, the clinical facilities that partner with ASUMH establish their own worksite policies, and they may require that faculty members and students be fully vaccinated for COVID-19 in order to work in the facility or be assigned to specific areas. Therefore, students electing not to receive the COVID-19 vaccine series or boosters may not be able to complete program requirements, which will result in non-progression through the program. Clinical facilities may also request information regarding COVID vaccination status for any student and faculty assigned to the site. Students who have received the COVID-19 vaccine should submit a copy for their file.

## General Information

All human remains are to be treated as infectious. With that assumption, all postmortem procedures must be done in a safe and sanitary manner. In order to meet that need, the embalmer and the student who embalms human remains for university credit must utilize certain Universal Precautions. These Precautions and procedures are as follows:

- Latex gloves

## Funeral Science Program Handbook

- Shoe covers
- Goggles, face shield and hair cover
- Long sleeved impermeable gown or smock
- Use caution in avoidance of auto inoculation and the respiration of aerosols in droplets.
- Upon completion of embalming, areas are to be decontaminated utilizing a disinfectant.
- Wash gloved hands in an acceptable disinfectant and then discard outer gloves.
- Remove goggles and disinfect.
- Remove and discard mask, hair cover, and shoe covers.
- Remove and discard gown or smock.
- Remove gloves and wash hands with a disinfectant soap.
- The exhaust fan is to be used at all times.

In response to the urging of the Centers for Disease Control (CDC), Arkansas State University Mountain Home will inform each student of the high risk of occupational exposure to hepatitis B (HBV) and refer each student participating in the practicum to the availability of the vaccine. If the student declines to have the necessary vaccine, then a declaration stating that he/she declines will be kept in the permanent file at the university.

### **Recommendations:**

Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Do not recap and use needles by hand. Do not remove used needles from disposable syringes by hand and do not bend, break or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in a puncture resistant container for disposal. Locate the puncture resistant container close to the area.

Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barriers should be appropriate for the procedure being performed and the type of exposure anticipated.

Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood or other body fluids to which Universal Precautions apply.

Do not wash or disinfect surgical or examination gloves for reuse. Washing with surfactants may cause wicking. This wicking may enhance penetration of liquids through undetected holes in the gloves. Disinfecting agents may cause deterioration.

Since medical history and examination cannot reliably identify all patients infected with HIV or other bloodborne pathogens, blood and body fluid precautions should be consistently used for all human remains.

If a student receives a needle stick, cut or mucous membrane contact exposure to blood or other body fluids, or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded or afflicted with dermatitis and the death certificate returns with AIDS as the cause of death, the student should be advised to report and seek

# Funeral Science Program Handbook

medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure.

Should a student be exposed to HIV/HBV in a clinical setting, the following post-exposure protocol is recommended:

1. The student will notify their preceptor and program director.
2. As soon as possible following the exposure, the student must complete OSHA Form #101.
3. The exposed student will be referred to their local county health department for evaluation or to his/her private physician.
4. It is recommended that the individual be tested for HIV and/or HBV when exposure occurs. Testing will be conducted at the individual's expense.
5. It is recommended that the individual's primary care provider direct post-exposure prophylaxis of the individual.

## Drugs or Alcohol

The use of drugs or alcohol is strictly prohibited in the Funeral Science program. If a faculty member or preceptor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities, the student will be immediately dismissed from the Funeral Science program.

This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol is present. A student will be removed from the practical environment or Funeral Science program for any prohibited behaviors as set out in the University Student Handbook pages 146-148, whether or not related to substance abuse.

## Legal Considerations

Although the student trainee is not considered to be an employee of the funeral home while fulfilling the requirements of the clinical practicum course, state, federal, funeral and common law places certain responsibilities and liabilities on you and/or the funeral home.

## OSHA Regulations

The Occupational Safety and Health Act (OSHA) has a general duty clause which states that each employer "shall furnish a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees." Beyond the general duty clause, OSHA is responsible for developing legal and enforceable standards deemed reasonably necessary and appropriate to protect workers on the job. Three such standards are of particular concern to the funeral service profession:

1. Occupational Exposure to Formaldehyde establishes permissible levels of airborne formaldehyde.
2. Hazard Communication—Employees have a right to know about hazardous materials to which they will be exposed in the work environment and the employer has the responsibility to communicate information about such hazardous substances to all employees exposed.
3. Protection Against Bloodborne Pathogen—Protects all persons in occupations in which there is exposure to blood, body fluids, which might contain traces of blood or other potentially infectious materials, against bloodborne pathogens, such as the causative viruses of AIDS and hepatitis B (HIV and HBV).

As part of the OSHA Bloodborne Pathogen Standard, one directive instructs the use of Universal

# Funeral Science Program Handbook

Precautions. Under Universal Precautions, all human remains are treated as if the cause of death was by an infectious, contagious, or communicable disease.

OSHA is of the opinion that students working for credit, or money, in a funeral home, in conjunction with their education are to be under the supervision or control of the institution and the funeral home. Schools of mortuary science must comply with OSHA regulations and funeral homes are advised to treat such students in the same manner in which they treat other employees with regard to OSHA regulations.

Protective Garments:

As part of the OSHA Bloodborne Pathogen Standard, one directive instructs the use of protective equipment in the preparation room. Gloves, gowns, waterproof aprons, face shields, or goggles and masks are appropriate for normal embalming. Items such as head cover, and/or shoe covers should be used if there is potential for splashing of blood or other possible infectious materials on the head or shoes.

Each semester the student will be furnished with protective clothing. The program will supply each student with an ample supply of disposable gloves, waterproof aprons, face shields and masks. The students are required to change clothes or other suitable clothing that is to be worn during the embalming operation. Whenever a student needs additional disposable supplies, he/she should contact the university supervisor. For safety and to avoid being negligent, students are required to wear the protective garments during all embalming and/or other contact with human remains.

## Liabilities

As in all professional matters, the embalmer/funeral director is potentially liable for negligent acts. Negligent acts committed by the student trainee may become the basis for liability following an injury. Liabilities frequently exist when one deviates from the standard of care which is expected. That is, something was done that should not have been done, or something was not done that should have been done.

Additionally, employers/preceptors can be liable for the consequences of their employees'/student trainees' acts, whether or not the employer was at fault. This legal doctrine is called *respondeat superior*, which means "let the master answer."

To guard against this liability, the preceptor must do everything possible to properly instruct the student in all the tasks he/she is expected to perform. Funeral and common law requires student trainees to be directly supervised by a licensee at all times. Training and proper supervision are expectations during the clinical practicum course.

## Conduct-Related Program Dismissal

Personal attacks, off-subject comments, and excessively loud or aggressive tones tend to disrupt the class, and may lead to student dismissal from class, and if repeated, may lead to dismissal from the program. Cheating and other acts of academic dishonesty are regarded as serious offenses. Depending on the nature of the offense, serious penalties may be imposed from loss of points to expulsion from the class or college. Be aware that behavior outside of class may be grounds for probation or dismissal if such behavior can be associated with the program, the club, or the university. During Practicum or Clinicals in a death care facility, any activity that endangers other students, preceptors, or employees will lead to consequences ranging from reprimand to dismissal based on the level of danger posed.

## Appendix A: ASUMH INSTITUTIONAL ADMISSION REQUIREMENTS

### Beginning Freshmen

Prospective students must submit the following credentials before registering:

1. A formal application for admission. Online applications may be found at [www.asumh.edu](http://www.asumh.edu).
2. American College Test (ACT) Student Profile Report or SAT or ASSET or COMPASS Test or Accuplacer scores. (In accordance with state law, test scores are required for placement in math, English, and reading.) The Accuplacer Test is offered at ASUMH by calling 870-508-6209.
3. An official high school transcript that includes the date of graduation\* or results of the General Education Development (GED) test and official transcripts from previous colleges or universities.
4. Documentation (required by Arkansas statute) of two immunizations for measles, rubella, and mumps.

*\* A tentative admission decision can be made on the basis of a seven-semester high school transcript.*

### Transfer Students

Students who have completed fewer than 24 semester hours at a regionally accredited college or university will be admitted on the same basis as entering freshmen. No student on academic suspension from any school, college, or institution of higher learning may enroll until one regular semester has passed and ASUMH's registrar approves the admission.

Students who have completed 24 or more semester hours at a regionally accredited college or university must have a cumulative grade point average of 3.00 and must submit the following:

1. A formal application for admission.
2. Official transcripts from all colleges attended.
3. Documentation of two immunizations for measles, rubella, and mumps.

Note: If the 24 transferring hours do not include English composition and an algebra course, transfer students must also submit ACT, SAT, ASSET or COMPASS scores for placement. Transfer students who do not provide evidence of compliance with state-mandated remediation requirements will receive conditional admission based on ACT/SAT/ASSET/COMPASS scores and/or transcript evaluation(s). (See the description of conditional admission under Admission Categories in the ASUMH Catalog.)

# **Funeral Science Program Handbook**

## **Appendix B: Application for Admission to Funeral Science AAS Program**

[Funeral Science Admissions Application](#)



# Funeral Science Program Handbook

## APPENDIX C:

### FUNERAL SCIENCE ADMISSIONS RUBRIC

Student Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_

Term Applying For: Spring \_\_\_\_\_

Y N ASUMH admissions complete

Y N Minimum 3.0 GPA on all college course attempted

Y N All developmental education courses complete

Y N Funeral Science application submitted by October 31

Y N All prerequisite courses complete or currently enrolled with 3.0 GPA on application deadline

Y N Documentation of 20 hrs of volunteer/job shadowing is provided

**If NO to any of the above, student does not meet program admission requirements.**

| CATEGORY                                   | 4                                                                                                | 3                                                                   | 2                                                                             | 1                                                    | Score |
|--------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------|-------|
| <b>Prerequisites/<br/>Previous College</b> | 3.0 on prerequisites; earned an associate degree with a CGPA of 3.0                              | 3.0 on prerequisites; 30+ cr hr of college courses with CGPA of 3.0 | 3.0 on prerequisites; all general education courses complete with CGPA of 3.0 | 3.0 GPA on prerequisites; no additional college work |       |
| <b>Additional Weight</b>                   | Bachelor's degree = 1 pt<br>CGPA 2.5 – 3.0 = .5 pt<br>CGPA above 3.0 = 1 pt                      | CGPA 2.5 – 3.0 = .5 pt<br>CGPA above 3.0 = 1 pt                     | CGPA 2.5 – 3.0 = .5 pt<br>CGPA above 3.0 = 1 pt                               | GPA > 3.0 = .5 pt<br>GPA = 4.0 = 1 pt                |       |
| <b>Letters of Recommendation</b>           | 3 letters submitted; all from funeral service professions from at least two different businesses | 3 letters submitted with 2 from a funeral service professional      | 3 letters submitted with 1 from a funeral service professional                | 3 letters of recommendation submitted                |       |
| <b>Additional Weight</b>                   |                                                                                                  | Funeral Service letters from 2 different businesses = .5 pt.        |                                                                               |                                                      |       |
| <b>Volunteer/Job Shadowing Experiences</b> | 50 hours of volunteer/job shadowing experience                                                   | 40 hours of volunteer/job shadowing experience.                     | 30 hours of volunteer/job shadowing experience.                               | 20 hours of volunteer/job shadowing experience.      |       |
| <b>Affiliation Agreement</b>               |                                                                                                  |                                                                     |                                                                               | Submitted a signed affiliation agreement             |       |

**APPENDIX D. Student Technology Literacy Acknowledgment Form for  
Online/Internet-assisted Courses**

**Student Technology Literacy Acknowledgement Form**

**Communication Skills**

I understand that I should be able to read and write at a college level as materials in the online environment will come from textbooks, written lectures, and written assignments with summarized directions. Online students will communicate through text-based tools (emails, discussion boards, chats are a few examples). Critical thinking skills are also very important for success in an online course.

**Expectations**

**Self-motivation and Self-discipline**

I understand that I will need to be self-motivated and self-disciplined in order to follow the class schedule and meet assignment deadlines. I should inform my instructor if I have problems understanding course content or meeting deadlines. If I have technical difficulties, I understand I will need to be familiar with how to contact the campus Help Desk and other technical help information at 870-701-0523 or 844-788-9892.

**Time Commitment**

I understand that I will need to allow sufficient time for completing assignments. I understand I will need to be logged in several times each week in order to keep up with the class emails (sent to my student email account), announcements, content flow, complete assignments, follow discussion and communicate with my classmates and instructor. I may also be required to log in and participate in course activities daily.

**Course Specific Requirements**

Students should consult with their course instructor for any of the following:

- Computer/Software course requirements
- Skills Requirements
- Course Expectation

## Appendix E: Login Instructions for Students

[Login and Welcome](#)