

FUNERAL SERVICE EDUCATION

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Admission Procedures for the Associate in Applied Science Degree in Funeral Service Education

PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE COMMUNITY COLLEGE WEBSITE AS AVAILABLE AT: <https://www.jeffersonstate.edu/programs/funeral-service-education>

The associate in applied science degree in Funeral Service Education is a pre-admit program and requires a specific application process for admission. For admission to the Funeral Service Education Program, an applicant must complete the following courses below or their transfer equivalent with a grade of “C” or better with a GPA of 2.5 or above. (Students transferring these courses to Jefferson State should contact a Funeral Service advisor.) The applicant must also complete the Work Keys Assessment with a math score of 5 out of 5, a workplace documents score of 6 out of 7, a graphic literacy score of 5 out of 6, a business writing score of 4 out of 5, and a workplace observation score of 3 out of 3.

Course	Title	Sem Hrs
ENG 101	English Composition I	3
ENG 102	English Composition II or	3
SPH 106	Fundamentals of Oral Communication or	
SPH 107	Fundamentals of Public Speaking	
*MTH 100	Intermediate College Algebra or	3
MTH 116	Mathematical Applications or higher-level math course	
PSY 200	General Psychology or	3
SOC 200	Introduction to Sociology	
Humanities Elective	includes art, humanities, religion, theatre, music philosophy, intermediate foreign language, literature.....	3

*MTH 110 will not fulfill this requirement.

In addition, a student must have and maintain a current valid apprenticeship with the state board of funeral service within the state that he or she plans to practice and must meet the other eligibility requirements for the program.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

This is a pre-admit program and requires a specific application process for admission. Once admitted, a student will have the

option to register for on-campus courses or hybrid courses. The On-Campus courses are all enhanced and/or supported by the College’s course-management system. The hybrid courses conduct lectures via the College’s course-management system but cannot be completed entirely online. Online lecture courses may also require students to visit instructional sites for various requirements or to complete exams, quizzes, and/or clinicals. The time commitment required for completion of FSE lecture and laboratory courses is generally 25-40 hours per week.

This program is designed for students who are full-time funeral home employees. The Program is based upon the concept of cooperative education. It is designed for those who have a state board sanctioned apprenticeship and who are actively seeking to satisfy their particular state licensing requirements. Students must complete an apprenticeship specified by the state in which they expect to practice before they will be eligible for licensure. Graduation from an accredited program is a requirement for eligibility for licensure in most states. Students should contact an FSE advisor regarding particular state licensure requirements. The Funeral Service Education associate degree program at Jefferson State Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, (816) 233-3747. www.abfse.org.

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

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

The student is given a broad understanding of funeral home operation, funeral directing, public health and embalming along with a foundation in communication skills, social science and applied science.

Funeral Service Education students must complete all requirements for the Associate in Applied Science Degree within four semesters of initial enrollment in the FSE Program. The director of the program may grant an extension of three semesters. Students requesting an extension must have a cumulative 2.5 GPA. If a student receives a “D” or “F” at any time during the three-semester extension, the student will not be allowed to continue in the program. Students must apply for the extension during registration of their fifth consecutive semester. From the date of admission to the FSE program, the maximum time, in semesters, that a student must complete all degree requirements for the FSE program is seven (7) consecutive semesters, provided that the student has not exhausted three (3) failed attempts at required coursework. Students must pay for and attempt all FSE/BIO/CIS courses offered each semester towards the associate degree in FSE. Once admitted to the FSE program, any combination of three

unsuccessful attempts in any FSE or BIO prefix courses will result in the student being immediately removed from the FSE program. Unsuccessful attempts include withdrawing from any FSE or BIO course, earning the grade of "D" in any FSE/BIO/CIS course, or earning the grade of "F" in any FSE or BIO course. If the grade of "I – Incomplete" is assigned for any FSE or BIO course, and that grade turns to any grade below a "C", it will count as an unsuccessful attempt. Additionally, any combination of three unsuccessful attempts in any FSE or BIO prefix courses while admitted will result in an ineligible application for readmission to the FSE program. All FSE and BIO coursework must be taken during the current admitted cohort to the JSCC Funeral Service Education Program and that previous FSE and BIO courses will not carry over for credit from previous admissions if re-admitted to the FSE program.

The Funeral Service Education program at Jefferson State Community College does not accept transfer for any FSE or BIO courses from any other funeral service education programs or mortuary science programs.

Students enrolled in distance learning courses may transfer to on campus courses at any time. Persons convicted of a felony offense should contact their state board of funeral service regarding eligibility for licensure. Students have two options for completion of the FSE Program:

1. Four semesters, two days per week on campus
2. Four semesters, computer-based instruction. (Distance Learning). Please note the Distance Learning option has on-campus requirements.

All prospective Funeral Service Education students must attend the Mandatory Orientation for the FSE Program. Orientation sessions will be posted on the FSE Website, students are encouraged to call the FSE department directly for additional program information. Any student that fails to attend the mandatory orientation will not be admitted for the semester and must re-apply for admission. There is no guarantee of re-admission due to selective criteria based on the number of applications.

While completing requirements for A.A.S. degree, a student can earn the certificate (CER) and the short-term certificate. To be awarded the degree, certificate and the short-term certificate, the student should complete a graduation application.

Technical Performance Standards and Criteria for Funeral Service Education:

1. Cognitive and critical thinking abilities are sufficient to make clinical judgments and meet laboratory objectives and requirements.
 - A. Can comprehend new knowledge and apply it in any funeral service practice.
 - B. Can analyze situations and identify cause-effect relationships.
 - C. Can organize, problem solve and make decisions.
2. Interpersonal abilities are sufficient to interact

purposefully and effectively with others.

- A. Can establish rapport with individuals.
 - B. Can interchange ideas in a group.
 - C. Can convey sensitivity, respect, tact, and a mentally healthy attitude in inter-personal relationships.
3. Communication abilities are sufficient to convey thoughts in verbal and written form so that they are understood by others.
 - A. Has sufficient English language abilities to understand printed and verbal instructions.
 - B. Has sufficient English language abilities to be understood in verbal and written communication.
 4. Physical mobility is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities do not pose a threat to the safety of the student, faculty, or other students.
 - A. Can maintain balance in any position and can stand on both legs, move from room to room, and maneuver in small spaces.
 - B. Can flex and/or abduct and adduct all joints freely.
 5. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.
 - A. Can stand and walk for six or more hours in a laboratory or funeral home.
 - B. Can position, lift and transfer dead human remains without injury to self or others.
 - C. Can push, pull or lift with assistance from one other person heavy objects such as caskets containing dead human remains.
 6. Fine motor skills and hand/eye coordination are sufficient to safely fulfill laboratory objectives and requirements.
 - A. Can manipulate small instruments and sharps used in the embalming process.
 - B. Can manipulate objects without extraneous motions, tremors or jerking.
 - C. Can write the English language legibly using correct grammar and syntax.
 7. Auditory ability is sufficient to fulfill laboratory objectives and requirements.
 - A. Can hear and quickly respond to verbal instructions.
 - B. Can hear and write down verbal instructions.
 8. Visual ability is sufficient to fulfill laboratory objectives and requirements.
 - A. Can discern the full spectrum of colors and distinguish color changes.
 - B. Can accurately read numbers and letters in fine print.
 - C. Can read for long periods of time.
 - D. Can read cursive writing.
 - E. Can detect changes in the environment.
 9. Tactile ability and sense of smell are sufficient to assess the status of the embalming situation.
 - A. Can discern physical characteristics such as texture, temperature, shape, size location and others by touch.
 - B. Can smell environmental odors.

**Courses required for:
Funeral Service Education Degree (AAS C098)**

A grade of "C" or better is required in all courses with FSE or BIO prefix. Students must maintain at least a 2.5 overall GPA.

General Courses..... (15 hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
ENG 102	English Composition II or	3
SPH 107	Fundamentals of Public Speaking or	
SPH 106	Fundamentals of Oral Communication	
*MTH 100	Intermediate College Algebra or	3
MTH 116	Mathematical Applications or higher-level math course	
PSY 200	General Psychology or	
SOC 200	Introductory to Sociology	3
Humanities Elective	includes art, humanities, religion, theatre, music philosophy, intermediate foreign language, literature	3

*MTH 110 will not fulfill this requirement.

Major Courses(52 Hours)

Course	Title	Sem Hrs
FSE 101	Funeral Directing.....	3
FSE 110	Law and Ethics for Funeral Service.....	3
FSE 145	Basic Accounting Procedures for Funeral Service.....	3
FSE 201	Embalming I.....	3
FSE 202	Embalming II	3
FSE 203	Embalming Laboratory*	3
FSE 206	Principles of Mortuary Sciences	3
FSE 207	Thanatochemistry.....	3
FSE 213	Restorative Art	3
FSE 214	Advanced Restorative Art.....	3
FSE 223	Funeral Service Social Science	3
FSE 225	Funeral Management I.....	3
FSE 226	Funeral Service Management II	3
FSE 227	Computer Principles and.....	3
CIS 130	Introduction to Information Systems or	
CIS 146	Computer Applications	
FSE 228	Internship.....	3
FSE 230	Funeral Service Comprehensive Review**	3
BIO 111	Human Biology	4
Total Credit Hours		67

*Permission of instructor required. Students must obtain and maintain a state board sanctioned apprenticeship in the state in which the embalming laboratory will take place unless state laws allow otherwise. Students must meet all accreditation and program requirements that are provided at the beginning of the course. Permission of instructor requires proof of valid embalmer's apprenticeship.

**Must be taken the last semester a student is enrolled prior to taking a licensing examination. It may not be taken with a course that is not offered by Jefferson State. If any FSE or BIO

is taken at Jefferson State during the same semester that FSE 230 is taken, the student must make at least a grade of "C" in the FSE or BIO course and maintain at least a 2.5 overall GPA in order for FSE 230 to be counted toward graduation. If not, FSE 230 must be repeated for graduation. Students will have two consecutive semesters to complete FSE 230 unless there is a hardship or illness. If not, then students will have the option to repeat the FSE Program over or transfer courses to another college. FSE 230 is conducted on the Jefferson Campus; no proctoring of any FSE 230 exams. This course is completed during the final semester.

Note: To be counted toward graduation, a grade of "C" or better is required in all science courses and all courses with FSE or BIO prefix and maintain at least a 2.5 overall GPA. Specific information concerning dress codes, laboratory clothing, insurance requirements and codes of conduct will be provided to students at the beginning of each course. Failure to comply will result in dismissal from the FSE Program. The student must provide transportation for off-campus laboratory experience.

The Funeral Service Education Program at Jefferson State Community College and American Board of Funeral Service Education's central objectives are to educate students in every phase of funeral service so that this FSE Program graduates are prepared for entry level employment in funeral service. The FSE Program has adopted the following Learning Outcomes and the student will be able to:

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

Certificate Requirements

The completion of this certificate allows students to sit for state only examination for 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 credentials for licensure in states where graduation from an ABFSE accredited program is required.

All certificate program coursework must be completed within three semesters of initial enrollment. Certificate students are not eligible to transfer into the accredited associate degree. There is a separate application and admission process for the accredited associate degree program. All coursework completed while enrolled in the unaccredited certificate will not count for degree credit if the student later makes an application and is selected for admission into the accredited degree option. To be awarded the certificate, the student should complete a graduation application.

**Courses required for:
Funeral Service Education Certificate (CER C098)**

A grade of “C” or better is required in all courses with FSE prefix.

Course	Title	Sem Hrs
ENG 101	English Composition.....	3
*MTH 100	Intermediate College Algebra or	3
MTH 116	Mathematical Applications or higher-level math course	
Humanities Elective	includes art, humanities, religion, theatre, music philosophy, intermediate foreign language, literature.....	3
CIS 130	Introduction to Information Systems or	3
CIS 146	Computer Applications or	
FSE 227	Computer Principles and Funeral Service Application	
FSE 101	Funeral Directing.....	3
FSE 110	Law and Ethics for Funeral Service.....	3
FSE 145	Basic Accounting Procedures for Funeral Services.....	3
FSE 223	Funeral Service Social Science	3
FSE 225	Funeral Service Management I.....	3
FSE 226	Funeral Service Management II	3
Total Credit Hours		30

*MTH 110 will not fulfill this requirement.

All prospective Funeral Service Education students must attend the Mandatory Orientation for the FSE Program. Orientation sessions will be posted on the FSE Website, students are encouraged to call the FSE department directly for additional program information. Any student that fails to attend the mandatory orientation will not be admitted for the semester. If a student attended the mandatory orientation in the past and plans to restart the FSE program, then they must attend the mandatory orientation again. Students must sign a contract for the option they choose.

Short-Term Certificate Requirements

The completion of this certificate allows students to sit for state only examination for 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 credentials for licensure in states where graduation from an ABFSE accredited program is required.

All short-term certificate program coursework must be completed within three semesters of initial enrollment. Certificate students are not eligible to transfer into the accredited associate degree. There is a separate application and admission process for the accredited associate degree program. All coursework completed while enrolled in the unaccredited certificate will not count for degree credit if the student later makes application and is selected for admission into the accredited degree option. To be awarded the short-term certificate, the student should complete a graduation application.

**Courses required for:
Funeral Service Short-Term Certificate (STC C097)**

A grade of “C” or better is required in all courses with FSE prefix.

Course	Title	Sem Hrs
ENG 101	English Composition.....	3
*MTH 100	Intermediate College Algebra or	3
MTH 116	Mathematical Applications or MTH Elective (AMTH) or higher-level math course	
FSE 101	Funeral Directing.....	3
FSE 110	Law and Ethics for Funeral Service.....	3
FSE 145	Basic Accounting Procedures for Funeral Services.....	3
FSE 223	Funeral Service Social Science	3
FSE 225	Funeral Service Management I.....	3
FSE 226	Funeral Service Management II	3
CIS 130	Introduction to Information Systems or	3
CIS 146	Computer Applications or	
FSE 227	Computer Principles and Funeral Service Applications	
Total Credit Hours		27

*MTH 110 will not fulfill this requirement.

All prospective Funeral Service Education students must attend the Mandatory Orientation for the FSE Program. Orientation sessions will be posted on the FSE Website, students are encouraged to call the FSE department directly for additional program information. Any student that fails to attend the mandatory orientation will not be admitted for the semester. If a student attended the mandatory orientation in the past and plans to restart the FSE program, then they must attend the mandatory orientation again. Students must sign a contract for the option they choose.