



ALAMO COLLEGES DISTRICT

San Antonio College

Mortuary Science Program Student Handbook





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San Antonio College Mission, Vision, and Values

Mission

To empower our community for success by meeting the post-secondary learning needs of all San Antonio College Students through equitable educational practices for diverse populations in a globally networked society. To help students achieve their full potential by preparing them to graduate, transfer, or enter the workforce with effective critical thinking skills, communication proficiency, leadership ability, personal and civic responsibility, empirical and quantitative understanding, performance proficiency, and the ability to work effectively in teams.

Vision

San Antonio College will be the best in the nation in Student Success and Performance Excellence.

Values

SAC is committed to building individual and collective character through the following set of values in order to fulfill its vision and mission.



ALAMO COLLEGES DISTRICT

San Antonio College



Accreditation Statement

The Mortuary Science Associate of Applied Science (A.A.S.) degree program at San Antonio College is 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

Student Outcome Information

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate**	Did not Finish***	Overall % Employed	Employed in FS
2023	314	37	33	22/33	92%	10	91%	82%
2022	277	66	16	8/16	100%	1	94%	75%
2021	167	76	26	23/26	88%	2	92%	62%
2020	78	63	15	15/15	100%	1	73%	53%
2019	114	89	24	24/24	100%	1	100%	21%

*Timely graduation = complete program in 1½ times designated program length.

**Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)

***Did not finish: Left before completing the program.

National Board Examination Statistics

The National Board Examination pass rates, graduation rates, and employment rates and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs. To request a printed copy of the program's rates, go to San Antonio College, Mortuary Science Program, 1819 N. Main Ave., Nail Technical Center, Room 238, San Antonio, TX 78212, or request by email to sac-mrts@alamo.edu or by telephone, (210) 486-1131.

Single Year	Takers	School Pass Rate	National Pass Rate
2023 Arts	22	82%	78%
2022 Arts	18	83%	69%
2021 Arts	21	71%	68%
2020 Arts	11	91%	73%

Single Year	Takers	School Pass Rate	National Pass Rate
2023 Sciences	10	70%	69%
2022 Sciences	14	71%	64%
2021 Sciences	16	63%	57%
2020 Sciences	14	64%	64%

Ethics and Compliance Responsibilities

In serving the needs of students, faculty, staff and the San Antonio community, the Alamo Colleges District's Ethics and Compliance Department is committed to prevent, detect and investigate acts of misconduct in support of the Colleges' efforts to maximize employee accountability and ensure student success. The Ethics and Compliance Department is dedicated to empowering our employees to make ethical and sound decisions in their everyday business of educating Alamo College students with the knowledge and skills needed in today's world.

Program Learning Outcomes

Upon completion of the accredited program, students 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.

Assessment of Learning Outcomes

- Student course evaluation at the conclusion of each course
- Graduate Surveys
- Employer Surveys
- National Board Examination (NBE) scores, employment rates, and graduation rates
- Faculty Evaluation

Purpose of the Student Handbook

This Student Handbook aims to provide additional information to students in the Mortuary Science Program at San Antonio College. This Handbook should be used in conjunction with the information contained in the San Antonio College Catalog and Student Handbook.

The Mortuary Science Program is committed to adhering to all College policies and expects every student in the program to familiarize themselves with these policies. Therefore, it is highly recommended that each mortuary science student review the College Catalog and Student Handbook to understand their rights and responsibilities as a student.

This Handbook is available to students in electronic form. However, if students prefer a printed copy of the Handbook, they may request one anytime. Students are encouraged to keep this Handbook readily available for reference and consult it as needed throughout their time in the program.

The Mortuary Science Program at San Antonio College is committed to providing students with all the information and resources they need to succeed academically and professionally. This Handbook is one example of the program's transparency and accountability.

Equal Education and Employment Opportunities

This policy applies to employees, students, the workplace and learning environment, and all educational programs and activities. The College District prohibits discrimination, harassment and retaliation against any employee, student, or applicant for employment or admission to the educational programs or activities on the basis of protected criteria, including but not limited to, race, color, national origin, ancestry, sex, gender, pregnancy, sexual orientation, transgender status, gender identity, gender expression, religion, creed, citizenship status, physical or mental disability, age, marital status, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), genetic information, domestic violence victim status, and any other protected category under applicable local, state or federal law. Any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational or employment opportunities of or access to or participation in educational programs or activities, benefits, services, or facilities of any employee or student on the basis of actual or perceived membership in the protected classes listed above is in violation of this College District policy prohibiting discrimination, harassment, and retaliation. When brought to the attention of the College District, any such discrimination, harassment, or retaliation will be investigated and appropriately remedied by the College District according to the civil rights procedures based on this policy.

San Antonio College is further committed to hiring the best-qualified person to fill each available position and reward each employee based on his or her job performance. We will ensure that all personnel and academic actions will be administered without regard to race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency.



AlamoCARES/Title IX

The Alamo Colleges District is committed to creating a supportive learning environment and promoting healthy relationships between its students. To achieve this, the District has introduced AlamoCARES, a program designed to educate, support, and prevent dating violence, domestic violence, sexual assault, and stalking.

Through AlamoCARES, students will have access to resources and information that can help them make informed decisions about the issues that may affect them during their college years and beyond. The program includes information about Title IX rights and offers support to those who have experienced sexual violence or harassment.

The District also regularly organizes events, training sessions, and other opportunities to raise awareness about these issues and encourage student discussions. The Alamo Colleges District is committed to creating a safe and supportive campus environment for all its students.

Definitions

The following are the definitions of conduct prohibited by the Alamo Colleges District Civil Rights/Title IX Policies.

Sexual Harassment

Under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education programs or activities.
- Sexual Harassment also includes, sexual assault, dating violence, domestic violence, and stalking. 34 CFR 106.30

Hostile Environment

A hostile environment is created when sexual harassment is:

- Sufficiently severe, or
- Persistent or pervasive, and
- Objectively offensive, such that it:
- Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational, employment and/or social programs.

Non-Consensual Sexual Contact

- Any intentional sexual touching,
- However slight,
- With any object,
- By a person upon another person, that is without consent and/or by force, or
- Other intentional bodily contact of a sexual nature.

Non-Consensual Sexual Intercourse

- Any sexual penetration or intercourse (vaginal, oral, or anal),
- However slight,
- With any object,
- By a person upon another person, that is without consent and/or by force.

Sexual Exploitation

Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and the conduct does not fall within any other's definition. Examples include:

- Sexual voyeurism

- Taking pictures, video, or audio recording another in a sexual act.
- Prostitution
- Sexual intercourse while knowingly infected with a Sexual Transmitted Disease (STD) without informing the other person about the infection.

Dating Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the affected party, a person with whom the affected party shares a child in common, a person who is cohabitating with or who has cohabitated with the affected party as a spouse or intimate partner, or a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction. 34 U.S.C. 12291 (a)(8)

- Stalking involves an intentional course of repeated conduct or behavior over a period of time, directed at a specific person, or member of the specific person's family or household or an individual with whom the specific person has a dating relationship which abused, tormented, embarrassed or offended. Stalking and cyberstalking are behaviors prohibited by Texas law and the Alamo Colleges District.

Stalking

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others, or
- Suffer substantial emotional distress.

Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity.

- Retaliation against an individual for alleging harassment, supporting a complainant or for assisting in providing information relevant to a claim of harassment is a serious violation of Alamo Colleges District policy and will be treated as another possible instance of harassment or discrimination.



Admission Criteria and Process

Please note the following requirements for applicants who wish to enroll in the Mortuary Science Program at San Antonio College:

- Applicants must first apply and be admitted to San Antonio College through www.applytexas.org.
- All admission requirements for the college must be fulfilled.
- Applicants must complete and submit all required documentation for the Mortuary Science Program, including the:
 - Program application,
 - Proof of complete Hepatitis B immunization record, and
 - Completion of all prerequisite courses with a minimum grade of “C” or better.
- Applicants must have a minimum GPA of 2.5.
 - For reapplying students, a 2.5 cumulative GPA and a 2.5 program GPA are required for eligibility.
- All students accepted into the program must attend the first-time in-program orientation.
- Students who have been away from the program for more than one semester must reapply as new applicants.
 - If readmitted, applicants must adhere to admission and curriculum requirements according to the admission date.
 - Readmission to the program is limited to one time only, subject to space availability.
- Applicants must complete and submit all admission packet items before the specified deadline. Please note that submitting the application packages does not guarantee acceptance into the Mortuary Science Program.

After successfully completing the Mortuary Science Program, students are eligible to sit for the National Board Exam (NBE). It is highly recommended that students take the NBE within 30 days of finishing all the required courses for the Mortuary Science Program. Passing the NBE is a crucial step towards obtaining a license to practice as a funeral director and embalmer. Therefore, students are encouraged to prepare thoroughly for the NBE and take it seriously, as it can have a significant impact on their future career opportunities.

The National Board Examination pass rates, graduation rates, and employment rates and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs. To request a printed copy of the program's rates, go to San Antonio College, Mortuary Science Program, 1819 N. Main Ave., Nail Technical Center, Room 238, San Antonio, TX 78212, or request by email to sac-mrts@alamo.edu or by telephone, (210) 486-1131.

ACES – Alamo Colleges Educational Services

Get login information and instructions about any of our student portals! ACES Information

ACES is your official access point to student resources and information. Once accepted to Alamo Colleges, all students are given a Banner ID number and official Alamo Colleges e-mail.

Through ACES you can:

- Register for classes
- Review your Financial Aid status
- Check your official Alamo Colleges E-mail
- Look at the class schedule and more!

Your Official Alamo College e-mail address will be the official form of communication between you and the college.

Need ACES assistance?

Contact the San Antonio College IT Help Desk at **210-486-0777**.

E-mail based Support

helpdesk@alamo.edu banner@alamo.edu

Alamo Colleges Support Hours:

Fall/ Spring semester hours are the following:

Mon-Fri: 8:00 am - 12:00 am

Saturday: 9:00 am - 9:00 pm

Sunday: 11:00 am - 12:00 am

Campus helpdesk hours: 8:00am - 5:00pm

ACES Alamo Colleges Educational Services

San Antonio College
St. Philip's College
Pauli Altus College
Northwest Vista College
Northwest Lakeview College

Secure Access Login

User Name:

Password:

Having problems logging in? Click here.
Forgot Password?

Welcome to ACES

ACES is a secure portal that provides students, staff and faculty with access to various applications using a single sign-on. As an ACES user, you will have access to register for classes, financial aid information, email, library resources, and online courses. ACES will also provide you with the latest information of events and important news taking place within your college.

NEW TO ALAMO COLLEGES: The Virtual Business Office (VBO), an online service, offering safe, convenient and secure services for students, staff and faculty. The VBO offers an online system that allows products, services, or fees to be purchased online with a credit card or personal check.

ACES Login Information	Important Contacts	Useful Information
Get my ACES User Name Get My Banner ID Number Getting started with ACES Still having problems logging in?	Helpdesk NLC 210-486-6777 NVC 210-486-4777 PAC 210-486-3777 SAC 210-486-6777 SPC 210-486-2777 Distric 210-486-0555	Registration Registration and Payment Calendar Banner Self Service Training Material Quick Links "NEST" Student Email (Jan 2012) Email Usage Policies Campus Crime Alerts System Status Alerts Weather Line 210-486-8189
Blackboard Information Blackboard Java Files Blackboard Vista for Safari 4 Hot Issues and Solutions	Admissions and Records / Enrollment Services NLC 210-486-6401 NVC 210-486-4700 PAC 210-486-3700 SAC 210-486-6721 SPC 210-486-2700	

How do I get a user name and password?
[Click Here](#)

Instructure/Canvas

Instructure Canvas is the official learning management system the Alamo Colleges District uses to manage and deliver courses to students. It offers many features, such as multimedia integration and delivery, compliance with accessibility standards, social media integration, and personalized notifications, making it a user-friendly platform for faculty and students.

Students who require guidance in using Canvas can attend Canvas Training at San Antonio College. The Student Mega Lab provides workshops to help students navigate Canvas and use its features effectively.

Student Mega Lab Location:

Moody Learning Center - 502
210-486-0160

Hours:

Fall and Spring Semesters

Monday - Friday: 8:00 a.m.- 5:00 p.m.

Excluding College Holidays

Summer Semesters

Monday - Thursday 8:00 a.m. - 7:00 p.m.

Excluding College Holidays

Technical Problems?

210-486-0777

sac-helpdesk@alamo.edu

The support team is dedicated to providing assistance and ensuring that everyone succeeds in using this platform.



ALAMO COLLEGES DISTRICT

San Antonio College



canvas

Registration

The Mortuary Science Program is a specialized academic program that prepares students for a career in funeral service. Students must attend a group registration session once every semester to enroll in the courses required for graduation. During this period, signs are posted to guide students, and faculty members make announcements in class. Each student is responsible for attending this registration and taking note of the required courses.

Registering for courses in a timely manner is crucial to avoid any inconvenience or delay in completing the program. Once a course reaches its maximum enrollment, students are not allowed to attend or participate in it without prior registration. Additionally, students must submit all program entry documents before attending orientation or taking part in courses and must adhere to the prescribed curriculum.

While students may register for general education courses independently, they must attend the group registration for Mortuary Science courses and follow the procedures set by the Program to ensure success in completing their degree program.

Steps to Register General Education Courses

Once admitted to one of the Alamo Colleges, students can access the registration tool in ACES.

- Log in to ACES at www.alamo.edu
- Navigate to the Student tab
- Click the “Register Here” graphic

Using this online tool, students can:

- Prepare for registration
- Synchronize existing degree plans
- View past schedules
- Browse classes and the course catalog
- Register for classes

Mortuary Science Grade Scale

To ensure successful progression and satisfactory completion of the program curriculum, students must maintain a minimum GPA of 2.5. This GPA will be calculated at the end of each semester, and failure to meet the minimum cumulative program GPA may result in dismissal from the program. Therefore, students must maintain consistent academic performance throughout the semester.

Moreover, all courses must be completed with a grade of C (84%) or higher. If a student fails to achieve a grade of C or higher, they must retake the course. It is worth noting that courses in the Mortuary Science Program may only be retaken once. Hence, students must strive to perform well in each class to avoid repeating any course.

Furthermore, students who fail to pass a course with a grade of C (84%) or better will not be allowed to take a sequential course or an internship course. This policy implies that students must pass all courses with a grade of C (84%) or higher to progress to the next course or take an internship course.

In essence, students must maintain consistent academic performance, achieve a minimum GPA of 2.5, and pass all courses with a grade of C (84%) or higher to progress successfully through the program curriculum. The Mortuary Science Program appreciates your commitment to academic excellence and wishes you success in your academic pursuits.

Mortuary Science Program Grade Scale

Letter Grade	Description	Quality Points per Semester
A – 93% - 100%	Excellent	4 points per semester hour
B – 89% - 92%	Good	3 points per semester hour
C – 84% - 88%	Average	2 points per semester hour
D – 78% - 83%	Course must be repeated	1 point per semester hour
F – 0% - 77%	Failure	0 points per semester hour
CR	Credit	Not used in grade average
I	Incomplete	Not used in grade average
IP	In Progress	Not used in grade average
NC/AU	Audit	Not used in grade average
NR	Not Reported	Grade not reported
P	Passing	Not used in grade average
Q	Withdrew Without Penalty	Not used in grade average
WP	Withdrew Passing	Not used in grade average
WF	Withdrew Failing	0 points per semester hour
W	Withdrew	Not used in grade average
WM	Withdrew, Military Reason	Not used in grade average
WX	Withdrew, Exemption, SB1231	Not used in grade average



Effective Fall, 2015

Grade Scale Basis

A = 93-100 ✓✓✓

B = 89-92 ✓✓

C = 84-88 ✓

D = 78-83

F = 0-77

Incomplete Grades

The conditional grade of “I” may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The “I” becomes an “F” in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.” Students may be required to sign an “I” Contract agreement outlining the requirements to satisfactorily complete the course.

Grade of ‘F’

In the Mortuary Science Program, a grade of ‘F’ represents a failure to meet the requirements of a particular class. This grade means that the student did not meet the expected standards and was unable to pass the course. Additionally, the student will not receive any credit for the failed course.

Final Examinations

A written comprehensive final examination, not to exceed two and one-half hours, is given at the end of each semester for each course. Any exceptions to this requirement must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor. Students should consult the course syllabi for date and time of final exam.

To view your final grades:

1. Log in to **ACES**
2. Click the **student** link
3. Click on **Web Services**
4. Select the **Student** tab
5. Select the **Student Records** link
6. Click on the **Final Grades** link
7. Select the **term** from the dropdown menu
8. Click the **submit** button

Final Course Grade Policy

All courses must be completed with a grade of C or higher. Any final course grade less than a C will result in dismissal from the program.

Drops and Withdrawals

Faculty Initiated Drops/Withdrawals

Faculty may process drops/withdrawals for non-attendance when it results in a lack of progress. (See Attendance.) The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Students are expected to be actively engaged in learning during enrollment at colleges in the Alamo Colleges District, attending class on the first day and throughout the semester. Board Policy F.6.1.5 Student Success: Comprehensive Monitoring/Advising System requires that students who do not attend class the first class session will be dropped. For online classes, students are required to complete an attendance verification activity by the third day that classes normally meet.

Student Initiated Drops/Withdrawals

Students may drop/withdraw from a class only after meeting with a faculty member or other designee. Students may request a withdrawal online through the registration area of their ACES account or submit withdrawal form(s) to Admissions and Records/Enrollment Services. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Six Course Drop Ruling

Students are limited to a total of six (6) college level course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- The student was able to drop without receiving a grade or incurring an academic penalty;
- The student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- The student is not dropping the course in order to withdraw from the institution.

Students must visit Admissions and Records/Enrollment Services to apply for a Six Drop Waiver.

Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop. Guidelines for requesting an exception may be obtained through the colleges' Admissions and Records/Enrollment Services Office.

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students who have reached the six (6) drop limit and opt not to petition to excuse drops will be awarded the grade earned at the end of the semester.

Official Withdrawals

A total withdrawal from the Alamo Colleges District is not counted in the above statute. If a student

drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal.

Students may request a total withdrawal from all courses online through the registration area of their ACES account or submit withdrawal form(s) to Admissions and Records/Enrollment Services. Students must then meet with their assigned certified advisor to officially withdraw from the Alamo Colleges District.

Note: Students may need to resolve any and all financial and/or equipment obligations to the Alamo Colleges District, including library clearance, after withdrawing from all courses.

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of military obligations, the colleges, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under the Alamo Colleges District's guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, or
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Refunds for Students Called into Active Duty

Reservists or members of the National Guard called into duty after the start of a semester as a result of U.S. military demands have three (3) options concerning tuition and fees paid to a Texas institution of higher education. According to state statutes and Coordinating Board rules, students can choose to have the college or university:

- Refund the tuition and fees paid for the semester;
- Receive a Withdrawal Military (WM) grade in all courses on the transcript; OR
- As determined by the instructor, assign an appropriate final grade for the course(s).

Please note: There are no provisions for refunds for active duty service members who are deployed as a result of military orders or for individuals who chose to enter into the service.

Attendance

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is required.

SmartStart. Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

An attendance verification activity could include, but is not limited to, any of the following:

1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an assessment or an exam;
4. Participating in an interactive tutorial, webinar, or other interactive computer- assisted instruction;
5. Participating in a study group, group project, or an online discussion that is assigned by the institution; or
6. Interacting with an instructor about academic matters; and
7. Other activities as deemed in compliance by the College's academic leadership

An attendance verification activity does not include any of the following activities:

1. Living in institutional housing;
2. Participating in the institution's meal plan;
3. Logging into an online class or tutorial without any further participation; or
4. Participating in academic counseling or advisement.

The methods available to each college in the Alamo Colleges District to verify attendance in their distance learning courses is through use of one or more of the following:

- **Learning Management Gradebooks.** Completed assignments with scheduled dates for availability and deadlines recorded in the learning management system's gradebook and/or in a third-party publisher software.
- **Learning Management System Analytics.** All colleges in the Alamo Colleges District use Canvas as the learning management system to deliver distance education courses and programs. The analytics system will provide for each student:
 - A record of student activities within the learning management system
 - A record of student submission of assignments

Ongoing Attendance

Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences may be considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed.

For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi.

Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Moreover, if a student is unable to attend the course according to the instructor's policy, it is their responsibility to drop the course.

Students who stop attending class for any reason should contact the instructor and Enrollment/ Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student’s responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Enrollment Services/Admissions and Records office.

Students receiving financial aid or any other external financial support should review and understand that dropping or being withdrawn from a course may result in owing funds to the federal government or other support provider and impact eligibility for future awards.

The following table shows the number of missed class meetings that make up an absence rate approximating 12.5%.

Regular Semester	
Meeting Pattern	Absences Equal to 12.5%
3 meetings per week	6
2 meetings per week	4
1 meeting per week – Labs	2

Flex Term and Summer Semesters	
Meeting Pattern	Absences Equal to 12.5%
4 meetings per week	4
3 meetings per week	3
2 meeting per week	2

Summer 5 or 6 Week Term Semester	
Meeting Pattern	Absences Equal to 12.5%
5 meetings per week	3
4 meetings per week	2.5

Maymester	
Meeting Pattern	Absences Equal to 12.5%
4 meetings per week	1

Cost of Attendance

Cost of Attendance (COA) is determined annually by the Student Financial Aid office based on the average costs a student may pay while attending the Alamo Colleges District for an academic year, August to May.

These average costs will vary depending on whether a student is classified as dependent or independent based on their FAFSA or TASFA, and whether their residency is In-District, Out-of- District, or Out-of-State. The costs shown are either directly payable to Alamo Colleges District, or indirectly paid as part of normal living expenses.

Estimating a student's overall Cost of Attendance enables the Student Financial Aid Office to determine your total financial need and offer financial aid that may cover expenses beyond tuition and fees. The Cost of Attendance is often referred to as a "budget", which your financial aid grants, scholarships, and loan offers cannot exceed.

Cost Categories

Tuition and Fees: The average cost of tuition and fees for an undergraduate student based on full- time enrollment.

Housing and Food: A reasonable estimate of what it would cost to live in San Antonio while attending school. Actual costs may vary by individual choices related to location and circumstances.

Books, Course Materials, Supplies, and Equipment: The average cost of these materials for a typical student for an entire academic year.

Transportation: Average transportation expenses are based on an average 30-mile round trip to campus. Actual transportation costs will vary depending on personal proximity to the campus and mode of transportation.

Personal and Miscellaneous: Average expenses are calculated based on potential expenses that students might incur such as personal computers, personal items, or emergency expenses.

College for all Texans

Your Financial Aid Application - FAFSA or TASFA?

The Texas Application for State Financial Aid (TASFA) is a free application that gathers information to determine eligibility for state or institutional financial aid programs offered by higher education institutions in Texas. If you are classified as a Texas resident and cannot apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA), then we encourage you to complete the TASFA. If you are not sure about the FAFSA filing requirements, you can visit www.studentaid.gov or contact the San Antonio College Financial Aid Office. By submitting the FAFSA, you can apply for both federal and state financial aid opportunities. If you meet the FAFSA filing requirements, only submit the FAFSA and DO NOT complete the TASFA as well.

San Antonio College Financial Aid Office
Fletcher Administration Center (FAC), Second
Floor Email: dst-sts@alamo.edu

Documents with confidential and personally identifiable information may NOT be submitted by email. You may submit your documents on the form linked below. If you would like to submit documents via fax, postal mail, or in-person, please include your BANNER ID on all pages.



Clinical and Internship Requirements

The Mortuary Science clinical and internship courses provide a unique opportunity for students to gain practical experience through clinical and internship training. Students will have access to a local funeral home, a campus embalming laboratory, and our San Antonio College Mortuary. The primary objective of these courses is to equip students with comprehensive knowledge and hands-on skills related to funeral services. Students must complete several clinical tasks to meet the accreditation standards set by the American Board of Funeral Service Education (ABFSE). These tasks include, but are not limited to:

1. Conducting a minimum of ten (10) embalming cases, with at least one case observed by a San Antonio College Mortuary Science faculty member to certify minimal embalming competency. All ten cases will take place on campus under the direct supervision of a Mortuary Science faculty member for San Antonio College students since the Program has its embalming laboratory.

Active participation means hands-on learning and must include, at a minimum the following tasks:

1. Raising vessels
 2. Mixing fluids
 3. Injecting fluids
 4. Cavity treatment
 5. Suturing incisions
 6. Posing features
2. Participating in a minimum of five (5) Arrangement Conferences, which may involve observation, assistance, or participation in simulated conferences. During these conferences, students must prepare the required forms at least once.
 - a. Death Certificate
 - b. Burial Transit Permit
 - c. Social Security Form SSA-721
 - d. Death notice
 - e. Obituary
 - f. FTC-Compliant Statement of Funeral Goods and Services Selected
 - g. Flag application, veterans burial benefit form and marker application
 - h. Final disposition permit
 3. Five (5) first calls. Students may actively participate in the process of taking actual first calls or may do so through simulation.
 4. One (1) transfer of the deceased. Students must actively participate in transferring the deceased from the place of death or demonstrate the transfer process.

5. Five (5) Funeral Services or funeral-related services or ceremonies. Students must observe or assist in the service. This requirement may not be met through simulation. Three of the services must be from the following list:
 - a. Liturgical
 - b. Non-Liturgical
 - c. Secular
 - d. Chapel
 - e. Graveside
 - f. Military
 - g. Fraternal
 - h. Memorial (without deceased present)
 - i. Direct Cremation
 - j. Other (must describe)
6. Through observing or assisting in actual cases or through active simulation, students must utilize the following forms:
 - a. First call sheet
 - b. Arrangement worksheet
 - c. FTC-Compliant General Price List
 - d. FTC-Compliant Casket Price List
 - e. FTC-Compliant Outer Burial Container Price List
 - f. Embalming Authorization form
 - g. Cremation Authorization form

There are minimum requirements for clinical tasks each semester. It is the student's responsibility to ensure that all clinical task requirements have been completed by the end of the Program. Students will not be permitted to take the Practice NBE or be certified for the NBE if clinical tasks are not complete. To complete clinical requirements, the student may need to be on call for embalming, funeral arrangement, funeral service, and other required tasks.

Students will be placed at clinical funeral home sites by the Practicum Coordinator. Site assignments depend on a number of factors, including availability and location. If a student is employed at an approved clinical site, clinical tasks performed there may be counted toward completion of the clinical task requirements. Students must possess a valid driver's license and have reliable transportation.

Concerns regarding insufficient opportunities to complete clinical tasks at a site must be reported as soon as possible to the Practicum Coordinator. Students should be prepared to report to clinical sites outside of the designated day and time for Practicum to complete clinical tasks if necessary.

National Board Exam and Graduation Requirements

- To be eligible to enroll in MRTS 1273 - Funeral Service Sciences Board Preparation, the student must complete all coursework within the Program and fulfill all prerequisite and general education requirements. The Practice National Board Exam (PNBE) and National Board Exam (NBE) are also required. During the final exam of MRTS 1273, students must score at least 84% in the Arts and 84% in the Sciences sections.
- The PNBE is part of the MRTS 1273 course and cannot be taken before the scheduled time. Sharing material and test questions from the PNBE with others is strictly prohibited. Any violation of academic integrity, including this requirement, will result in a Student Conduct Report being filed with the Dean for Academic Success Office. It may also lead to disciplinary action, including permanent removal from the Program and San Antonio College. The NBE certification and graduation process will cease until the disciplinary proceedings are adjudicated.
- If a student scores 84% or higher on one section of the PNBE but not the other, they will only need to retake the section below 84%. The same policy applies to the MRTS 1273 course. The first PNBE is covered by the Program, but retakes cost \$60 per section and are at the student's expense.
- Once all coursework is completed and the student scores 84% or higher on each section of the MRTS 1273 final exam and PNBE, the students will receive certification to take the NBE. Registering for the NBE is done through The Conference and costs \$570 for both sections (\$285 per section). It is recommended that students plan early and pay this fee as soon as possible.
- If a student needs to repeat any course in the upcoming semester, they must also retake the MRTS 1273 course. It's recommended that students take the NBE within 30 days from the end of the Spring/Summer Semester after completing the MRTS 1273 course.

Academic Advising

The Mortuary Science Academic Advisor is:

Sara Passement, MA

San Antonio College

1819 N Main Ave | San Antonio, TX 78212

210-486-0319 (Direct) | 210-21-ALAMO (Main) | alamo.edu/sac

spassement@alamo.edu

To schedule a **Zoom Appointment** with your certified advisor

1. Log in to your ACES Account & click on the “Start Here” tab
2. Select the “Alamo NAVIGATE” icon
3. Click “Login”
4. Select the “Appointments” tab
5. Select “Schedule an Appointment”
6. Select the Reason for your appointment and hit Next
7. Select the Location and hit Next
8. Select the Day and Time that works for you and hit Next
9. Enter “Zoom Appointment” in the Notes box
10. Review the selection and confirm your appointment

Questions about the Program policies should be directed to the Mortuary Science Program Coordinator, NTC 238, (210) 486-1131.

Alamo GPS

Alamo GPS is an intuitive online platform that functions as both a degree audit program and an academic advisement tool. Its purpose is to aid students in understanding the degree requirements of their chosen major. Alamo GPS generates an easy-to-read audit by analyzing the degree requirements outlined in the Alamo Colleges catalog and reviewing completed coursework. This audit is divided into block requirements, clearly showing how proposed or taken courses contribute to fulfilling degree requirements. Checkboxes are included within each block, providing a simple identification of completed courses and requirements. In addition, Alamo GPS enables students and advisors to plan future coursework in pursuit of their degree.



Graduation Eligibility and Graduation Steps

Graduation Eligibility

- Students should only apply for graduation when they are completing their final semester. Students must apply and meet all stated graduation application requirements by the graduation deadlines.
- In order to graduate from SAC, the student must meet the following criteria:
 - Achieve a cumulative grade point average of 2.0 or better in all coursework taken at San Antonio College, including courses successfully completed at other institutions which apply to the student's degree.
 - Complete all required courses for the degree or certificate for which they are applying.
 - Maintain a status of "Good Academic Standing" through the end of the final semester at SAC.
 - Complete the requirements of the Texas Success Initiative (TSI), if applicable.
 - Complete a minimum of 25% of coursework at San Antonio College.
 - Submit official transcript(s) from all previous colleges attended.
(Email at sac-transcripts@alamo.edu or mail via USPS to San Antonio College Welcome Center 1819 N. Main Avenue, San Antonio, TX 78212)
 - Complete the online Graduation Application on ACES and submit the Graduation Packet to your Academic Advisor.
 - A separate graduation application is required for each degree/certificate.

Graduation Steps

1. Complete the graduation application
 - a. Fall – End of October
 - b. Spring – Mid-March
 - c. Summer – June
2. Cap and gown pick-up
3. Attend the commencement ceremony
4. Receive your diploma
 - a. Fall graduates – Mid-February
 - b. Spring graduates – Early August
 - c. Summer graduates – Mid-October
5. Request official transcript with posted degree

Non-Academic Misconduct

San Antonio College is committed to fostering an environment of thoughtful study and discourse. The Student Code of Conduct applies to non-academic misconduct and conduct involving academic integrity. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct.

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to protect and foster the learning environment, to protect interest of the Alamo Colleges District's community, and to challenge those whose behavior is not in accordance with the code. When warranted, based on a preponderance of the evidence obtained in an investigation of a violation, disciplinary sanctions are imposed and may include prescribed expectations of improvement on terms of various aspects of personal development, academic success, civility, and other measures of relevant success. Sanctions are intended to challenge a student's moral and ethical decision-making and help them bring their behavior into accord with our community expectations. The Student Code of Conduct Disciplinary Process is not a criminal or civil court proceeding but an internal administrative proceeding.

Academic Grievance

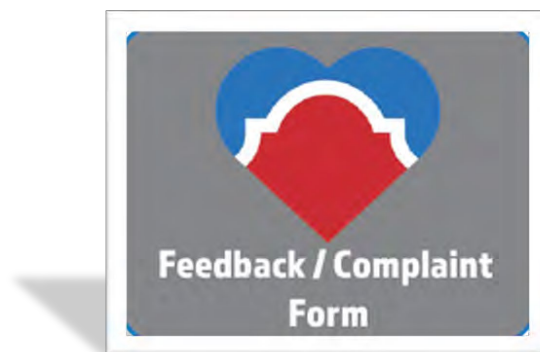
Faculty are responsible for classroom management, teaching strategies, testing and evaluation of student performance. At academic institutions conflicts may develop within the educational process that requires academic intervention using the Academic Grievance process. When student grievances cannot be resolved through information interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

For questions about Academic Grievances or Academic Integrity, please contact Sophia Caldera-Castaneda at scaldera-castane@alamo.edu.

Academic Grievance Process

1. If a situation occurs in which a student believes that he or she has been treated unfairly by an instructor, the student should schedule a conference with the instructor in an attempt to resolve the problem within 10 days of the incident.
2. An Academic Grievance should be completed to document the incident. An Academic Grievance submitted online will be received in the Office of the Vice President for Academic Success. VPAS staff will review the grievance and forward it to the department chair to ensure grievance procedures are followed. If, after a conference with the instructor, the student believes that the matter is unresolved, he or she may consult with the department chairperson within 5 days of the student's conference with the instructor.

3. The chairperson will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the chairperson may request that the student and the instructor meet the chairperson in order to reach an acceptable solution.
4. If an agreement is not reached, the chairperson will affirm or deny the grievance within 5 days. If the decision is to affirm the instructor's position, the student may then appeal to the dean. If the decision is to affirm the student grievance and to recommend that the instructor reverse his or her decision, the chairperson must meet with the instructor and provide a written explanation. To affirm a student grievance, the chairperson must have adequate cause.
5. If either the student or the instructor is not satisfied with the chairperson's decision, he or she may appeal to the appropriate academic dean within 5 days of the chairperson's decision. A complete record will be forwarded to the dean by the chairperson. The dean and the chairperson will meet with the student and the instructor. After hearing both sides and reviewing the record the dean will render a decision in writing, affirming or denying the grievance within 5 days.



Use of Cell Phones and Electronic Devices

To ensure a safe and respectful learning environment, students must follow the below rules for the use of electronic devices:

- Using cell phones during class periods in classrooms and labs is strictly prohibited to minimize distractions. This includes browsing the internet, texting, or checking social media. Students who violate this policy will be asked to leave the classroom, and the removal will be considered an absence. It is recommended that students keep their phones turned off or put on silent mode during class periods and avoid using them until after the class is over.
- Laptops and tablets are permitted in classrooms only with the instructor's approval, but they must be used solely for educational purposes, such as taking notes or viewing class-related materials. Students who use electronic devices without authorization or inappropriately during class periods will be asked to leave the classroom, and the removal will be treated as an absence. It is recommended that students avoid using their electronic devices for personal reasons during class periods.
- Apart from the rules mentioned above, using any electronic device, including but not limited to phones, cameras, recorders, and tablets, is strictly prohibited in all laboratories, clinical and internship sites, or any other area where human remains are present. This policy also includes using phones for taking pictures or recording videos. Students are strictly prohibited from photographing or recording in any way a deceased or any part of a deceased. Violating this rule will result in immediate removal from the Program. It is crucial for students to respect the dignity and privacy of the deceased and to avoid any actions that may compromise their integrity or cause distress to others.



disABILITY Support Services

In compliance with Section 504 of the Rehabilitation Act of 1973, the Alamo Colleges is committed to ensuring that all programs, services, and facilities are accessible to and provide equal opportunities for education to all students. The disABILITY Support Services office at SAC coordinates accommodations for students with permanent and temporary disabilities as defined by the Americans with Disabilities Act (ADA) of 1990.

- Accommodations - Victory Center Room 101
- Testing - Victory Center Room 115
- Tutoring - Victory Center Room 122

Location

- Office: (210) 486-0020
- Fax: (210) 486-9143
- sac-dSS@alamo.edu

Alcohol and Drug Use Policy

San Antonio College is committed to a healthy and safe learning environment for all students.

- Alamo Colleges District are smoke-free campuses. This includes E-cigarettes.
- Alcohol & Drugs are strictly prohibited at San Antonio College.

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Students who violate federal or state statutes, the Student Code of Conduct, College District policy, or other applicable requirements related to alcohol and drug use shall be subject to appropriate disciplinary action.

Alcohol and Drug Use (see F.4.5 and F.4.5Ex) State or Federal law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages, and no student shall possess, use, or be under the influence of (legal intoxication not required) any controlled substance as defined by law unless legally prescribed. Use of alcoholic beverages is permitted at College District sponsored events only as specifically authorized in writing by the Chancellor.

Dress Code

For the students enrolled in a course that involves off-campus activities, it is mandatory to follow the dress code guidelines mentioned below. These guidelines ensure students maintain a professional and appropriate appearance while representing their institution. However, in exceptional circumstances, this policy can be disregarded only if an authorized personnel explicitly indicates so, or as mentioned in the "Exceptions to Policy" section.

For daily activities that take place on campus, students are required to wear black scrubs. The scrubs should be complemented with appropriate shoe wear to ensure safety and a comfortable work environment. This dress code requirement explicitly applies to students attending laboratory sessions or any other hands-on experimental work activities.



Dress Code

MALES:

Business suit
Suit Colors: Grays, Dark Blue, Black
White shirt (preferably long sleeves)
Dress shoes
Dark socks
Conservative tie (no bow ties)

FEMALES:

Business suit (coat & pants)
Suit Colors: Grays, Dark Blue, Black
White blouse (preferably long sleeves)
Dress shoes (heels a maximum of 2")
Hosiery (seamless, untextured)

Unacceptable

Vivid colors, white hose or socks

Grooming:

Conservative, natural color

Length above shirt collar

No wigs; height < 1.5 inches

No facial hair; sideburns not lower than mid-tragus

Grooming:

Conservative, businesslike, natural color

preferably short, low maintenance

No wigs; height < 1.5 inches

General

1. Fingernails should be short, clean, and not painted vividly.
2. Cosmetics, when used, should be moderately applied, natural colors.
3. Fragrances are discouraged; environmental odors should suffice.
4. Visible tattoos are not allowed. If tattoos are visible, they should be covered.
5. Rings are limited to two fingers, two rings per finger, one finger per hand.
6. No anklets, bracelets, or necklaces will be worn in the preparation room, except for medical emergency identifiers.
7. Men are not to wear any jewelry in any visible body piercings; plug or tunnel gauges are not allowed for either males or females.
8. Women will restrict visible body piercings to their ears only, one item per ear, and a maximum length of 1 inch from the aperture.
9. Tongue piercings are considered visible and are unacceptable.
10. Preparation room shoes are required when in the preparation room and must be slip-resistant.

General

- The funeral service industry is an extremely conservative one. Adherence to this dress code is mandatory as indicated above.
- Please remember that, in general, if you have to ask if something is acceptable or appropriate it most likely is unacceptable or inappropriate.
- Failure to adhere to this dress code may cause an affiliated clinical and/or internship site to refuse your admittance to their location. Therefore, you have not fulfilled the time requirements that are a part of clinical and/or internship courses.
- Any questions or concerns about the information contained in the memorandum must be addressed to the instructor in charge of the off-campus activity affected.
- This policy is subject to revision and/or modification.

Exceptions to Policy:

Exception A

1. Students fulfilling the external (off-campus) requirements of a course which includes a crematorium as a training site are not to dress as required above.
2. Students *as described in 1. (above) instead are to wear:*
 - a. Mortuary Science short sleeved shirt;
 - b. Black slacks

Exception B

1. Students enrolled in MRTS 1286 (funeral directing internship) may be allowed to have facial hair:
 - a. As allowed by the affiliated funeral home to which they are assigned;
 - b. With written authorization from the funeral home to which they are assigned.



Professional Conduct

A funeral service is a solemn occasion requiring funeral directors to exhibit the utmost professionalism. This demeanor means they should be respectful, empathetic, and compassionate towards the bereaved family members. Similarly, students pursuing a career in Mortuary Science must also adhere to the same high standards of professionalism.

As a funeral director, you are responsible for handling the arrangements and final disposition of the deceased, and this is a significant responsibility that requires trust. Therefore, it is expected that students in the Mortuary Science Program at San Antonio College should maintain the highest level of professionalism throughout their training.

In the State of Texas and other jurisdictions, obtaining a license as a Funeral Director and Embalmer requires good moral character as determined by the Texas Funeral Service Commission. This means the applicant should exhibit honesty, integrity, and good character. Any actions contrary to these requirements could result in the inability to obtain a license.

It is important to note that any information related to unprofessionalism, dishonesty, and lack of good moral character will be reported to the Texas Funeral Service Commission or other appropriate licensing authority. Therefore, all funeral directors and students of Mortuary Science must always maintain the highest level of professionalism and ethical conduct.

During the process of arranging a funeral, it is imperative that the funeral director remains attentive and actively listens to the family's needs. This is a crucial aspect of ensuring a successful funeral service. Along with this, the funeral director must always display professionalism, courtesy, respect, and ethical behavior.

Similarly, students in funeral service programs are expected to conduct themselves professionally at all times, including in the classroom, laboratory, and during clinical and internship experiences. Any behavior that disrupts the learning environment, such as sleeping in class or behaving in a manner inconsistent with professional expectations, is strictly prohibited. If a student engages in such behavior, the instructor reserves the right to remove them from the class at their discretion.

Furthermore, students must obtain explicit authorization from their faculty member or preceptor before engaging in any activity. Engaging in any unauthorized activity or behaving in an unprofessional manner will result in disciplinary action, which may include grade reduction, removal from the course, and dismissal from the Program. Therefore, students must exhibit professional conduct and adhere to all standards and expectations set forth by their Program.

Confidentiality Statement for Mortuary Science Students

The Mortuary Science Program requires its students to maintain the highest level of confidentiality with regard to any personal information and details of the deceased that they may come across during their coursework, clinical, and internship activities. Students are expected to adhere to the same professional level of confidentiality as funeral directors and embalmers who work in funeral homes.

Failure to maintain confidentiality, whether intentional or unintentional, will result in disciplinary action, including dismissal from the Program. Students must understand the sensitive nature of the information they will be handling and the trust placed in them to keep it confidential.

Upon enrollment in the Mortuary Science Program, students agree to abide by the confidentiality statement and take all necessary measures to protect the privacy and dignity of the deceased and their families at all times.

Social Media

As students in the Mortuary Science Program, it is essential to avoid posting information about their Program activities or clinical and internship rotations on social media platforms. Funeral homes often monitor the social media activity of their employees and job applicants, and any unprofessional behavior online can result in negative consequences. Maintaining a professional image online and offline is crucial for success in the field. It is highly recommended that all students in the Mortuary Science Program represent the industry positively on social media platforms, as their actions may reflect on the profession.

Email Correspondence

All email communication must be conducted using the official ACES email account. Additionally, all program-related messages will be sent to students' ACES email addresses. Please use the inbox provided in Canvas for each course to communicate about class-related activities.

It is essential to follow proper email etiquette when communicating through email. This structure includes addressing the recipient appropriately, using a subject line to summarize the content, a professional greeting and closing, and maintaining a professional tone and content throughout the email.

Please ensure that the email is addressed to the correct recipient and that the subject line accurately reflects the content of your message. It is essential to use proper salutations and closings and avoid informal language or unprofessional behavior when communicating via email.

National Board Exam Academic Integrity

The National Board Examination (NBE) is administered by the International Conference of Funeral Service Examining Boards (ICFSEB). To prepare for the NBE, individuals are strongly encouraged to read the National Board Examination Candidate Handbook, which provides detailed information on the exam's rules and procedures.

It is important to note that exam security is taken very seriously. Any attempt to reproduce NBE content in any form is strictly prohibited and considered a violation of exam security rules. Such behavior will be reported to the ICFSEB and may result in the invalidation of an individual's NBE scores and denial of licensure.

After completing the NBE, individuals are advised to refrain from discussing the exam content with anyone, including students, graduates, and San Antonio College faculty members. Additionally, students should also avoid visiting websites or media platforms where NBE content appears or is discussed.

By adhering to these guidelines and respecting the exam's security policies, students help to ensure the integrity of the NBE and the licensure process for funeral service professionals.



Safety on Campus

San Antonio College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors.

In the event of an emergency or if suspicious activity is expected, please call 210-485-0911 or ext. 50911 (from a campus line) immediately.

The Alamo Colleges Police Department (ACPD) is a full-functioning police force that provides law enforcement and security services to the entire Alamo Colleges District, including San Antonio College.

The following is a list of crime prevention and safety efforts at

SAC: ACPD is available to respond 24/7, 365 days a week

Blue light emergency phones throughout campus

ACPD is available to provide an escort for any student, staff, or faculty member anytime Emergency and safety training provided by SAC Risk Management and ACPD

Emergency notification system (calls, texts, emails) during a life-threatening situation or weather-related event

For general questions or concerns regarding campus safety, please contact SAC's Risk Management Department at sac-riskmgmt@alamo.edu or 210-486-0902.

For questions related to a specific event, please contact the SAC Public Relations office at sac-pr@alamo.edu or 210-486-0880.

Personal Safety

Anticipate potential risk and take steps to remove or reduce it. Ninety percent of prevention is the public's awareness. At nighttime walk in the company of others. Never attempt to walk through a dark alley or area where there is potential for danger. Call the Alamo Colleges Police Dispatcher at 210-485-0099. If you carry a brief case, purse, or backpack, keep only a small amount of cash with you. Carry your keys, identification, and everything else of value with you. Plan your route.

If you sense potential threat

- Think first, then take action; remain as calm as possible
- Move away from the potential threat
- Don't be afraid to let the assailant know you recognize the potential threat
- Join a group of people nearby
- Go to a well-lit public place and call the police immediately

- If you see someone else in trouble, call the police
- After you have avoided a threat or crime, report the incident to the Campus Police office
- If you believe a threat is eminent and you can see people nearby; yell, scream, and create a commotion to attract attention and run toward any crowd of people

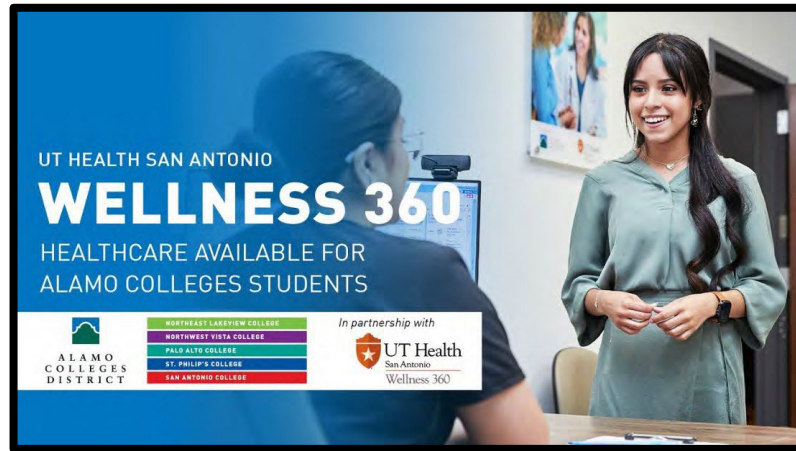
If you must walk alone

- Use route where there will be a lot of people
- Walk aggressively, briskly and keep going
- Walk on the side of the street facing oncoming traffic
- Avoid traveling the same route every day
- Have your keys to your home/car ready as you approach
- If you are dropped off, ask the driver to wait until you are safely inside
- Avoid walking up to a vehicle window to respond to a question from someone within
- Suggest you are in a hurry to meet someone who is already on the way to pick you up
- If a stranger tries to encourage you in conversation, before stopping to talk, glance about to make sure you are not alone - use good judgement
- Walk in the center of the sidewalk away from the buildings, doorways, hedges, and parked vehicles-especially those occupied with passengers inside the vehicles

If you are facing an armed assailant

- Avoid sudden movement
- Do exactly what the assailant demands
- Get a complete description of the assailant without being obvious, including weapon and direction the person/vehicle fled
- If you believe the assailant is going to kill you no matter what you do, use any defense method you can think of: screaming, kicking, running; your objective is to get away. In this situation you have nothing to lose. It is a matter of survival.

Wellness 360 Health Clinic



Prioritizing health and well-being are key to a successful and fulfilling college experience. Affordable health care is available for Alamo Colleges District students through a partnership between the Alamo Colleges District and UT Health San Antonio's Wellness 360 program.

Through Wellness 360 at the Alamo Colleges District, students can visit with a medical professional in one of our on-site clinics or via telehealth from the comfort of their homes, or anywhere they have phone and Internet access.

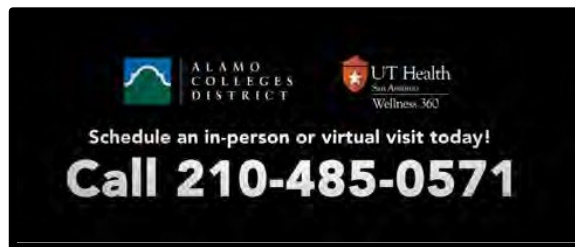
Wellness 360 uses a holistic, patient-centered approach to provide individualized care for individuals with a variety of needs. The approach includes an initial evaluation, recommendations for treating a variety of physical and mental health conditions, and medication management.

Primary health services include treatments for:

- Minor acute care (colds, headaches, sore throats, etc.)
- Allergies and sinus infections
- Nausea, vomiting, diarrhea
- Men, women, and LGBTQ+ health
- First Aid
- Drug and Alcohol Prevention
- Other minor health issues Services include:
- Physical health assessments
- Routine health assessments
- Nutrition counseling
- Prescription medication management
- Non-prescription medication

Behavioral and mental health treatments for:

- Depression
- Bipolar Disorders
- Anxiety
- Post-traumatic stress disorder
- ADHD
- Obsessive-compulsive disorders
- Adjustment disorders
- Grief and stress counseling
- Postpartum depression Services include:
- Psychotherapy & counseling in a safe and welcoming environment
- Prescription medication management
- Individual mental health evaluations



Hours of Operation On-site Appointments:

San Antonio College clinic

Monday–Thursday

8 a.m.–5 p.m.*

Palo Alto College clinic

Monday–Thursday

8 a.m.–5 p.m.

Telehealth Appointments:

Monday–Thursday 8 a.m.–5 p.m.*

*Appointments are not available between 12–1 p.m.

Holiday Closures

The Wellness 360 clinics observe all Alamo Colleges District closures, according to the Academic Calendar. They also close on additional holidays observed by UT Health San Antonio, as follows:

- Presidents' Day
- Memorial Day

Mortuary Science Program Safety Policy

As a part of your orientation and program courses, you will receive comprehensive training on general laboratory safety. You should pay close attention to the training and follow all safety protocols to ensure your safety and the safety of those around you.

It is essential to know the location of the Safety Data Sheets (SDS) for all chemicals used in clinical areas. The SDS provides crucial information, including the hazardous properties of each chemical and the appropriate precautions to take when handling them.

You should also be familiar with the cautions and warnings for each chemical or fluid. The cautions and warnings can be found on the SDS and provide additional information on managing and handling the chemicals safely.

To access the SDS, you can find a yellow binder labeled SDS in the embalming lab. The binder contains the SDS for all chemicals used in clinical areas, and you should review them before handling any chemicals.

Safety is a top priority in any laboratory setting, so it is crucial to follow all safety protocols and procedures to ensure a safe and healthy work environment.



Safety Protocols for Clinical Embalming Work

Embalming Room and Embalming Laboratory

Working in a preparation room can pose significant health and safety risks if proper precautions are not taken. Therefore, it is essential to follow a set of work practices to ensure safety during clinical embalming work. These practices include:

1. Always follow the faculty or preceptor's directions and maintain an awareness of the chemical and biological hazards present. Take measures to reduce the risk of exposure to these hazards. For instance, avoid inhaling fumes and wear protective gear such as gloves, eye protection, and a face shield.
2. Before starting work, check to ensure ventilation systems are on. Adequate ventilation is essential to prevent the buildup of toxic fumes and reduce the risk of inhalation.
3. Keep remains covered in zipped body bags when they are not being prepared. This practice helps to reduce the risk of exposure to bodily fluids and other biological hazards.
4. Wear gloves when handling remains, cleaning, or handling waste material. Make sure to change gloves when damaged and periodically as needed.
5. Avoid eating, drinking, applying lip balm, or touching your face while in the preparation room. These actions can increase the risk of contamination and exposure to harmful substances.
6. Wear eye protection, scrubs, a lab coat or gown, face shield, shoe covers, and bouffant caps while working in the preparation room. These protective items provide a barrier between you and the hazardous materials you may encounter.
7. Dispose of all biohazard waste, scalpel blades, and other sharps in proper containers. This step is crucial to prevent the spread of infection and to ensure that hazardous materials are disposed of safely.
8. Wash your hands and any exposed skin immediately on contact with bodily or embalming fluid before leaving the preparation room. This practice helps to reduce the risk of contamination and exposure to harmful substances.
9. Report any injuries or problems immediately to the preceptor and faculty members. This step is essential to ensure that any issues are addressed promptly and to prevent future incidents.
10. Keep all biohazard waste containers closed and do not overfill them. This practice helps to prevent the spread of infection and ensures that hazardous materials are kept contained.

Care of the Deceased

As members of the Mortuary Science Program, it is our utmost responsibility to ensure that proper care is provided to the human remains. It is essential to maintain the utmost respect and dignity for the deceased at all times. Therefore, when not preparing the deceased, they should be covered with a clean and appropriate covering to respect their privacy and maintain their dignity.

When embalming the deceased, a modesty cloth should be placed on them to ensure that they are treated with the utmost respect and dignity. This cloth should be clean and cover the body from the waist down. This step is essential to maintain the highest standards of professionalism while carrying out the necessary procedures.

It is imperative not to remove any identification on the deceased as it is crucial for legal and identification purposes. Any removal or tampering with the identification of the deceased can lead to legal complications and pose a significant risk to the institution's reputation.

Moreover, it is crucial to ensure that no procedures are carried out on the deceased without prior written authorization from the next of kin and verbal instructions from the faculty member or preceptor. It is essential to follow all protocols and procedures to ensure that the highest standards of professionalism are maintained at all times.

Personal Protective Equipment

Always wear personal protective equipment (PPE) when working in human anatomy and embalming laboratories. The PPE policy includes gloves, masks, gowns, face shields, shoe covers, bouffant caps, and other necessary equipment to ensure everyone's safety in the lab.

The Mortuary Science Program will provide the required PPE, which is essential to use responsibly. Please be mindful and avoid wasting any of the equipment provided.

Every student must wear PPE appropriately and consistently. Gloves must be worn when handling tissues or chemicals and should be changed when damaged. Face masks must be worn at all times to protect students from inhaling fumes or other contaminants. Gowns must be worn to protect clothing and skin from any possible exposure. Finally, face shields must be worn when working with hazardous materials.

If the students have any questions or concerns about PPE or its proper use, they should contact their faculty member or preceptors at local funeral homes. It is also recommended that students refrain from wearing contact lenses while working with human specimens, as it can potentially cause irritation or infection. Furthermore, if any student is pregnant, it is highly recommended that they consult with their physician before continuing with the human anatomy and embalming labs.

The Mortuary Science Program is committed to creating a safe and secure environment for students to learn and grow while working in these labs. By following these guidelines and recommendations, the students can be assured that they are fully prepared and protected while working in the labs.

Laboratories Safety and Health Guidelines

Please follow the guidelines listed below to maintain a safe working environment:

1. Always ensure that body bags and chemical and biohazardous waste containers are closed to prevent leakage or contamination.
2. Students should work carefully, clean up spills immediately, and dispose of saturated wipes and towels in waste containers to avoid accidents.
3. Do not overfill the waste containers and ensure they stay closed. Tie or tape securely biohazard waste boxes when they are three-fourths full to prevent spillage.
4. Do not start embalming preparation if the ventilation system is not working. Proper ventilation is crucial to prevent exposure to harmful chemicals and gases.
5. Keep hoses and trocars inserted into a drain while draining or reversing water flow to prevent spillage or contamination.
6. Dispose of used blades and needles in red "sharps" containers to prevent injuries and potential infections. Avoid carrying scalpels with blades to prevent accidental cuts.
7. Broken glass should be put in boxes labeled "Broken Glass" and sealed before disposal to prevent injuries.
8. Attend the in-house OSHA presentations before beginning clinical and laboratory sessions to learn about the latest safety protocols.
9. Do not bring food, drinks, gum, cosmetics, or valuables to labs to prevent contamination and distractions.
10. Report accidents immediately to the instructor and OSHA officer and follow the needle-stick protocol to prevent infections.
11. Only authorized personnel with proper safety garments and protective apparel are permitted in labs.
12. Use only approved safety garments/protective apparel to prevent exposure to hazardous materials.
13. Do not use cellular phones, contact lenses, or personal cosmetics in labs to prevent distractions and contamination.
14. Mop the lab floor at the end of each session or as needed due to spills. Dispose of dirty water immediately.
15. Perform emergency eyewash and shower station inspections as indicated in the inspection forms.

Privacy Information

Alamo Colleges District complies with all of the requirements of the Family Educational Rights and Privacy Act (FERPA). We are committed to protecting the privacy of a student's educational record regardless of delivery method. The Dean of Student Success is the point of contact for all FERPA-related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects students' privacy through the use of a secure portal, with a secure login and student-selected password. In addition, BioSig-ID, a biometric enabling system is used in all online courses.

Faculty Responsibility

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

In order to maintain course security and protect student privacy, faculty do not access or attempt to access another employee's or student's account without authorization as described in the Appropriate Use of Information Technology Policy C.1.9.

Student Responsibility

In order to maintain confidentiality, portal login passwords are generated by the student and any password reset is completed through the "secret question" protocol. It is the student's responsibility to keep their password confidential. See Student Code of Conduct Policy Procedure F.4.2.1 and Policy C.1.9 Appropriate Use of Information Technology Resources.

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades, and correspondence are not viewable by other students.

The Office of Student Records Director is available to participate in a FERPA question and answer session for any department or college faculty meeting.

Please refer any parent/guardian seeking information on student covered by FERPA, to the Office of Student Records by emailing sac-ar@alamo.edu.

Academic Integrity Violations

Academic integrity violations cover conduct involving scholastic dishonesty. It is a violation of the Student Code of Conduct to engage in the following conduct:

- **Sale of Academic Product.** Preparing, selling, offering or advertising for sale, or delivering to another person an Academic Product, in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person's preparation of an Academic Product to satisfy the other person's academic requirement, and the particular Student does not offer or provide substantial preparation, writing, or research in the production of the Academic Product. Academic Product includes but is not limited to a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.
- **Academic Enticement or Influence.** Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties (such as course grades, extensions of deadlines or waivers of academic requirements) by offering any benefit to the employee, faculty member or administrator.
- **Academic Misconduct** - the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.
- **Cheating** - the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.
- **Fabrication** – intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion** - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- **Plagiarism** - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Faculty members are responsible for reporting academic integrity violations, but other college personnel and students also may report suspected violations. If a faculty member finds that a student is in violation of academic integrity standards, the faculty member shall document the act by

completing the and submitting Academic Integrity Report Form at F.4.2.3.F with attaching relevant evidence to the Chief Academic Affairs Officer. If the violation was reported by College personnel or a student, the Chief Academic Affairs Officer or designee will be responsible for completing and submitting the Academic Integrity Report form and attaching the relevant evidence.

1. Contact the student within five (5) business days to notify the student of the violation and request a meeting on/at a designated date, time and to explain the procedures and possible sanctions and notify the student of the opportunity to explain the alleged violation.
2. At the meeting, the faculty member shall provide the student a copy of this procedure and Policy F.4.2, review the violation found with the student and allow the student to explain the incident. The Chair of the Department or designee shall be present at the meeting.

After meeting with the student, the faculty member may, at his/her discretion, impose any of the following sanctions:

1. Dismiss the charge of a violation.
2. Issue a written warning to the student.
3. Reduce the grade on the assignment or test.
4. Reduce the final grade for the class.

If the charge is dismissed, the faculty member shall inform the Chief Academic Affairs Officer. The Chief Academic Affairs Officer or designee will give written notice within five (5) business days to the student of the dismissal of the charge.

Sanctions 2 – 4 above shall be accompanied by a completed and signed Academic Integrity Report Form. If the student agrees with the faculty member's decision, the form shall be submitted electronically to the Chief Academic Affairs Officer and the paper copy shall be filed in the department office.

If the student disagrees with or contests the decision of the faculty member, the faculty member submits the Academic Integrity form within five (5) business days to the Department Chair, or the respective Dean or Dean's designee if the faculty member is also a Chair, for review of the decision and sanction(s). The student shall continue to attend all class sessions and meet all course requirements during the appeal process. Any reduced grade will not be recorded at this time.

The decision of the Chair shall occur within five (5) business days and be recorded on the Academic Integrity form. If the student agrees with the decision, the form shall be submitted electronically to the Chief Academic Affairs Officer, and the paper copy shall be filed with the department office. If the student disagrees with the decision of the Chair, the matter proceeds within five (5) business days to the Academic Integrity Panel. The electronic form shall be maintained by the Chief Academic Affairs Officer and a paper copy shall be filed with the department office.

Mortuary Science Degree Plan – A.A.S.

The Mortuary Science Associate of Applied Science (A.A.S.) degree program at San Antonio College is the minimum requirement for a student to be eligible to take the National Board Exam in funeral directing and embalming. Successful completion of the curriculum enables the student to seek licensure as a funeral director and embalmer.

Total Credit Hours

Required: 60 Semester I

ENGL 1301 - Composition I
MRTS 1301 - Contemporary Funeral Service Practices
MRTS 1330 - Funeral Service Internship Orientation***
MRTS 1342 - Mortuary Management I***
PSYT 1325 - Death and Dying

Semester II

MRTS 1225 - Thanatochemistry
MRTS 2335 - Mortuary Jurisprudence
MRTS 2342 - Mortuary Management II
BIOL 2404 - Human Anatomy and Physiology
PSYC 2301 - General Psychology

Semester III

Select 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
See attached list of courses for Core 40 and 50.

Semester IV

MRTS 1272 - Funeral Service Arts Board Preparation
MRTS 1286 - Internship-Funeral Services and Mortuary Science
MRTS 2432 - Human Anatomy
MRTS 2445 - Technical Procedures I
SPCH 1311 - Introduction to Speech Communication

Semester V

ENGL 1302 - Composition II
MDCA 1302 - Human Disease / Pathophysiology
MRTS 1273 - Funeral Service Sciences Board Preparation
MRTS 2447 - Technical Procedures II

Milestone Course(s)

*** Denotes Milestone course(s). A milestone course is a course that is critical for success in this program as determined by the Faculty of the Alamo Colleges District.

Language, Philosophy & Culture (40) Core

1 course (3 credit hours)

ARAB 2311 - Intermediate Arabic I
ARAB 2312 - Intermediate Arabic II
CHIN 2311 - Intermediate Chinese I
CHIN 2312 - Intermediate Chinese II
ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
ENGL 2323 - British Literature II: Romanticism to the Present
ENGL 2327 - American Literature I: Precolonial through the Romantic Period
ENGL 2328 - American Literature II: Realism to the Present
ENGL 2332 - World Literature I: Antiquity through the Renaissance
ENGL 2333 - World Literature II: Neoclassical to the Present
ENGL 2341 - Forms of Literature
ENGL 2351 - Mexican American Literature
FREN 2311 - Intermediate French I
FREN 2312 - Intermediate French II
GERM 2311 - Intermediate German I
GERM 2312 - Intermediate German II
HIST 2321 - World Civilizations I
HIST 2322 - World Civilizations II
HUMA 1301 - Introduction to the Humanities I
HUMA 1302 - Introduction to the Humanities II
HUMA 1305 - Introduction to Mexican-American Studies
HUMA 2319 - American Minority Studies
HUMA 2323 - World Cultures
ITAL 2311 - Intermediate Italian I
ITAL 2312 - Intermediate Italian II
JAPN 2311 - Intermediate Japanese I
JAPN 2312 - Intermediate Japanese II
LATI 2311 - Intermediate Latin I
LATI 2312 - Intermediate Latin II
PHIL 1301 - Introduction to Philosophy
PHIL 1304 - Introduction to World Religions
PHIL 2303 - Introduction to Logic
PHIL 2306 - Introduction to Ethics
SPAN 2311 - Intermediate Spanish I
SPAN 2312 - Intermediate Spanish II

Additional courses that satisfy core requirements may be offered at other colleges of the Alamo Colleges District.

Creative Arts (50) Core

1 course (3 credit hours)

ARCH 1301 - History of Architecture I

ARCH 1302 - History of Architecture II

ARCH 1311 - Introduction to Architecture

ARTS 1301 - Art Appreciation

ARTS 1303 - Art History I (Prehistoric to the 14th century)

ARTS 1304 - Art History II (14th century to the present)

COMM 2366 - Introduction to Cinema

DANC 1305 - World Dance

DANC 2303 - Dance Appreciation

DRAM 1310 - Introduction to Theatre - Theatre Appreciation

HUMA 1311 - Mexican-American Fine Arts Appreciation

HUMA 1315 - Fine Arts Appreciation

MUSI 1306 - Music Appreciation

MUSI 1310 - American Music

Notes:

Additional courses that satisfy core requirements may be offered at other colleges of the Alamo Colleges District.

Source:

San Antonio College Schedule/Catalog 2023-2024

To learn more about Mortuary Science courses, you can find a comprehensive list and [detailed descriptions](#) of each course in the San Antonio College Catalog. The Catalog provides information on course prerequisites, credit hours, and course objectives, which can help you decide which courses to take. Whether pursuing a career in the Mortuary Science Program or simply wanting to expand your knowledge, the San Antonio College Catalog is a valuable resource for anyone interested in Mortuary Science courses.



Becoming Licensed as a Funeral Director and Embalmer in Texas

BECOMING LICENSED IN TEXAS

There are two paths to becoming a licensed funeral director/embalmer in Texas. The first path requires a person to go through the Texas Funeral Service Commission's (Commission/TFSC) provisional licensing program. This program allows an individual to get practical experience under the direct and personal supervision of a Texas licensed funeral director/embalmer. The second path is to reciprocate an active license from another state.

All licensed funeral directors/embalmers must meet the following requirements:

1. Be at least 18 years of age
2. Graduated from an accredited high school or passed GED
3. Graduated from an accredited school or college of mortuary science
4. Successfully completed the provisional licensing program (unless reciprocating from another state)
5. Successfully completed the National Board Exam(s) and the Texas Mortuary Law Exam (passing grade of 75%)

PROVISIONAL LICENSE PROGRAM

State law and Commission rule require Provisional License Applicants to meet the following guidelines:

1. Be at least 18 years of age
2. Have graduated or enrolled in an accredited school or college of mortuary science (*see below)
3. Be employed and under the direct instruction and supervision of the funeral-director-in-charge (FDIC) and/or embalmer-in-charge (EIC) during the *entirety* of the provisional program
4. Submit to an FBI Criminal Background check
5. Successfully pass the Texas Mortuary Law Exam prior to provisional licensure
6. Comply with the requirements of [Occ. Code, Chapter 651](#) and the [Rules of the Commission](#)



Texas Funeral Service

Commission Address:

1801 Congress Avenue, Suite 11.800, Austin, Texas 78701

Contact:

Phone: 512-936-2474, Toll free: 1-888-667-4881,

E-mail: info@tfsc.texas.gov

Website: www.tfsc.texas.gov

Review State Regulations and Licensing Information

Every state has its own specific requirements for obtaining a license to practice in that state. These requirements typically include a combination of educational qualifications, exams, residency/internship, and other criteria.

To get a license to practice in a particular state, it is important to research and understand the specific requirements of that state. This means finding out what qualifications are necessary, what exams need to be taken and passed, and what other requirements must be met before a license can be granted.

You can obtain detailed information about the licensing requirements for a particular state by contacting the relevant state licensing board or agency. They can provide you with information about the application process, required documentation, and any other important details that you need to know.

In addition, the [National Funeral Directors Association](#) (NFDA) and the [International Conference of Funeral Service Examining Boards](#) (ICFSEB) maintain a list of links to state licensing websites on their website. This can be a helpful resource for those who are looking to obtain a license to practice funeral service in a particular state.



Student Services

Academic Support

[Admissions & Aid](#)

[SAC Cares Tutoring Services](#)

[Advising](#)

[Bookstore](#)

[Course Catalog](#)

[Distance Learning](#)

[Graduation](#)

[Library](#)

[Records and Transcripts](#)



Student Support

[Ascender Program](#)

[IT Services](#)

[Assessment Center](#)

[International Students](#)

[Business Office/Bursar](#)

[Reverse Transfer](#)

[Computer Labs](#)

[Senior Citizens](#)

[Counseling](#)

[Student Life](#)

[disABILITY Support Services](#)

[Sports and Recreation](#)

[Dreamers \(DACA\)](#)

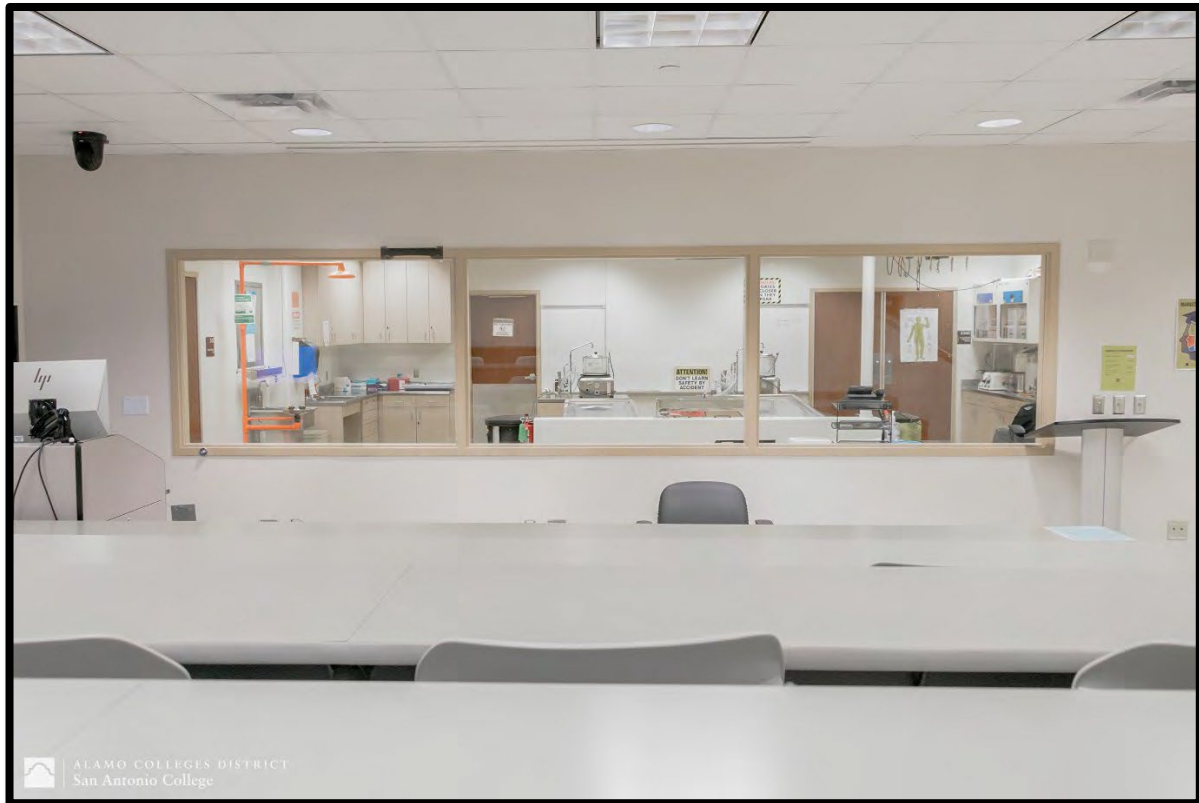
[Student Advocacy Center](#)

[Transfer & Career Center](#)

[Veterans Affairs](#)

[Empowerment Center](#)





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ALAMO COLLEGES DISTRICT

San Antonio College

ACKNOWLEDGMENT OF RECEIPT OF THE MORTUARY SCIENCE PROGRAM STUDENT HANDBOOK

I hereby confirm that I have received and carefully reviewed the Mortuary Science Program Student Handbook. As a student of this program, I understand that the handbook serves as a comprehensive guide to the policies, procedures, and guidelines that must be followed throughout my academic journey.

I acknowledge that I am responsible for complying with all the rules and regulations outlined in the handbook. This includes but is not limited to maintaining academic standards, participating in required courses, adhering to ethical practices, and respecting the rights of others in the academic community.

Furthermore, I understand that any revisions or updates made to the handbook will be communicated to me, and I am responsible for staying up-to-date with these changes. I acknowledge that failure to comply with the policies and guidelines outlined in the handbook may result in disciplinary action, including suspension or expulsion from the program.

With my signature, I attest that I have read and understood the Mortuary Science Program Student Handbook and that I am committed to following its guidelines to ensure a successful and rewarding academic experience.

Student's Name – Printed

Signature of Student

Date