
COMMONWEALTH INSTITUTE *of Funeral Service*



Proudly Serving as a Non-Profit Institution for Higher Education

2020 – 2021 Catalog

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COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

*A Non-Profit Educational Institution
Organized Under the Laws of the State of Texas*

CATALOG

2020 – 2021

Catalog Volume 17, Published and Effective January 1, 2020

This Catalog becomes effective on the date of publication. Commonwealth Institute of Funeral Service (CIFS) reserves the right to change the admission requirements, tuition, fees, academic regulations, and other policies stated in the present Catalog without formal notice. These changes shall take effect at any time as determined by the college authorities. Students are expected to have knowledge of the information presented in this publication, the Student Handbook, and other CIFS publications; as well as officially posted notices. This revision supersedes all previous CIFS catalogs and publications.

WHY ATTEND COMMONWEALTH?

Over the years, the college has established an enviable reputation for providing practical experience to its students. In fact, Commonwealth Institute of Funeral Service is recognized by the Texas Funeral Service Commission as a licensed funeral establishment.

The laboratories afford our students extensive embalming and restorative art experience under the direct supervision of licensed faculty members. The laboratories are located on the CIFS campus. We also offer extensive practical experience in arrangements, counseling, merchandising, and funeral assisting for the indigent through our affiliation with Harris County Social Services. Students have the benefit of exposure to real-life work situations. We enhance these offerings by scheduling many special programs, field trips, and presentations throughout the school year. CIFS is also proud to offer both the Associate of Applied Science Degree and the Certificate in Funeral Directing via distance education.

POLICY AGAINST HARASSMENT & DISCRIMINATORY

Commonwealth Institute of Funeral Service is committed to providing an educational climate that is conducive to the personal and professional development of each individual. CIFS does not discriminate and prohibits discrimination on the basis of race, color, religion, gender identity and gender expression, national origin, age, disability, sex, sexual orientation, or Veteran status in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. To ensure compliance with Title IX and other federal and state civil rights laws, CIFS has developed policies and procedures that prohibit discrimination in all of its forms.

Commonwealth Institute of Funeral Service is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. All inquiries concerning CIFS policies; compliance with applicable laws, statutes, and regulations; and complaints may be directed to the designated Title IX officers:

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Commonwealth Institute of Funeral Service complies with the “Family Educational Rights and Privacy Act of 1974.”

IMPORTANT ADDRESSES

American Board of Funeral
Service Education
992 Mantua Pike, Suite 108
Woodbury Heights, NJ 08097
816-233-3747
Fax: (856) 579-7354
www.abfse.org

Texas Funeral Service Commission
P.O. Box 12217
Capitol Station
Austin, TX 78711
1-888-667-4881
Fax: 512-479-5064
www.tfsc.state.tx.us

Texas Workforce Commission
101 East 15th Street
Austin, TX 78778
512-936-3160
www.texasworkforce.org

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W

elcome to Commonwealth Institute of Funeral Service – Commonwealth is a wonderful place, and I hope, as a premiere training institute for future funeral service practitioners, that you learn a great deal of what we have to offer you.

Commonwealth Institute is located in Houston, Texas; America’s fourth largest city, with many events and activities that appeal to students with different interests and backgrounds.

As you learn more about Commonwealth, you will see that this funeral service institution is indeed a step ahead of the rest. Commonwealth is proud to present a state-of-the-art learning facility, which includes preparation facilities for practical and technical training. Our unique affiliations with Baylor College of Medicine, the University of Texas Medical School, and Harris County Department of Social Services allow students to participate in approximately 400 annual “real-life” funeral service experiences. Commonwealth offers a complete funeral service educational experience; whether you choose to attend classes on campus or utilize our online learning platform. Something else you will not find at another school is our relationship with the National Museum of Funeral History. Commonwealth is the only funeral service college to offer this special resource.

Additionally, our faculty consists of some of the most innovative and brightest individuals in funeral service education. Commonwealth believes in utilizing experienced funeral service instructors, so that our students can be confident that they’re prepared to enter the workforce as capable and responsible practitioners. We do not simply teach theory but believe strongly in applied learning – that is taking the knowledge you learn in the classroom and demonstrating how to use it in the workplace.

Commonwealth is a multicultural institution committed towards enhancing and facilitating learning in an environment that contributes to student success and academic excellence. During your time with Commonwealth, I would like you to Dream Boldly, your only limitation is your imagination; Study Vigorously, it will be your pursuit of knowledge that will carry you across your academic finish line; and Serve Humbly, our guests we serve deserve nothing but your upmost professional service.

It is with this motto that I would like to say: On behalf of the Board of Regents, the administration, faculty, and staff, I extend best wishes as you allow us to assist you in your quest for success and academic achievement.



Glenn A. Bower, CFSP
President
Commonwealth Institute of Funeral Service

Section 1

Academic Calendar

2019

Dec. 30 Orientation Day for Incoming Class

2020

JAN. 6 Winter Quarter Begins, 1st and 3rd Quarter of Specialized and Related Courses

JAN. 20 Martin Luther King Jr. Day, no classes

FEB. 1 Close of Enrollment for Spring 2020 Quarter

FEB. 17 President's Day, no classes

FEB. 28 Open House

MARCH 17-19 Winter Quarter Final Exams

MARCH 20 End of Winter Quarter

MARCH 21 through APRIL 5 Quarter Break

MARCH 31 Orientation Day for Incoming Class

APRIL 6 Spring Quarter Begins, General Education Core, 2nd and 4th Quarter of Specialized & Related Courses

APRIL 13 Easter Monday, no classes

APRIL 29 Career Fair

MAY 1 Close of Enrollment for Summer 2020 Quarter

MAY 25 Memorial Day, no classes

JUNE 16-18 Spring Quarter Final Exams

JUNE 19 End of Spring Quarter; Commencement Ceremony

JUNE 20 through JULY 5

Quarter Break

JUNE 30 Orientation Day for Incoming Class

JULY 6 Summer Quarter Begins, 1st and 3rd Quarter of Specialized and Related Courses

AUG. 1 Close of Enrollment for Fall 2020 Quarter

AUG. 28 Open House

SEPT. 7 Labor Day, no classes

SEPT. 15-17 Summer Quarter Final Exams

SEPT. 18 End of Summer Quarter

SEPT. 19 through OCT. 4 Quarter Break

SEPT. 29 Orientation Day for Incoming Class

OCT. 5 Fall Quarter Begins, General Education Core, 2nd and 4th Quarter of Specialized & Related Courses

OCT. 28 Career Fair

NOV. 1 Close of Enrollment for Winter 2021 Quarter

NOV. 13 Veteran's Day Holiday Observed

NOV. 26-27 Thanksgiving Day Holiday, no classes

DEC. 15-17 Fall Quarter Final Exams

DEC. 18 End of Fall Quarter; Commencement Ceremony

DEC. 19 through JAN. 3 Quarter Break

DEC. 29 Orientation Day for Incoming Class

2021

JAN. 4 Winter Quarter Begins, 1st and 3rd Quarter of Specialized and Related Courses

JAN. 18 Martin Luther King Jr. Day, no classes

FEB. 1 Close of Enrollment for Spring 2021 Quarter

FEB. 15 President's Day, no classes

FEB. 26 Open House

MARCH 16-18 Winter Quarter Final Exams

MARCH 19 End of Winter Quarter

MARCH 20 through APRIL 4 Quarter Break

MARCH 30 Orientation Day for Incoming Class

APRIL 5 Easter Monday, no classes

APRIL 6 Spring Quarter Begins, General Education Core, 2nd and 4th Quarter of Specialized & Related Courses

APRIL 28 Career Fair

MAY 1 Close of Enrollment for Summer 2021 Quarter

MAY 31 Memorial Day, no classes

JUNE 15-17 Spring Quarter Final Exams

JUNE 18 End of Spring Quarter; Commencement Ceremony

JUNE 19 through JULY 4 Quarter Break

JUNE 29 Orientation Day for Incoming Class

JULY 5 4th of July Holiday Observed, no classes

JULY 6 Summer Quarter Begins, 1st and 3rd Quarter of Specialized and Related Courses

AUG. 1 Close of Enrollment for Fall 2021 Quarter

AUG. 27 Open House

SEPT. 6 Labor Day, no classes

SEPT. 14-16 Summer Quarter Final Exams

SEPT. 17 End of Summer Quarter

SEPT. 18 through OCT. 3 Quarter Break

SEPT. 29 Orientation Day for Incoming Class

OCT. 4 Fall Quarter Begins, General Education Core, 2nd and 4th Quarter of Specialized & Related Courses

OCT. 27 Career Fair

NOV. 1 Close of Enrollment for Winter 2022 Quarter

NOV. 12 Veteran's Day Holiday Observed

NOV. 25-26 Thanksgiving Day Holiday, no classes

DEC. 14-16 Fall Quarter Final Exams

DEC. 17 End of Fall Quarter; Commencement Ceremony

DEC. 18 through JAN. 2 Quarter Break

DEC. 28 Orientation Day for Incoming Class

2022

JAN. 3 Winter Quarter Begins, 1st and 3rd Quarter of Specialized and Related Courses

Section 2

About Commonwealth Institute of Funeral Service

MISSION STATEMENT OF COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

Commonwealth Institute of Funeral Service is a vocational, postsecondary teaching institution with its primary purpose being to educate individuals interested in the subjects comprising the curriculum for licensure and a career in funeral service.

VISION STATEMENT OF COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

Commonwealth Institute of Funeral Service will be recognized by the funeral service professionals and beyond for excellence in its capacity (a) to prepare new funeral service practitioners for a profession that sustains valued traditions and pursue unlimited possibilities; (b) to foster appreciation of the funeral culture as it is represented by the families we serve; and (c) to produce graduates who are valued by those they serve and by those who oversee their work because of their integrity, honesty, ethics, innovation and a deep sense of reverence towards all cultures, faiths and beliefs.

MOTTO OF COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

Dream Boldly ~ Study Vigorously ~ Serve Humbly

LEARNING OBJECTIVES OF COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

The central objective of Commonwealth Institute of Funeral Service is to educate students in every phase of funeral service so that graduates are prepared for entry-level employment in funeral service. In support of this objective, Commonwealth Institute of Funeral Service has adopted the following learning objectives:

Upon completion of the accredited program, students will be able to:

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

HISTORY OF COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

During the mid-part of the Twentieth Century, it became evident that there was a great need in Southeast Texas to open a college of mortuary science to train men and women in the art and science of embalming and the skill of funeral directing.

In 1936, Mr. R. Victor Landig accepted this challenge and opened the **Landig College of Mortuary Science** in Houston, Texas. The Landig College of Mortuary Science immediately became recognized as one of the leading and most respected colleges of mortuary science in the United States.

Mr. Landig was truly a pioneer in funeral service education. Possessing vision and good academic skills, Mr. Landig was able to attract to his faculty some of the leading experts in embalming and restorative art in the country. Of the luminaries in funeral service education that were on the Landig faculty was A.O. Spriggs, the author of "The Art and Science of Embalming" and "Champion's Textbook on Restorative Art". Mr. Spriggs went on to become the Director of Research for the Champion Embalming Fluid Company. Also on the faculty was Mr. C.F. Callaway, who wrote the widely used textbook "The Art of Funeral Directing". Mr. Callaway was a widely respected author and lecturer and later served as Director of Research for the Undertakers' Supply Company in Chicago. Mr. Landig authored a book entitled "Time Changes Everything," which was a standard textbook concerning communication skills of the funeral director. Also during this growth period, the Landig College of Mortuary Science became the focal point in the formation of Howard S. Eckel's new method of restorative art called "Derma Surgery." This mortuary art was widely taught and is still used today as the core of the Restorative Art course.

In 1955, Mr. Landig had plans to move his college to Commonwealth Street located in downtown Houston, Texas. However, personal health problems stopped Mr. Landig's plan of a new school on Commonwealth Street; although the new name was retained, the **Commonwealth College of Sciences**. Due to poor health, Mr. Landig sold his interests in the college to Mr. Tex Garton, who was an extremely popular and respected funeral director in the Houston area. Mr. Garton operated the college until 1966, when the college was purchased by the Pierce organization. To this end, a new college was built on Barren Springs Dr. in north Houston.

In the late 1980's an extensive feasibility study by a team of the nation's top funeral service executives, practitioners, and funeral service educators was conducted by Mr. R.L. Waltrip, with the goal in mind of providing the finest in contemporary funeral service education. Key features included: a curriculum which emphasized hands-on experience in embalming and restorative art, computer science, and funeral directing and management skills. Provisions were made, and in 1988 the "**Institute of Funeral Service**" was chartered as a Texas non-profit 501(c)3 corporation. The opening of the Institute of Funeral Service was announced in the summer months in professional journals. The first class enrolled and instruction began on August 29, 1988.

For a two-year period, there were two mortuary colleges in Houston. In 1990, the Institute of Funeral Service acquired the Commonwealth College of Funeral Service and changed its name, becoming the **Commonwealth Institute of Funeral Service**. The merger of the two colleges brought together the finest faculty and facilities.

Over the years Commonwealth has expanded and now offers the finest in educational facilities and faculty in the United States. Today, Commonwealth has a contemporary, on-site clinical embalming facility, a restorative art laboratory, a funeral merchandise display room, a library learning resource center along with leading licensed funeral service practitioners employed as faculty. Commonwealth Institute of Funeral Service offers two distinct learning tracks for student success; a completely on campus learning track and an online learning track with on-campus clinical practicum experience

ACCREDITATION STATEMENTS

Commonwealth Institute of Funeral Service is recognized by the Texas Higher Education Coordinating Board as an Institution of Higher Learning and is authorized to offer instruction leading to the Associate of Applied Science Degree (A.A.S.).

Commonwealth Institute of Funeral Service is recognized by the Texas Workforce Commission to offer instruction leading to a Certificate in Funeral Directing.

The Associate of Applied Science Degree in Funeral Service and Commonwealth Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org

APPROVALS

Commonwealth Institute of Funeral Service is approved for the education and training of veterans, disabled persons, and rehabilitation trainers by the Texas Workforce Commission.

Commonwealth Institute of Funeral Service is approved and regulated by the Texas Workforce Commission Career Schools and Colleges.

Commonwealth Institute of Funeral Service is licensed by the Texas Funeral Service Commission as a funeral establishment.

Commonwealth Institute of Funeral Service is approved by the Texas State Anatomical Board to use human cadavers.

MEMBERSHIPS

Commonwealth Institute's commitment to the community and the profession is illustrated by the following institutional or staff memberships:

- 100 Black Women of Funeral Service
- Academy of Professional Funeral Service Practitioners
- Cremation Association of North America
- Council for Higher Education Accreditation
- Houston Metropolitan Funeral Directors Association
- Houston Funeral Directors and Morticians Association
- International Cemetery, Cremation, and Funeral Association
- Library & Information Resources Network
- National Associated Colleges of Mortuary Science
- National Funeral Directors and Morticians Association
- National Funeral Directors Association
- Texas Funeral Directors Association
- Texas Association of Student Financial Aid Administrators
- Veterans Administration
- WICHE Cooperative for Educational Technologies

STATEMENT OF OWNERSHIP

The name of the incorporated business as stated in its amended articles of incorporation is Commonwealth Institute of Funeral Service. Commonwealth Institute of Funeral Service is a Texas non-profit 501(c)3 tax exempt organization which is governed and overseen by the board of regents and the president, as chief executive officer.

CIFS BOARD OF REGENTS

STEVE A. TIDWELL, CHAIRMAN OF THE BOARD

Senior Vice President, Service Corporation International

ROBERT M. BOETTICHER, SR., VICE-CHAIRMAN

Director of Special Projects, Service Corporation International

R.L. WALTRIP, CHAIRMAN EMERITUS

Founder and Chairman Emeritus, Service Corporation International

GLENN A. BOWER, CFSP, PRESIDENT

Chief Executive Officer, Commonwealth Institute of Funeral Service

W. BLAIR WALTRIP, VICE PRESIDENT AND TREASURER

Independent Consultant, Family & Trust Investments

JANET S. KEY, SECRETARY

Senior Legal Assistant, Service Corporation International

GENEVIEVE G. KEENEY, MEMBER

President, National Museum of Funeral History

TAMMY R. MOORE, MEMBER

Financial Controller, Service Corporation International

THOMAS L. RYAN, MEMBER

Chairman of the Board and Chief Executive Officer, Service Corporation International

STAN SZAFRAN, MEMBER

Director of Trust Investments, Service Corporation International

SUMNER JAMES WARING, III, MEMBER

Senior Vice President, North American Operations, Service Corporation International

ADMINISTRATION

GLENN A. BOWER, CFSP, President

M.S.ED National University, San Diego

B.Tech.FSA, State University New York, Canton

B.A. California Lutheran University, Thousand Oaks, CA

A.S. and Certificate in Mortuary Science, Cypress College, Cypress, California

Professional Licensure: Texas and California

STUART E. MOEN, CFSP, Dean of Academics

M.A. in Adult and Higher Education, University of South Dakota

B.S. in Mortuary Science, University of Minnesota

Advisor: National Funeral Service Honor Society

Professional Licensure: Texas

CHRISTOPHER C. LAYTON, Dean of Students

M.Ed. University of Houston

B.A. Arizona State University

Certificate in Mortuary Science, Cypress College

Certified Hospice Trainer

Professional Licensure: Texas

CODY L. LOPASKY, CFSP, Associate Dean of Academics & Distance Education Coordinator

M.A. University of Houston-Victoria

B.A. Texas State University

A.A.S. Commonwealth Institute of Funeral Service

Professional Licensure: Texas

JESSIKA JENKINS, Director of Operations

M.Ed. Texas Tech University

B.S. Texas A&M University

A.A.S. Commonwealth Institute of Funeral Service

Professional Licensure: Texas

FACULTY & STAFF

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Admissions Office
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University

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Certificate of Proficiency,
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B.A. Lynchburg College

DAVID TAYLOR, JR.,
Clinical Lab Coordinator
A.A.S. Commonwealth Institute
of Funeral Service
Professional Licensure: Texas

Section 3

Campus Facilities

HOURS OF OPERATION

Commonwealth Institute is open and available to students Monday through Friday from 8:00 a.m. to 4:30 p.m. C.S.T., except during designated holidays. Lecture classes are scheduled Monday through Thursday during the following times:

- First Hour.....8:00 - 8:50 a.m.
- Second Hour...9:00 - 9:50 a.m.
- Third Hour...10:00 - 10:50 a.m.
- Fourth Hour..11:00 - 11:50 a.m.
- Fifth Hour....12:00 - 12:50 p.m.

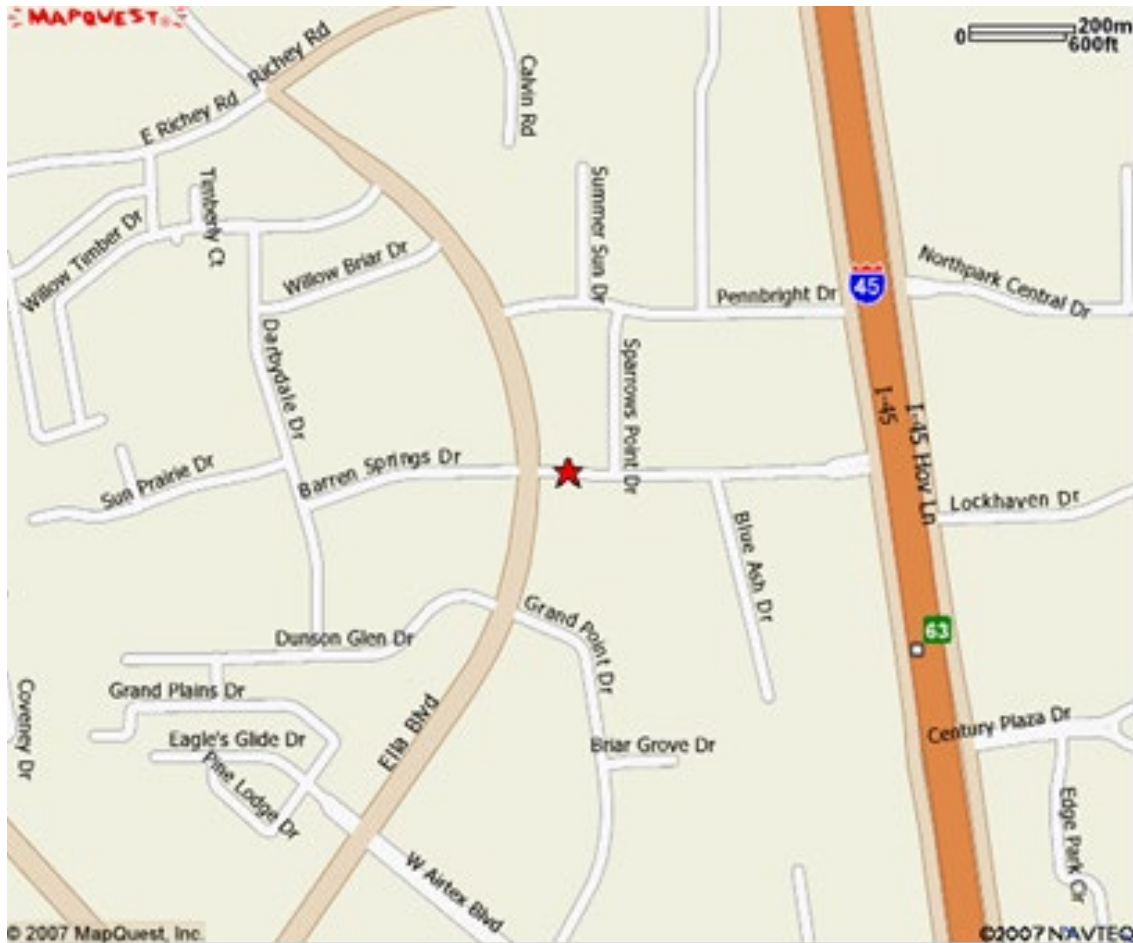
*Embalming Laboratory sessions for classes may be scheduled from 1:00 to 4:30 p.m., Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday. Other times for laboratory sessions will be determined on an at-need basis. Every effort is made to complete lab by 4:30 p.m.; however, this may vary depending on the individual case.

LOCATION

Commonwealth Institute of Funeral Service is located at 415 Barren Springs Drive on the north side of Houston, Texas near Interstate 45 North and George Bush Intercontinental Airport.

From I-45 southbound, exit at Richey Road; continue south on the service road to Barren Springs Drive (main entrance to Commerce Park North) turn right onto Barren Springs. The college is approximately 3 blocks on the left from the I-45 service road.

From I-45 going north, exit at Airtex Road, go left on Airtex to Ella Blvd., turn right on Ella Blvd., proceed to Barren Springs Dr., and turn right. You will see the college on the right side.



WEATHER CLOSURES

Commonwealth generally follows Houston Independent School District (HISD), Spring Independent School District (SISD) and Klein Independent School District (KISD) when it comes to system-wide weather-related closures and delays. This does not include individual school closures or non-weather-related closures. Local television stations and their accompanying websites list HISD, SISD and KISD inclement weather closures. In all cases, students should use good judgment regarding their individual situations as they relate to poor weather and travel conditions. Students should never jeopardize their life, health, or safety.

BUILDING, FURNITURE, AND GROUNDS

Commonwealth's campus includes 2 large classrooms, 2 dedicated clinical laboratories, a computer lab and secure testing center, the Dr. George Poston Memorial Library and Learning Resource Center, a student lounge and faculty and staff offices. The campus hallways are warm and inviting with places to study or have a conversation.

Commonwealth also shares the educational complex at 415 Barren Springs Drive with two other entities: the National Museum of Funeral History and the American Funeral Service Training Center.

COMPUTER LAB

The student computer lab is open and accessible to students and community members during normal school business hours. The lab features individual computer workstations that can be utilized for academic and professional funeral service research. The lab is also networked for printing capability. Please see the Student Handbook and/or the school website for complete policy information on intellectual property protection and use of institutional technology resources.

SMOKE-FREE BUILDING

The school complex is a smoke-free building. Smoking, including vapor or e-cigarettes, is not permitted anywhere inside the building. **Smoking is permitted only in designated areas.** Students are asked to dispose of cigarettes in the receptacles provided for them and not on the school grounds.

CAMPUS PARKING

Ample student parking is provided on the east side and in back of the school complex. The parking lot on the west side of the building is reserved for museum guests. Automobiles are to be parked only in designated parking spaces. Unauthorized cars parked in handicapped spaces will be towed at the owner's expense.

STUDENT LOCKERS

Student lockers are available for use in the student lounge. Please see the Student Handbook for complete information and policies on student lockers.

DISABLED PERSONS

Commonwealth is a ground level facility with access for disabled persons. Commonwealth operates in compliance with the provisions of Title VI of the Civil Rights Act of 1964 and accepts students without regard to race, color, national origin, age, sex, marital status, veteran status, or disability.

The Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 require the institution to provide reasonable accommodations to qualified individuals with disabilities. However, reasonable accommodations do not include fundamental alterations to course requirements. Furthermore, accommodations cannot be made that would effectively place an undue administrative or financial burden on the College.

LIBRARY

The Dr. George Poston Memorial Library and Learning Resource Center has approximately 4,500 texts, e-books, videos, magazines, and subscribes to over 25 periodicals and newspapers in the funeral profession. The Library is arranged in open shelves, enabling students to browse and make their own book selections.

The facilities include reading and study areas, a group study area, photocopier, computer access stations and video viewing equipment. Bibliographic information about the Library's material collection is available via an online public access catalog at cifslibrary.follettdestiny.com. The resource center provides Internet access, full-text periodicals, newspaper databases, and other electronic reference sources. The reference collection of print volumes includes bibliographies, atlases, periodical indexes, and other reference sources. Special archive collections include early mortuary periodicals, early trade catalogs, and other data.

Instruction in library research methodology and current research technology is provided for individuals and classes under the direction of a professional librarian. Contact Mrs. Davis for assistance by calling 1-800-628-1580, Monday through Thursday, 9:00 a.m. to 2:00 p.m. Central Standard Time or by emailing library@commonwealth.edu at any time.

The Library's holdings are supplemented by membership in the Library and Information Resources Network (LIRN), a library consortium of over 60 private colleges and universities serving a diverse and international student population. LIRN provides on and off campus access to many full-text, bibliographic, and electronic journals and databases covering a wide array of subjects.

CLINICAL FACILITIES

Commonwealth's clinical facilities are located on the premises. The three-suite embalming facility is able to accommodate approximately 400 human remains annually. The Institute's clinical program provides that vital link between theory and practice and helps to integrate and apply knowledge gained in restorative art, pathology, anatomy, microbiology, and chemistry; as well as the theory of embalming itself.

Participation in a minimum of ten embalming cases is required of each student enrolled in the Associate of Applied Science Degree program. An abundance of opportunities exists for those who wish to exceed the minimum requirement. Commonwealth offers students a unique experience in practical embalming and restoration. Primary to this educational experience are the relationships that Commonwealth has with the prestigious Baylor College of Medicine, the University of Texas Medical Branch, and Harris County Social Services. For more information on the Clinical Embalming Program, please see the Student Handbook.

Students participate in funeral directing and arrangement conference clinical activities. Each student actively participates in clinical activities that broadens the student's funeral directing and arranging skills and competencies. Students utilize interactive techniques which cover the wide range of funeral arrangement possibilities.

COUNTY FUNERALS

Unique to the educational opportunities at Commonwealth is the student's participation in the funeral services of the deceased persons who will be interred in the Harris County Cemetery. Students not only embalm and voluntarily cosmetize, dress, and casket the remains, they also have the voluntary opportunity to assist with actual funeral services under licensed supervision. Friday is the Harris County funeral day on which Commonwealth students can participate in approximately twelve services a week.

Section 4

Student Life

RECREATION AND CULTURE

Houston, the nation's fourth largest city, is known as the Bayou City and is well deserving of that name. In addition to affordable housing and exceptional public transportation, there is tremendous excitement in living in a culturally rich environment.

There is an endless list of all that Houston has to offer, including: major sporting events, concerts, close beaches, NASA Space Center, cultural festivals, museums, abundant parks, and of course the food!

STUDENT BODY

One of CIFS's distinct assets is the diversity of its student population. Students come from all over the United States and some foreign countries. This results in constant faculty and student exposure to various perspectives and practices throughout the world. The opportunity also exists to make valued friends and future professional contacts nationwide.

LIVING ACCOMODATIONS OFF CAMPUS AND HOUSING

It is the responsibility of the student in locating satisfactory living accommodations. Students may choose from single rooms or apartments, many within walking distance of the campus. Furnished apartments are available, and monthly rents for such facilities will vary depending upon the type and location of the apartments.

CIFS does not provide on or off campus housing. Several apartment and townhouse complexes are located within the same office park as the campus. In addition, the Houston area newspapers and the internet provide innumerable listings of available housing. Students must make their own arrangements for housing, and CIFS assumes no responsibility for any problems between landlord and student

ALUMNI SERVICES

The Alumni Association was founded in May of 1997. This association was put together so that graduates could visit, keep in touch with everyone, meet other graduates, reminisce about their school days and continue to foster the necessary professional relationships with fellow CIFS graduates. Some of the events which the alumni association has sponsored: a luncheon for graduating seniors during their National Board review, scholarships, discounts on continuing education classes, cruises with CEU programs, and all-class reunions at the State Conventions. New graduates receive a one-year membership at no cost. For additional information on the Alumni Association, please refer to the Alumni section of the school's website.

ADVISORY BOARD

All CIFS students have the ability to participate in campus-wide activities and events. Student representatives will be selected for the CIFS Advisory Board at the beginning of each enrollment quarter. All campus events are open to currently enrolled CIFS students. CIFS Advisory meetings are also open to all currently enrolled CIFS students.

PLACEMENT/JOB INFORMATION

Commonwealth Institute of Funeral Service maintains a list of prospective employers concerning job positions for students and graduates, for both full and part-time employment. Additionally, prospective employers are invited to attend the Open House, held at CIFS each spring and fall where they can conduct interviews at that time. Many requests for employment are filled each year. If you would like assistance in obtaining employment, please send a one-page resume to CIFS. Your resume will be maintained for thirty days and sent to prospective employers. CIFS does not guarantee employment to any student or graduate, as this is a decision which must always be made between employer and prospective employee.

STUDENT ORGANIZATIONS/HONOR SOCIETY

Commonwealth encourages student participation in campus governance through the Commonwealth Student Council. Student representatives, from each class cohort, are selected by each class to participate in the campus wide committee. The Student Council plans, organizes and leads various campus and community activities throughout the year.

The National Funeral Service Honor Society is represented on campus. The purpose of the honor society is to offer service and leadership to CIFS, as well as promote academics and fellowship among all students enrolled at Commonwealth.

The Honor Society members sponsor study groups, assist as hosts at graduation and other college functions, and assist Commonwealth's recruiting efforts. Membership is by invitation, and is open to students who are enrolled fulltime, with a GPA of 3.5 or higher for any grading period. Dues and other criteria are set by the honor society.

A faculty member is assigned as an advisor to the Honor Society. Activities vary from year to year. Events are planned with the student body's interest and schedules in mind. All activities planned by the Honor Society are to be coordinated through the faculty sponsor with approval from the administration.

Section 5

State Licensing Requirements

GENERAL RULES

As a general rule, some states require that candidates for funeral directing and/or embalming licensure fulfill licensing requirements as follows: graduation from high school; provide proof of U.S. citizenship; completion of one or two years general collegiate coursework; completion of mortuary college; pass national or state board examination; serve internship/apprenticeship; pass oral interview. Applicants are advised to contact the licensing authority in the state in which they wish to practice in order to obtain the specific requirements of that state.

There are no uniform licensing laws governing funeral service in the United States; each state sets its own requirements. The length of the apprenticeship, the amount of college required, specific courses within the general coursework, and the order in which all requirements have to be met *vary* greatly from state to state. **It is the responsibility of the student to ensure that licensure requirements have been met.** Questions concerning individual state requirements should be directed to the licensing authority in the state(s) in which you intend to practice.

The licensing agencies of some states require a prospective student to notify the agency prior to enrollment in mortuary college, as well as completion of pre-mortuary college educational requirements. Applicants must meet any mandated pre-mortuary college state licensing requirements prior to admission. For detailed information, please refer to the Commonwealth's website www.commonwealth.edu and go to the Licensing Requirements section. Candidates may also visit the International Conference of Funeral Service Examining Boards website www.theconferenceonline.org for more details.

Some states prohibit applicants with misdemeanor and/or felony convictions from obtaining a license. In most instances, these matters are handled on a case-by-case basis. Prospective enrollees who might be affected by this should clear this matter prior to seeking enrollment by communication directly with their state funeral service licensing agency.

STUDENTS SEEKING LICENSURE IN TEXAS

Texas Funeral Service Commission
P.O. Box 12217
Capitol Station
Austin, Texas 78711
Physical Address: 333 Guadalupe Street, Suite 2-110
Austin, TX 78701
Phone: (512) 936-2474 Email: info@tfsc.state.tx.us Website: www.tfsc.state.tx.us

Texas requires applicants for licensure to be at least 18 years of age, hold a high school diploma or GED certificate, graduate from an accredited mortuary college, score a minimum scaled score of 75% on each section of the National Board Examination, score a minimum of 75% on the Texas Mortuary Law Examination, and complete a period of provisional licensure for a maximum of 24 consecutive months in which the provisional licensee must perform 45 cases under the direct supervision of an approved funeral director and /or embalmer.

STUDENTS SEEKING LICENSURE IN LOUISIANA

Louisiana State Board of Embalmers and Funeral Directors
3500 N. Causeway Boulevard, Suite #1232
Metairie, LA 70002
(504) 838-5109

BOARD CERTIFICATION

A student who desires to sit for the National Board Examination (NBE) or State Board Examination (SBE) administered by the International Conference of Funeral Service Examining Boards (ICFSEB) must first be certified by Commonwealth to the ICFSEB. The ICFSEB does not allow certification for only one section of NBE (partial certification).

COMMONWEALTH CERTIFICATION EXAM

The Commonwealth Certification Exam is the most recent in a long line of successive exit exam assessments utilized by Commonwealth Institute of Funeral Service. The Certification Exam is developed and administered by Commonwealth Institute, and it is similar in length and format to both the National Board Exam (NBE) and the State Board Exam (SBE). The Certification Exam may be computer-based or written. It is solely up to the discretion of Commonwealth Institute as to how it is administered and by which format. Passing the Certification Exam proves that a student has mastered the funeral service curriculum and is therefore ready to be CERTIFIED to sit for the NBE or SBE.

Like the NBE and SBE, the Certification Exam has two sections – Arts and Sciences. AAS Degree students will take both sections; just like the NBE. Certificate in Funeral Directing students will take only the Arts section; just like the SBE. Students must achieve a score of 80% or higher on EACH section of the Certification Exam (Arts & Sciences for AAS Degree students and Arts only for Certificate students). Section scores are not averaged. **The Certification Exam is the final exam for MSCI 1020 Board Review**, and a passing score is required to pass the course, to graduate, and to be certified to take either the NBE or SBE.

Campus students will take the Certification Exam during the week of final exams. This option is extended to online students as well. Online students not taking the Certification Exam on campus must locate and get approval for a proctoring site at which to take the exam. Proctor information and guidelines are available on the school website as well on the MSCI 1020 Board Review course.

Students who fail the Certification Exam with a score of 75-79 may retake the exam (or the failed section) once. In other words, a total of two (2) attempts is allowed. However, the second attempt must meet certain requirements. A score of less than 75% disqualifies a student from a second attempt. This results in a grade of F (fail) for the MSCI 1020 Board Review course which will prohibit the student from graduating. However, students that fail the Certification Exam (one or both attempts) may attend the commencement ceremony at the end of the week and walk with their classmates because they were a candidate for graduation that term. In order to graduate, a student must retake MSCI 1020 Board Review during the next term in which the course is offered and pass the Certification Exam.

The CIFS policy on academic dishonesty applies to those taking the Certification Exam, and exam security is taken seriously. Students will be required to sign an examination security document prior to being allowed to sit for the Certification Exam. Like the NBE/SBE, any student who declines to sign the form will NOT be allowed to sit for the Certification Exam. Academic dishonesty OF ANY KIND during the Certification Exam will make a student ineligible to be certified for the NBE or SBE.

Certification Exam Eligibility Requirements:

- Be enrolled in the final quarter of coursework and passing all currently enrolled courses, including the MSC1 1020 Board Review course;
- Have no outstanding financial obligations to Commonwealth;
- Have completed all lab/externship requirements (AAS Degree students only); and
- Earned a letter “C” grade or better in all specialized course work and a cumulative GPA of at least 2.0

National Board Examination/State Board Examination

LICENSE EXAMINATIONS

It is the student’s responsibility to complete and submit the application for the National Board Examination, Texas State Board Examination, and/or any other licensure-related exams along with the correct fee and within the necessary time frame. Additional information can be found at www.theconferenceonline.org for National Board and State Board information.

NATIONAL BOARD EXAMINATION, STATE BOARD EXAMINATION AND LICENSURE

At present, the computer-based National Board Examination consists of two three-hour sessions on embalming sciences and funeral directing arts consisting of 170 questions each. Students completing the Certificate in Funeral Directing and planning to seek licensure in Texas must take the Arts Section of the Texas State Board Examination; consisting of 150 questions.

Students completing the Associate of Applied Science Degree curriculum must take the National Board Examination as a requirement for licensure in Texas (and many other states).

The International Conference of Funeral Service Examining Boards, Inc. administers the National Board Examination and Texas State Board Examination at approved computer testing sites throughout the year. Students must be certified by Commonwealth to be able to take the National Board Examination or Texas State Board Examination. Please see The Conference website www.theconferenceonline.org for testing locations and application information.

NBE Pass Rate, Graduation Rate, and Employment Rate Disclosure

National Board Examination pass rates, graduation rates, (beginning in 2015) and employment rates (beginning in 2015) for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program’s pass rates, graduation rate and employment rate, go to the administrative offices at 415 Barren Springs Drive, Houston, TX, 77090, by e-mail at information@commonwealth.edu, or by telephone at (281) 873-0262.

Section 6

Admission & Enrollment Policies

MINIMUM STANDARDS FOR ADMISSION

The minimum standards for admission to the programs at Commonwealth Institute of Funeral Service are:

- Graduation from an accredited four-year high school or its equivalent (such as a recognized G.E.D.). If any official school documents are in a foreign language, they will need to be translated and certified that the applicant has completed formal education requirements equivalent to high school graduation in the United States. The translated documents need to be accurate before submission to Commonwealth.

APPLICATIONS

Applications are processed in the order in which they are received. However, in all cases, new enrollees are given priority over re-enrolling students and students transferring from other ABFSE accredited programs.

COMMUNICATION

All students must provide a valid email address. Official CIFS communication occurs through the e-mail provided on the application for admission. A student who desires to utilize an email address different than the one provided on the application must immediately notify CIFS staff in writing. Students are responsible for checking their email on a daily basis. Information e-mailed to students' official e-mail accounts is considered to be sufficient public notification to all students. In addition to utilizing the resources available on campus, CIFS encourages our students to communicate openly and honestly with their families on all matters, especially those areas relevant to academic progress, personal concerns, and disciplinary action.

It is the students' responsibility to keep their current address, phone number, and e-mail address registered with the administrative office.

HOW TO APPLY FOR ADMISSION

Enrollment closes 60 days prior to the start date of each academic quarter. You must be accepted by the close of enrollment to be considered for that term.

Steps to apply for admission:

1. Complete an Application for Admission and submit it to CIFS with the \$50.00 non-refundable application fee.
2. An official copy of your final high school transcript needs to be sent directly to CIFS. If you have a GED certificate, contact your state education agency and request the certificate and certificate transcript be sent directly to CIFS.
3. Contact *each* vocational or technical school, college or university that you attended and request a final official transcript be sent directly to CIFS.

4. If you plan to receive benefits from the Veteran’s Administration, then you must submit a certified copy of your **DD-214, official military transcripts, and Letter of Eligibility**. **Please contact CIFS prior to applying for VA benefits.**
5. Upon appeal, written waiver by the President or Dean of Academics may consider such factors as student’s background, achievements, honors, and work history in making a decision.

After CIFS has received the completed application, fee, and all other required supporting documents, the CIFS Admission Committee will review the application and notify the applicant of the next step necessary in the application process.

SUGGESTED ENROLLMENT TIMETABLE

Applicants are encouraged to complete all preparations for the matriculation early. The following is the recommended timetable.

Six Months Prior to Enrollment: Send in all application materials and fees.

Five Months Prior to Enrollment: Send the Institute any loan forms, V.A. forms, etc. for certification of acceptance. If you are planning to receive Financial Aid you need to complete the FAFSA online at www.fafsa.ed.gov. *Only students enrolling into the Associate of Applied Science program may be eligible to receive Title IV funding.*

Four Months Prior to Enrollment: Confirm with the admissions department that all of the requirements have been met or submit any missing documents.

Three Months Prior to Enrollment: Complete any of the above that has not been accomplished.

Two Month Prior to Enrollment: CIFS will forward orientation and registration information to you. The student may wish to attend the CIFS’s Open House as scheduled. Confirm any arrangements not yet finalized or request any additional information you might still need.

Section 7

Academic Policies

Commonwealth Institute of Funeral Service provides academic programs that are rigorous and challenging, consistent with other institutions of higher learning. CIFS has established the following criteria to measure good standing, academic recognition, and satisfactory progress.

GRADING

The following grading system is used in all specialized courses in determining the student's level of achievement. All courses carry a specific number of quarter hour credits. A quarter hour shall be considered as the equivalent of one course hour of lecture, or two hours of laboratory per week for an eleven-week period of instruction. A course hour consists of one fifty-minute period. Students receive grade points according to the following system:

Grade	Numerical Range	Point Value per Credit Hour
A	93-100	4.0
B	84-92	3.0
C	75-83	2.0
D	66-74	1.0
F	0-65	0.0
TM	Terminated by CIFS	0.0
W	Withdrawal by student	
TR	Transfer Credit	
CR	Credit by Exam	
I	Incomplete	
AU	Audit	

All specialized courses will require a passing grade of "C" or 75% in order for successful academic course progression. The letter grade of Incomplete (I) may be given at the discretion of the course instructor. This temporary designation indicates the student completed all but a minor portion of the required work in the course. The student must complete the work and have the Incomplete removed from his/her grade record by the end of the 10th day after the end of the quarter or the grade will be changed to "F".

To calculate the student's Grade Point Average (GPA), add the total number of Grade Points earned and divide by the total number of hours taken, excluding credit hours with a grade of W, TR, CR, I, or AU. When a course is repeated, the higher of the grades earned will take precedence and the grade point average will be calculated as if the course were taken only once.

SATISFACTORY ACADEMIC PROGRESS

CIFS requires students to obtain a 2.0 cumulative grade point average (on a 4.0 scale) to graduate. A student should be making satisfactory progress toward the completion of his/her program of study. The student must be proceeding through the program at a pace allowing for completion within the maximum time of 1 ½ times the normal program length. The following cumulative grade point average will be used to determine academic progress.

0-20 quarter hours	1.6 cumulative GPA
21-40 quarter hours	1.7 cumulative GPA
41-60 quarter hours	1.8 cumulative GPA
61-80 quarter hours	1.9 cumulative GPA
81-97 quarter hours	2.0 cumulative GPA

Student success is paramount to CIFS. All specialized courses will normally have at least two scheduled exams and a final exam during the academic quarter. In order to support and enhance student success, students are required to successfully complete each academic quarter with a letter “C” grade or better for specialized courses. **If a student does not earn a letter “C” grade or better, they will need to repeat that course before proceeding with their academic schedule.** CIFS offers all academic courses in a timely manner; however, if a student needs to repeat a course for an insufficient grade, their enrollment agreement will be terminated. A student has up to **three attempts** to successfully complete and pass all courses. If, at any time, a student cannot pass a course after three attempts, they will be academically dismissed from CIFS without consideration of re-enrollment.

MAKE-UP EXAMINATIONS

Students are expected to submit all assignments and take all examinations as scheduled. Due to the timely nature of our profession and the duration of instruction, **CIFS does not allow any make-up examinations or assignments.** If a student misses a significant amount of academic work, then they may be advised to withdraw so that their academic record is not adversely affected.

FINAL EXAMINATIONS

Final examinations will be scheduled during the last portion of each academic quarter. All final examinations will be comprehensive. Since a final examination is required as part of the final grade, all students must take the final examination to complete each course they are enrolled in. No one will be admitted late for an examination with the exception of the final exam; **10%** of the possible points will be deducted from the total possible points for the exam, regardless of actual earned score, as a penalty for arriving late for a final exam.

GRADE REPORTS & TRANSCRIPTS

On campus students are provided a report of academic progress at midterm and upon completion of each quarter. Online students may view their course grades at any time on each individual course; thereby monitoring academic progress. Official transcripts are available with written request from the student and payment of the required fee. A student with an outstanding financial obligation to the college or in default on federal student aid programs, will have transcript(s) withheld until the debt is paid. No student academic information will be distributed until all financial obligations have been satisfied.

COURSE AUDIT POLICY

If an individual wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit after all students registering for credit have been accommodated. The cost incurred is the same as if the course were taken for credit (exceptions may exist for past graduates of the Institute). Title IV Financial aid funds and V.A. benefits cannot be applied to audited courses.

- Academic Requirements

Non-student auditors must adhere to CIFS policies governing dress code, behavior, harassment and discrimination. Auditors are required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the quarter. Restrictions on admission to courses with educationally necessary prerequisites and with extensive laboratory or clinical activities may be imposed, with room always for reasonable exceptions. No person who is ineligible for readmission by reason of his/her having been dropped by CIFS for academic or other reasons shall be eligible to audit classes. Auditors are expected to participate in graded activities, such as homework, group projects, laboratories, and exams. The instructor is not required to grade any written assignments that may be submitted by an auditor. A course scheduled for audit will appear on the auditor's record with the symbol "AU". If the auditing non-student does not meet the attendance qualifications, they will be terminated by CIFS.

Auditing of an online course is allowed by permission ONLY and reviewed on a case-by-case basis.

TRANSFER CREDIT

CIFS will recognize and accept hours only from accredited universities, colleges, and community colleges under guidelines of SACS accreditation or the equivalent thereto. CIFS will not accept transfer credit for specialized courses taken more than **3 years** from the date of application. Students who completed any clinical course work (embalming, restorative art and funeral directing) at an ABFSE accredited program may request to receive credit for the embalming cases, restorative art lab and funeral directing lab work from the previously attended ABFSE institution/program. It is the students' responsibility to initiate this discussion with the previous institution/program prior to attending CIFS in order to receive credit and certification.

Students desiring to seek transfer credit are advised to consult the Admissions Office prior to enrollment for evaluation of transfer credit. If transfer credit is granted, the grade of "TR" will appear on the student's official transcript. Only the grades earned at CIFS will be used in computing the student's GPA. Students contemplating admission with transfer credit should note that most states require students to attend mortuary college for a period of not less than twelve months. To be eligible for graduation from CIFS, students must complete a minimum of 30 quarter hours of residency at CIFS.

CIFS does not warrant the acceptance of its credits at other academic institutions. Acceptance of transfer credit is strictly a function and a decision of the receiving institution.

POLICY FOR GRANTING CREDIT

CIFS will accept transfer credit earned at another institution in accordance with commonly accepted good practice in higher education, provided the following criteria are met:

- Coursework from a regionally accredited institution, or from a nationally recognized agency such as C.L.E.P., evidenced by an official transcript, may be accepted only for the General Education core or related subjects.

- Coursework from other ABFSE accredited mortuary colleges or programs may be accepted, provided the coursework parallels the content of courses offered by CIFS and was completed **less than 3 years** from the date of application. Coursework from another ABFSE accredited program may be eligible for Credit by Exam.
- A cumulative grade point average of 2.0 (“C” average) must be achieved in all transfer courses. No grades of a “D”, “F” or “W” will be accepted as transfer credit.

CREDIT BY EXAMINATION

CIFS recognizes that some students may enroll with background education or experience that has given them sufficient knowledge in a particular area of academia. Once a student provides evidence of such experience, they may be eligible to receive credit by examination (challenge exam). The student will complete the required form, follow the necessary steps and complete the challenge examination. Once the examination has been graded, the student will be notified of the outcome and their next academic step. A maximum of **18 quarter** units may be given through credit by exam. If a student has received any type of letter grade from CIFS including but not limited to “A, B, C, D, F, W” they will not be eligible to complete the credit by examination. No challenge examination may be given to improve an existing letter grade.

ACADEMIC RECOGNITION

Degrees and Certificates will be awarded with Honors to graduating students having a cumulative GPA of at least 3.0. Students with a cumulative GPA of 3.5 or higher will graduate with Honors and Distinction. Students with a cumulative GPA of 4.0 will graduate with Honors and Distinction along with the Mu Sigma Alpha Award; presented to the top 10% of the graduating class.

COMMENCEMENT

There are important differences between commencement and graduation with which you should be familiar. Commencement refers to the ceremony, officiated by the President of Commonwealth Institute of Funeral Service, where you share the excitement and importance of your academic accomplishments with peers, family, and friends. It is also a time for the CIFS administrators and faculty to pay special tribute to you for the outstanding efforts you have shown. In general, the CIFS commencement ceremony is approximately two hours. There is no limit for the number of guests a student may invite, and there are no tickets issued. Seating is on a first-come-first-serve basis.

Participating in a commencement ceremony does not certify graduation nor confer a degree. Students who are eligible to participate in commencement are those who complete their degree requirements by the end of the current quarter. Commonwealth may consider other eligible students as those who lack no more than six credit hours to be completed next quarter and maintain a GPA of 2.0 or greater at the time of commencement.

Graduation is the certifying of degrees. The Associate of Applied Science degree or the Certificate in Funeral Directing becomes official after the graduation checklist has been completed and verified by the CIFS registrar’s office and it is posted to the transcript.

All candidates participating in the Commencement ceremony will be required to wear the academic regalia significant to CIFS. Students do not wear regalia, honor cords, or academic cords from previously attended colleges or universities.

- Traditional black regalia will be worn by all graduates and may not be altered, modified, or decorated in any way. In keeping with the dignity of the ceremony, no additions to the regalia will be allowed. Candidates with altered regalia will not be allowed to participate in the ceremony.
- Only the top of the mortar board (cap) may be decorated, please practice discretion when decorating.
- CIFS issued stoles, medallions, and honor cords may be worn at the Ceremony.
- Use **CAUTION** in selecting your graduation footwear. You will be required to stand for long periods of time, walk long distances, and use stairs/ramps.
- Information on purchasing cap, gown, and tassel will be provided. Stoles, Medallions, and Honor Cords for applicable candidates will be issued at the Ceremony.

THE FOLLOWING RECOGNITIONS OCCUR DURING THE COMMENCEMENT CEREMONY

ROBERT L. WALTRIP CHAIRMAN'S AWARD – Outstanding Achievement

This award is named in honor of the Founder and Chairman Emeritus of Service Corporation International and Chairman Emeritus for the CIFS Board of Regents. This award is presented to the graduate whom the class feels demonstrates the greatest professionalism and greatest promise in funeral service. This award is selected by the graduating class.

DR. GEORGE H. POSTON MEMORIAL SCHOLARSHIP

The scholarship is awarded to the student who has exhibited the highest proficiency in the courses of Embalming and Restorative Art.

A.O. SPRIGGS RESTORATIVE ART AWARD

This award is presented to the student whose restoration project and overall academic achievement in the area of Restorative Art demonstrates knowledge of facial expression, manual dexterity and attention to detail. The award is named in honor of a previous faculty member and early funeral service educator and author.

MCENANY & MOEN ACADEMIC ACHIEVEMENT AWARD

This award is presented to the member of the National Funeral Service Honor Society who has shown the greatest improvement in grade point average during the academic year. The award is named in honor of the Honor Society's charter President and the Dean of Academics at CIFS.

HONORS GRADUATE AWARDS

1. Students are recognized with Honors for maintaining a 3.0-3.49 Cumulative GPA.
2. Students are recognized with Honors and Distinction for maintaining a 3.5 or higher Cumulative GPA.
3. Students are recognized with the Mu Sigma Alpha Award for maintaining a 4.0 Cumulative GPA.

Section 8

General Policies

Developing and maintaining a good class attendance record is an important facet of each student's professional development. Each student is expected to attend all classes as scheduled, on time, and to remain in the classes for their full duration. The student also has the responsibility to complete assigned work and be present for the examinations at the time they are administered to the entire class.

ON CAMPUS ATTENDANCE POLICY

CIFS's attendance policies are based on students being present and participating in class activities during the scheduled class meeting time. Instructors check and record attendance in each class. To be counted present, the student must be in attendance for the entire period. Students arriving late or leaving early will be marked absent. Absences are NOT classified as excused or un-excused. The daily attendance is transferred weekly to the Master Attendance Record. Any AAS student who accumulates absences of more than 10% of their scheduled classes in a quarter, will be terminated from their enrollment by CIFS. Any Certificate of Funeral Directing student who is absent for more than 10% of the total course hours will have their enrollment terminated.

Students enrolled under various Veterans' programs or other funding agencies will be required to meet the requirements for attendance of the sponsoring organization. Additionally, a negative attendance record can affect most forms of financial aid.

ONLINE ATTENDANCE POLICY

Students enrolled in online courses must meet certain attendance standards. All students enrolled in online courses at CIFS are expected to maintain ongoing course engagement in order to uphold positive academic standing with the college. In an online environment, "attendance" is more than just logging into a course. Online attendance is measured by students' academic engagement with the course content, course tools, course instructor, and with other students in the course.

During the first week of class, all online students are expected to login to their courses, view each course syllabus and pertinent messages, and become familiar with course layouts, schedules, and due dates. Throughout the academic quarter, all CIFS students are expected to maintain an ongoing online presence in their online courses by participating in course related activities. This may include, but is not limited to the following:

- Reading announcements
- Submitting assignments
- Taking examinations or quizzes
- Posting to discussion boards or forums
- Contacting instructors with questions about material
- Carrying out any other requirements set forth by an instructor

An online student may be terminated if they have more than two consecutive assignments missing in a single online course and/or they have missed all scheduled assignments for a single week in all of their enrolled courses combined.

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. CIFS verifies student attendance in accordance with this regulation. Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.

APPEAL PROCEDURE FOR AN ATTENDANCE TERMINATION

A student may appeal an attendance termination. Documentation supporting medical or family emergencies must be submitted to the Dean of Academics within three business days of termination notification.

WITHDRAWAL PROCEDURE

Students who wish to withdraw from CIFS prior to the end of the quarter are required to complete a written Withdrawal Form and submit it to CIFS. The Withdrawal Form will include (1) intended withdrawal date (2) specific reason(s) for withdrawal (3) if he/she plans to return at a later date, and (4) his/her permanent mailing address. Absence from scheduled classes will not be regarded as formal withdrawal. Failure to comply with this policy can result in the recording of failing grades in all courses in which the student is enrolled. The deadline for submitting a completed and approved Withdrawal Form is the end of business on the last business day of the 8th week of the quarter. Students following proper withdrawal procedure will have a “W” recorded on the official transcript.

LEAVE OF ABSENCE

Leaves of absence may be granted only in emergency situations and for military service obligation. A leave of absence may not exceed twelve school days (on campus) or 3 consecutive weeks (online), and only two leaves of absence are permitted during any consecutive 12-month period. A student requesting a leave of absence must do so in writing. An official Leave of Absence Form is available upon request. The request must contain the specific start and return times, dates, and reason for the requested leave. If a student fails to return from leave as scheduled, enrollment will be terminated, and proper refund will be made in accordance with the refund policy of CIFS; if any refund is due. All test and make up materials must be completed within seven business days upon returning to class. No Leave of Absence will be authorized after the completion of the 8th week of any academic quarter.

ACADEMIC WARNING

At the end of each quarter, student progress is evaluated. Students are placed on academic warning for the subsequent quarter by failing to maintain a 2.0 cumulative grade point average or by failing any course. If a student receives 1 or more unsuccessful letter grades in any academic quarter, their enrollment will be terminated. If they request to re-enroll, they will be required to contact the Registrar for re-enrollment processing. Students who fail to achieve a cumulative 2.0 or higher GPA at the end of their second consecutive academic warning quarter will have their enrollment terminated by CIFS. Any course in which a passing grade was not achieved, the student must repeat that course. Full course tuition will be charged to repeat failed course(s).

REMEDY OF ACADEMIC WARNING

A student who is placed on academic warning for failing to maintain the 2.0 cumulative GPA or by failing any course will be required to enroll in the failed course(s) during the subsequent quarter the course is offered in order to achieve a passing grade. Once a passing grade has been achieved, the student will be removed from Academic Warning and they will be in good standing with the school.

ACADEMIC DISMISSAL

At the end of each quarter, student progress is evaluated. If a student receives a letter grade of “D” or “F” will be dismissed for academic reasons and their enrollment agreement will be terminated. Any course in which a passing grade was not achieved, the student must repeat that course.

If the student requests re-enrollment, they will be required to contact the Registrar for re-enrollment processing. Students who fail to achieve a cumulative 2.0 or higher GPA at the end of their second consecutive academic warning quarter will have their enrollment terminated by CIFS. Full course tuition will be charged to repeat failed course(s).

Students who have unsuccessfully attempted any single course **three times** will be permanently dismissed from CIFS without consideration for re-admission.

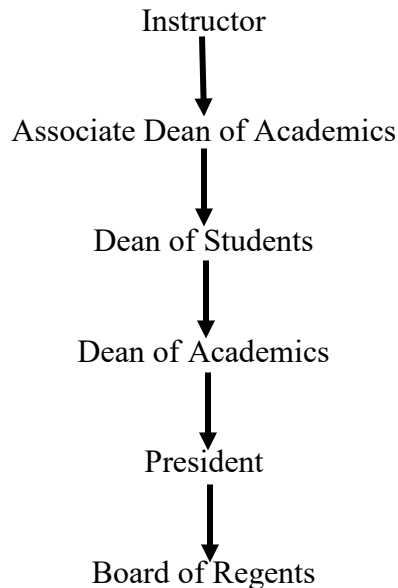
TERMINATION PROCEDURE

A student who either voluntarily withdraws from CIFS or is dropped by the school will have their enrollment terminated. Students on academic warning for two quarters who fail to raise their GPA to a 2.0 will be terminated for academic reasons.

If a terminated student wishes to re-enroll at CIFS, they will need to contact the Registrar for re-enrollment procedure. Upon a student’s **third termination** from CIFS enrollment, the student will be permanently dismissed and not eligible to re-enroll.

GRIEVANCE PROCEDURE

CIFS has an open-door policy. Therefore, students are welcome to visit directly with faculty and staff, as well as the college president. For course-related issues, students are encouraged to first address the matter with their instructor, if possible. If the problem is not resolved, then the student may proceed to the Associate Dean of Academics, Dean of Students, the Dean of Academics, and the CIFS President, **IN THAT ORDER**.



CIFS has established a grievance procedure to be used by students of CIFS to ensure their right to due process. This right to due process is administered without regard to race, creed, national origin, or sex. The grievance must be submitted in writing to CIFS within 30 days of the event. Failure to file any grievance within the specified time periods shall be deemed a waiver thereof.

The Dean of Academics or designee shall investigate the alleged grievance, and an attempt will be made to resolve the matter informally with the parties involved.

A member of CIFS's administration (Dean of Students or Associate Dean of Academics) shall serve as the hearing officer and may resolve the matter of alleged violation through an informal hearing. The legal rules of evidence do not apply at the informal hearing. Evidence that possesses probative value and is commonly accepted by reasonable people in the conduct of the affairs may be admitted. The student is presumed innocent of the alleged violation unless the hearing officer is convinced by the evidence that the student is guilty of the violation. The hearing officer may impose one or more of the following penalties, if the student is found guilty of the alleged violation: suspension of eligibility for extracurricular activities, letter of warning, suspension for up to the remainder of the current quarter, restitution for damages, denial of degree, or permanent severance from Commonwealth Institute of Funeral Service.

A student is entitled to appeal the decision of the Associate Dean of Academics, Dean of Students, or Dean of Academics to the President of CIFS. The President shall review the matter and render the final decision in a timely manner. No reprisal of any kind will be taken by the Board, an administrator, or an employee of CIFS against any person bringing a grievance under this procedure.

Any grievances unresolved by CIFS may be forwarded to the Texas Workforce Commission, Proprietary Schools, 101 East 15th Street, Austin, TX 78778-0001, (512) 936-3100. Please see “Student Complaint Policy” in the Student Handbook.

PROCTORED EXAMINATIONS

Some courses or elements of our curriculum require proctored examinations.

Please contact CIFS at (281) 873-0262 to arrange a proctored examination. Examinations in the CIFS proctoring facility are by appointment only. Appointments are on a first come, first served basis. At times, testing facility space is at a premium; therefore, CIFS requires 24-hour notice when cancelling an examination appointment. Failure to contact CIFS regarding a cancellation or repeated cancellations (even with 24-hour notice) may result in the loss of future scheduling privileges.

CIFS reserves the right to require a student to take a proctored examination onsite in Houston, TX.

DRESS CODE

Funeral service is a conservative experience. CIFS expects you to take pride in your personal appearance. Personal grooming and a businesslike appearance are vital to each student’s success.

For daily classes, business casual clothing is acceptable, as long as it does not cause a disruption in the educational environment. Hats and sunglasses are not permitted in the classroom. On days of field trips and guest speakers, students are expected to dress in the mode of contemporary funeral service practitioners: navy or black suits, white shirt or blouse, dark shoes, conservative ties, and avoid extreme hair styles.

Any student that is out of compliance with this dress code policy, will be issued an absence for the day and removed from class. This removal from class may adversely affect the student’s academic success.

FERPA & DISCLOSURE OF STUDENT INFORMATION

Commonwealth Institute complies with the *Family Educational Rights and Privacy Act of 1974*. For the complete policy, please refer to the Student Handbook and/or school website.

PREGNANCY POLICY

If a student is pregnant, planning to become pregnant, or becomes pregnant while in embalming clinical training at Commonwealth Institute, then she will be expected to immediately notify the clinical coordinator. Such a notification shall be oral and in writing.

The student shall have the option to remain in the Associate of Applied Science Degree in Funeral Service program throughout the pregnancy period, but they must take a leave of absence from all embalming clinical activities. The student realizes that a delay in completing clinical requirements may delay the completion of the Associate of Applied Science Degree in Funeral Service program.

STUDENT BEHAVIOR

CIFS maintains the inherent belief that all students should exhibit the behavior consistent with that of individuals entering the professional field of funeral service. Expected demeanor must be represented in all forms of communication. This expectation is not just in the classroom setting but also in interactions with CIFS staff and fellow students; through all avenues of communication. The ethical standards by which you will be held include paramount beliefs in honesty and integrity - that which you would exhibit with the grieving families and trusting public you will serve. Additionally, you will be held to strict adherence of confidentiality. Your guiding principle should always be, "is this acceptable behavior for how I would treat families in the funeral home?"

Commonwealth Institute recognizes that students are both citizens and members of the academic community. Upon enrolling in the Institute, each student assumes an obligation to conduct himself/herself in a manner compatible with the Institute's function, mission, and goals.

Students are expected to obey the penal and civil statutes of local, state, and federal government along with the Institute's policies, regulations, and administrative rules. For additional information on CIFS Student Behavior Policy, please see the Student Behavior Section of the Student Handbook.

STUDENT RESPONSIBILITY & CONDUCT

Detailed information with regard to student conduct is supplied in the Student Handbook and during orientation. In general, students are expected to conduct themselves in a manner that is socially acceptable and brings credit to themselves, the Institute, and their chosen profession. Failure to do so may result in disciplinary action or suspension in accordance with Institute policies.

STALKING

Stalking is defined as repeated conduct directed at a specific person whether that person is a total stranger, acquaintance, current or former intimate partner, or anyone else that would cause a reasonable person to fear for her or his safety, for the safety of a third person, or to feel emotional distress. Such behavior is prohibited. Stalking behaviors include, but are not limited to repeatedly pursuing, following, waiting, or showing up uninvited to or near a residence, workplace, classroom, or other places frequented by the person, surveillance or other types of observation including staring or "peeping," and repeated unwanted communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome by the receiver.

HEALTH

Students are encouraged to carry proof of insurance to facilitate hospitalization in the event of an emergency. Health services are not provided by the Institute; however, students are encouraged to seek immunization assistance from the Texas Department of Health Services (www.dshs.state.tx.us), Harris County Public Health and Environmental Services (www.dshs.state.tx.us) or any local immunization clinic. Harris County Clinics in our area are as follows:

Harris County Public Health Cypress Station WIC Clinic – 221 FM 1960 A.

Phone: (713) 407-5800

Hours: Mon. – Thurs. 8 AM – 7 PM, Fri. 8 AM – 2 PM, Sat./Sun. CLOSED

Harris County Public Health Humble Clinic - 1730 Humble Place Drive.

Phone: (281) 446-4222

Hours: Mon. & Wed. 7 AM – 8 PM, Tues. & Thurs. 8 AM – 5 PM, Fri. 9 AM – 12 PM, Sat./Sun. CLOSED

Harris County Public Health Antoine Clinic - 5815 Antoine.

Phone: (713) 602-3300

Hours: Mon. & Wed. 8 AM – 7 PM, Tues. & Thurs. 8 AM – 5 PM, Fri. 8 AM – 12 PM, Sat. 9 AM – 1 PM, Sun. CLOSED

CIFS recognizes the importance of meeting the guidelines set forth by OSHA and the Centers for Disease Control (CDC) with regard to Universal Precautions and endeavors to comply with all regulations. These regulations are intended to keep individuals as safe as possible from infections resulting from the handling of human remains. Therefore, all human remains shall be handled as if they were infectious cases, and Universal Precautions are to be practiced on all cases.

All students are encouraged to consult their personal physician concerning preventative vaccination and susceptibility testing. It is recommended to have preventative vaccines for the HBV vaccine to protect you against infection by the Hepatitis B virus, the Meningococemia vaccine to protect you from bacterial meningitis and the Tdap vaccine to protect you from Tetanus and Diphtheria. The vaccine is available for individuals who might come into direct contact with blood or body fluids. This vaccine, administered prior to exposure to the virus, consists of a series of three injections given over a six-month period. Please refer to the earlier Suggested Enrollment Timetable or sign a waiver for the HBV vaccination at the time of enrollment. See the Student Handbook for more information.

EMERGENCY PROCEDURES

If required to evacuate a classroom/building, students will proceed to a clear and safe area away from the evacuated building. As each student evacuates, they are reminded to leave their personal belongings and follow the evacuation directions that are posted in each designated teaching area. There will be **no** use of any communication device while attending any emergency procedure unless directed to do so. The use of additional communication devices by non-first responders interferes with the emergency response and can cause excessive confusion during said emergency.

If required to shelter in place, the students will follow the directions of the faculty member in the classroom and move quickly away from any door or window, sit on the floor and remain silent until such time that first responders deem it safe to evacuate the building/facility.

CIFS will participate in campus wide fire drills. These drills will be scheduled periodically to remind students and staff of the proper notification and evacuation procedures.

Students are informed about the campus safety procedures in the event of an emergency during orientation as well as is included in the Student Handbook.

MISSING STUDENT POLICY

Members of the CIFS community should immediately report missing persons to the Administrative office by calling (281) 873-0262 or by dialing 911. Within CIFS, responsibility for investigation of missing person reports rests with the Dean of Students. There is no waiting period for reporting a missing person. Administration and responding officers will carefully record and investigate the factual circumstances surrounding the disappearance.

If the Public Safety Department, after investigation, determines that an on-campus residential student has been missing for 24 hours, CIFS will, within 24 hours after making such a determination, notify both the student's designated contact person and local law enforcement that the student is missing. If such student is under the age of 18 and is unemancipated, CIFS will also notify the student's parent or legal guardian within the 24-hour period after Public Safety has determined that the student is missing.

The lead law enforcement agency in missing person cases originating from CIFS is the Precinct 3 Constables Office. CIFS will notify the Precinct 3 Constables Office within 24 hours of determining that an on-campus student has been missing for 24 hours. Reports of students missing from off-campus will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined.

CIFS WEAPONS POLICY

Commonwealth Institute of Funeral Service security officers who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on Institute property.

CIFS ACTIVE SHOOTER PROTOCOL

The threat of an active shooter situation is taken seriously by Commonwealth Institute. In the event of an active shooter situation on or near campus, the following protocols should be followed in order to minimize possible injury and loss of life. Above all, remain calm and follow any orders from faculty, school administration, and/or law enforcement officials. Students should refrain from using cellular phones – even to notify the authorities. These can be fluid and evolving situations that require constant alertness which is hindered by the use of cellular phones and other communication devices. Designated staff members will alert the authorities on behalf of the school.

Inside the Building

At the notification by administration or if gunshots are heard, faculty in the classroom are to do the following: immediately lock the classroom door(s), turn out the lights if the classroom has windows, barricade the door(s) if possible, and quietly instruct students. Students should remain as calm and quiet as possible, get close to the floor, and be ready to evacuate.

When and if it is deemed safe to evacuate the building, students and faculty in the classroom will be notified by school staff or law enforcement. Once told to evacuate, personal belongings should be left behind because they can slow an evacuation, and they create a visual threat of weapons concealment for responding law enforcement. If evacuation is ordered, then students, faculty, and staff should follow the designated evacuation routes posted throughout the facility and in all classrooms. Deviations to these routes should ONLY occur when a planned evacuation route is blocked by the presence of an active shooter or when told differently by responding law enforcement. Once outside, everyone should move quickly and keep their hands visible if law enforcement is on the scene. Anyone exiting the building into the student parking areas should make their way across the south side of the property to the west side parking area between the museum and Ella Blvd. Anyone exiting through the front door of the school should follow Barren Springs Dr. also to the west side parking area between the museum and Ella Blvd. During an evacuation, do not stop to move wounded people.

Outside the Building/In the Area

In the event of an active shooter in the area outside the school but not physically inside the building, the entire facility will be placed on lockdown. This announcement will be made by administration and communicated to students and faculty. During lockdown, no one will be allowed to enter or exit the facility. As with an active shooter inside the building, students and faculty in the classroom should lock the door(s), turn out the lights in classrooms with windows, remain quiet, and stay close to the floor. An “ALL CLEAR” announcement will be made to inform everyone when it is safe to exit the classrooms and building.

In the Immediate Vicinity

In the event of an active shooter being present in a person’s immediate vicinity (in the same room, in the same hallway, etc.), they should follow three sequential options depending on the situation: run, hide, and fight back. If possible, it is always advisable to run in the opposite direction from the active shooter and evacuate the facility. Do not stop until reaching the gathering point in the west side parking area, and do not stop to move wounded people. If evacuation is not possible, hide from the active shooter; especially in an area that is difficult for the shooter to access. If running and/or hiding are not viable options, attempts should be made to take action against the shooter. This can involve fighting and using improvised weapons and should be done with aggressiveness, commitment to action, and an intent to incapacitate the shooter.

NOTE: Fighting back against an active shooter should only be done as a last resort when your life is in imminent danger!

Section 9

Tuition, Fees and Financial Policies

Tuition will be determined according to the modality of enrollment (Online or On-campus). Tuition payments are due by the first day of the quarter for on-campus students. Tuition for online students is due two weeks prior to the start of the quarter to ensure timely delivery of books. Tuition and Fees are subject to change without prior notification.

On Campus Classes

All classes enrolled in and completed while the student is on-campus will have the cost of tuition calculated at \$171 per quarter unit.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN FUNERAL SERVICE

If the general study courses are taken on campus at CIFS, tuition and fees will be \$16,687 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$16,587 tuition: 97 quarter units multiplied by \$171 per quarter unit.

If all general study courses are transferred to CIFS, tuition and fees will be \$12,583 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$12,483 tuition: 73 quarter units multiplied by \$171 per quarter unit.

CERTIFICATE IN FUNERAL DIRECTING

If the general study courses are taken on campus at CIFS, tuition and fees will be \$10,189 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$10,089 tuition: 59 quarter units multiplied by \$171 per quarter unit.

If all general study courses are transferred to CIFS, tuition and fees will be \$6,769 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$6,669 tuition: 39 quarter units multiplied by \$171 per quarter unit.

Online Classes

All classes enrolled in and completed while the student is online will have the cost of tuition calculated at \$187 per quarter unit.

ONLINE ASSOCIATE OF APPLIED SCIENCE DEGREE IN FUNERAL SERVICE

If the general study courses are taken on campus at CIFS, tuition and fees will be \$18,239 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$18,139 tuition: 97 quarter units multiplied by \$187 per quarter unit.

If all general study courses are transferred to CIFS, tuition and fees will be \$13,751 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$13,651 tuition: 73 quarter units multiplied by \$187 per quarter unit.

ONLINE CERTIFICATE IN FUNERAL DIRECTING

If the general study courses are taken on campus at CIFS, tuition and fees will be \$11,133 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$11,033 tuition: 59 quarter units multiplied by \$187 per quarter unit.

If all general study courses are transferred to CIFS, tuition and fees will be \$7,393 payable as follows: \$50 non-refundable application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$7,293 tuition: 39 quarter units multiplied by \$187 per quarter unit.

PAYMENT PLAN

CIFS offers quarterly and monthly payment plans to assist students in financing their education. For students who choose to enroll in the monthly payment plan, payments are expected to arrive the first day of each month. For online students, the first monthly payment is due 2 weeks prior to the start of each quarter.

Any student who has formally withdrawn with a balance owed to CIFS automatically forfeits the option for the payment plan upon any future reenrollment. The applicant cannot be in default on any previously awarded loans.

LATE PAYMENTS

If the monthly tuition is paid after the 5th day of the month, a \$15.00 late fee will be added to the account balance of the current month. If tuition is not received by the 10th of the month, student will forfeit their monthly payment plan and full tuition will be due for the remainder of the program. If tuition is not paid in full by the 20th of the month, then the student will be terminated and a \$100.00 administrative fee will be added to the student's account. The student is responsible for all fees on their account including any collection and attorney fees. There is a \$50.00 Non-Sufficient Funds (NSF) fee for any returned check given to the Institute for any type of payment. All fees are subject to change without notice. Students that have had checks returned forfeit the option to utilize a tuition payment plan.

TYPES OF PAYMENT ACCEPTED

CIFS accepts various forms of payment including: credit cards, debit cards, cash, money order, cashier's check, and personal checks. Credit/debit card payments are accepted in person, through our student portal (Orbund) or via the Credit Card Form available on the school's website. CIFS will not accept payment over the phone.

BOOKS

All required textbooks are included in the cost of tuition. All students who pay tuition are entitled to one set of textbooks as required by classes. Books will not be released to any student until tuition is paid. CIFS is not responsible for textbooks that have been stolen, lost, or damaged. Students will be directed on how to purchase additional textbooks in such cases. On campus students may pick up their books on the first day of each quarter or sooner if tuition and academic requirements have been met. Online students' books will be mailed to the address we have on file no earlier than two weeks prior to the start of the quarter. It is the student's responsibility to ensure we have current mailing address on file. All books are sent via **UPS/ Signature**

Required. If you would like your books delivered to your work address, then you must contact the school in writing at least 3 weeks before the start of the quarter. Textbooks that are returned to the CIFS will be held for pick up or will be mailed again at the student's expense.

EXAMINATION FEES

National Board Examination: \$570.00 (\$285.00 per section) **effective August 1, 2018**; payable to the ICFSEB
Texas State Board Examination: \$250.00; payable to the ICFSEB
Texas State Law Examination: \$89.00; payable to the TFSC
CIFS Certification Examination: \$39.00 per section (no charge per section for first attempt); this exam applies to any graduate **prior to January 1, 2018**; payable to Commonwealth Institute

CIFS administers only the Certification Exam. Above fees are subject to change without notice. Any proctoring exam fee varies by site or facility.

FEDERAL TITLE IV PROGRAMS AVAILABLE

Commonwealth Institute of Funeral Service participates in Title IV Federal Assistance, and the purpose is to remove the financial barriers that prevent access to educational opportunities. Financial Aid programs available to students are:

FEDERAL PELL GRANT

This is a need-based federal grant designed to assist the student with her/his degree plan. (www.studentloan.gov)

STAFFORD SUBSIDIZED LOAN

This is a need-based federal loan available to dependent and independent students. The amount of eligibility is set by the Department of Education. Interest on this loan is deferred while in school and during your grace period, which is 6 months after graduation or date of withdrawal. (www.studentloan.gov)

STAFFORD UNSUBSIDIZED LOAN

This is a loan available to independent and dependent students and the amount of eligibility is set by the Department of Education. Interest is charged on any dispersed amount and during the student's 6-month grace period following graduation or date of withdrawal. (www.studentloan.gov)

PARENT PLUS LOAN

This is a need-based loan available to qualifying parents of dependent students to use for expenses related to cost of attendance not covered by grants and other student aid. Dependent students whose parents request a Plus loan are eligible to borrow up to the cost of attendance less any other financial assistance received. This loan is a credit-based loan. (www.studentloan.gov)

GENERAL INFORMATION REGARDING FEDERAL LOANS

1. All loans are subject to the government's origination fee as required by the Department of Education regulations.
2. All loans are subject to interest applied to the principal and are required to be paid by the student.
3. Stafford Subsidized and Unsubsidized loans have a six-month grace period beginning on your graduation day or upon termination and repayment starts after the grace period.
4. Repayment of Parent Plus loans begins once your loan has been fully disbursed (paid out). You may request a deferment while your child is enrolled in the AAS program at least half time.
5. Defaulting (failure to repay) on loans permits the loan guarantee agency and federal government to take any legal measures to collect the loan, including denial of issuance or renewal of your professional license.
6. Entrance and Exit counseling are requirements for receiving subsidized and unsubsidized student loans.

RETURN OF UNEARNED TITLE IV FUNDS

1. Federal regulations state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled.
2. This policy includes students either receiving or eligible to receive federal student assistance authorized under Title IV of the Higher Education Act.
3. Title IV includes Pell Grants; Stafford Subsidized and Unsubsidized Loans; and Parent Plus Loans awarded under the Federal Family Educational Loan programs and Direct Loan Programs.
4. This Policy includes students that withdraw or terminate from Commonwealth Institute after October 7, 2000 and during the first 60% of any quarter (disbursement period).
5. Eligible Title IV students not completing the required 60% of any quarter are considered NOT to have earned all the federal assistance awarded that disbursement period.
6. The unearned portion will be determined using the Department of Education's guidelines and returned to the lending agency according to the prescribed guidelines.
7. In some cases, the return of unearned Title IV funds to the lending agency will result in the student owing Commonwealth Institute for a portion of the tuition and fees.
8. Return of unearned Title IV funds also may result in the student owing a refund on unearned Federal assistance to the U.S. Department of Education.

ELIGIBILITY

A student is eligible to receive federal assistance if she/he meets the following criteria:

1. An applicant must be one of the following: a U.S. citizen or national; a U.S. permanent resident or other eligible noncitizen; or a citizen of the Freely Associated States: the Federated States of Micronesia and the Republics of Palau and the Marshall Islands (These students can only receive aid from some of the FSA programs and do not have an A-number/ARN).
2. Be enrolled and accepted in the Associate of Applied Science Degree in Funeral Service (**Certificate in Funeral Directing students are not eligible for Title IV Funds**).
3. An applicant must demonstrate a need for Pell Grants and for some loans.

4. An applicant cannot owe an overpayment for previously awarded Pell Grants, Supplemental Educational Opportunity Grants (SEOG), or student loans.
5. An applicant cannot be in default for previously awarded loans.
6. A student must make SATISFACTORY ACADEMIC PROGRESS as presented in the Academic Policies under GRADING to continue to receive financial assistance. Failure to maintain Satisfactory Academic Progress will result in suspension of financial assistance until the student achieves the academic progress standard.
7. The Law suspends aid eligibility for students convicted under federal or state law of selling or possessing illegal drugs.
8. If you are a male, aged 18 through 25, you must comply with the Selective Service permission to register by checking a box on the Free Application for Federal Student Aid (FAFSA).
9. Eligible students must be enrolled at least ½ time.

HOW TO APPLY FOR FEDERAL FINANCIAL ASSISTANCE/FINANCIAL AID

An applicant, to be considered for Title IV Federal Financial Assistance, must do the following:

1. The applicant must have been accepted to CIFS as outlined in the admission policies before any financial aid is processed.
2. Complete a Free Application for Federal Student Aid (FAFSA) at the U.S. Department of Education's web site www.fafsa.ed.gov. Please use **CIFS school code 003556** to have application routed to the school. You must complete the FAFSA using your previous year's income tax return.
3. You may apply for Financial Assistance using the FAFSA at least four (4) months prior to your scheduled enrollment date.
4. Allow four to six weeks for the Department of Education's processing center to process your FAFSA. Once the Department of Education processes your FAFSA, you will receive a Student Aid Report (SAR) and CIFS will receive an Institutional Student Information Record (ISIR).
5. If an applicant's FAFSA is chosen for verification by the U.S. Department of Education, then verification paperwork will be requested by the CIFS Financial Aid Office. Documentation requested should be submitted to the Financial Aid Office within five working days from date of request.
6. All financial aid documentation and a signed and dated CIFS Award Letter must be completed four weeks prior to the first day of class. If you have not received and accepted the Award Letter, then you will be required to pay your tuition according to the payment plan policy.

OTHER FINANCIAL ASSISTANCE

VETERAN BENEFITS

Veterans requesting educational benefits should contact Commonwealth Institute of Funeral Service's Registrar for assistance in obtaining VA benefits. To ensure that your benefits are available when classes start, the applicant should have all paperwork completed and accepted to the school two months prior to enrollment. The Veteran is responsible to pay all tuition at the beginning of each quarter. Benefits are paid directly to the Veteran, after the application and certification process is complete. Chapter 33 is paid directly to the school. Veterans missing more than 20 hours of class time within a month or exceed the absenteeism policy as described in the CIFS Catalog will forfeit their benefits according to the VA guidelines. Veterans taking a Leave of Absence will forfeit their benefits during their leave and will be reinstated upon re-enrollment. Veterans are required to meet satisfactory progress standards as prescribed in CIFS Catalog to ensure continued benefits. Failure to do so will also forfeit your benefits.

VA REHABILITATION

The applicant must meet the same enrollment requirements as the Veterans benefits. The applicant must submit their voucher to the Registrar's Office 60 days prior to enrollment. Benefits are paid directly to Commonwealth Institute. Benefits may vary according to the VA guidelines.

TEXAS REHABILITATION COMMISSION (TRC)

The applicant must be accepted to Commonwealth Institute two months prior to enrollment. Applicant must meet the TRC requirements to be eligible for TRC benefits. Applicant must have TRC voucher approved and presented to the Registrar's Office 30 days prior to enrollment. The maximum benefit is \$3,000 from TRC. Any class hours missed by the student will not be covered by TRC. To be eligible for TRC benefits the applicant must apply through the Department of Education using the Free Application for Federal Student Aid for Pell Grants. Tuition not covered by TRC or Pell Grants can be paid out of pocket, or if the student is enrolled in the A.A.S. degree they can obtain student loans to cover the additional tuition. The student is required by TRC to submit a copy of their transcript and attendance to their TRC counselors.

SCHOLARSHIPS

R.L. Waltrip Scholarship
Dr. George Poston Memorial Scholarship
Houston Funeral Directors and Morticians Association Scholarship
Houston Metropolitan Funeral Directors Association Scholarship
Southeast Texas Funeral Directors Association Scholarship
Texas Sales Club Scholarship
100 Black Women of Funeral Service Scholarship
Texas Funeral Directors Association Scholarship
American Board of Funeral Service Education Scholarship
International Conference of Funeral Service Examining Boards NBE Scholarship
Various state funeral director's association scholarships

All tuition and fees are subject to change by the Board of Regents to become effective as announced and will apply to students already enrolled unless otherwise specified. Official registration in any program includes, as a condition, the payment of all fees and charges. See the current Schedule of Tuition and Fees for all charges.

CANCELLATION POLICY

A full refund will be made to any student who cancels enrollment within 72 hours of the first day of the academic term for which this agreement has been signed. If a student's enrollment is cancelled by either the student or the School after the first 72 hours, the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY FOR STUDENTS ENROLLED IN ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE IN FUNERAL DIRECTING- On campus or Online

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school; or
 - (b) The date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program.
4. If a student enters a residence program and withdraws or is otherwise terminated after the cancellation period, the school may retain, not more than, \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE (TEC 132.0611)

A student of Commonwealth Institute who withdraws as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- 1) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- 2) A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- 3) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (a) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (b) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 4) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

Section 10

Programs of Study

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree in Funeral Service is issued to students who complete a career education curriculum of college level and character. This degree is designed to lead students to employment as a funeral director and embalmer. **The A.A.S. Degree in Funeral Service program and Commonwealth Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Website: www.abfse.org**

The Associate of Applied Science Degree in Funeral Service (A.A.S.) is designed to teach students the skills and abilities essential for employment as an embalmer and funeral director. Graduates of this program will be able to disinfect, preserve, and/ or restore a dead human body through embalming and restorative art for final disposition. They will learn how to conduct funeral service ceremonies of various religious, fraternal, military, traditional, humanistic, and non-traditional customs. Additionally, they will be able to conduct funeral arrangement conferences with families, conduct necessary paperwork in funeral home management, and be aware of proper workplace safety guidelines for funeral service personnel. Graduates of this program may find entry-level employment as an apprentice/intern/provisional licensee with funeral homes, embalming services, cemeteries, pre-need sales, and affiliated funeral service merchandise and embalming chemical companies. Individuals seeking these credentials must also meet the requirements of the appropriate licensing agencies.

To earn the A.A.S. degree, the student must fulfill all requirements for the General Education Core of 16 semester/24 quarter hours as outlined in this catalog section, plus the Specialized and Related Courses. The A.A.S. degree is an accelerated program. Students will be able to complete the program in 15 months (for a total of five, eleven-week quarters). If a student transfers all of the General Education Courses, they will be able to complete the program in 12 months (four, eleven-week quarters). The AAS program is intended to be taken as a full-time curriculum. Classes are not allowed to be taken on a part-time basis except in certain, special circumstances whereby transfer credit has been granted.

ONLINE ASSOCIATE OF APPLIED SCIENCE DEGREE

A student may select to complete the Associates of Applied Science degree via web-based instruction. Courses taken through this option follow the same academic term and length and have the same rigorous academic and admission requirements as those taken on-campus. The online course instructional delivery will follow the on-campus classroom instruction so that all students, regardless of delivery method, are learning the same information at the same time. This program is not delivered in a self-paced or correspondence method approach.

EXTERNSHIPS AND LABS

Students are responsible for traveling to CIFS, at their expense, to demonstrate technical competency in funeral directing, restorative art and embalming. During a students' stay, they will complete a minimum of 10 clinical embalming cases, restorative art lab, and funeral directing externship. For additional information on required labs for Online Associate of Applied Science Degree program, see the Embalming Lab and Confidentiality section in the Student Handbook.

TESTING POLICY FOR ONLINE STUDENTS

All exams will be delivered through the school's Learning Management System (LMS). However, CIFS reserves the right to require exams to be administered in a proctored setting. Proctor information is available by contacting the school's Distance Education Coordinator.

PROGRESS REQUIREMENTS FOR ONLINE ASSOCIATE OF APPLIED SCIENCE PROGRAM

Student's progress is evaluated throughout the online program as CIFS. Progress is documented as the student completes each weekly graded assignment. Students must maintain a 2.0 cumulative grade point average as evaluated at the end of each academic quarter. If, at the end of the quarter, the student has not successfully completed the required courses, then the student's enrollment shall be terminated. Additionally, students have one week to complete a lesson for each enrolled course. Failure to turn in any graded assignments for a lesson may result in a student being placed on academic warning for attendance or terminated from the program if missed assignments become a persistent pattern.

GRADUATION REQUIREMENTS FOR THE A.A.S. PROGRAM (On-campus or Online)

- Completion of all general education and specialized courses either by transfer or through enrollment for a total of 97 quarter units.
- A minimum of 30 quarter units are required to be completed through CIFS (Residency Requirement).
- A minimum passing grade of a "C" for each specialized course and achieve a minimum cumulative grade point average of 2.0 in all coursework completed at CIFS;
- Discharge of all financial obligations to Commonwealth Institute 30 days prior to commencement;
- For those receiving federal student loans, complete financial aid exit counseling; and
- Completion and certification of required embalming tasks, restorative art laboratory hours, and funeral directing externship.

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prefix & Number	Course Title	Lecture	Lab	Extern	Clock Hours	Total Credit Hours
GENERAL EDUCATION COURSES:						
Completed Prior to Admission or Taken at Commonwealth						
BIOL 1408	Biology I	66	0	0	66	6 qtr.
ENGL 1301	Composition and Rhetoric I	55	0	0	55	5 qtr.
HIST 1302	United States History II	44	0	0	44	4 qtr.
MATH 1314	College Algebra	44	0	0	44	4 qtr.
PSYC 2301	General Psychology	55	0	0	55	5 qtr.
Total Hours:					264	24
SPECIALIZED AND RELATED COURSES:						
First Quarter		Commonwealth Institute of Funeral Service				
BUSI 1302	Operating a Business	44	0	0	44	4 qtr.
BUSI 2304	Business Communication	44	0	0	44	4 qtr.
MSCI 1115	Occupational Safety & Ethics	22	0	0	22	2 qtr.
MSCI 1201	Anatomy I	33	0	0	33	3 qtr.
MSCI 1212	Funeral Directing & Externship	33	0	5	38	3 qtr.
MSCI 1317	History of Funeral Service	44	0	0	44	4 qtr.
Total Hours					225	20
Second Quarter		Commonwealth Institute of Funeral Service				
BUSI 2301	Business Law	44	0	0	44	4 qtr.
MSCI 1118	Sociology of Funeral Service	22	0	0	22	2 qtr.
MSCI 1202	Anatomy II	33	0	0	33	3 qtr.
MSCI 1203	Embalming I	33	0	0	33	3 qtr.
MSCI 1307	Microbiology	44	0	0	44	4 qtr.
MSCI 1314	Mortuary Admin & Externship	44	0	5	49	4 qtr.
Total Hours					225	20
Third Quarter		Commonwealth Institute of Funeral Service				
MSCI 1204	Embalming II & Lab	33	10	0	43	3 qtr.
MSCI 1208	Restorative Art I	22	0	0	22	2 qtr.
MSCI 1219	Mortuary Law	33	0	0	33	3 qtr.
MSCI 1306	Forensic Pathology	44	0	0	44	4 qtr.
MSCI 1313	Funeral Merchandising	44	0	0	44	4 qtr.
Total Hours					186	16
Fourth Quarter		Commonwealth Institute of Funeral Service				
MSCI 1005	Embalming III & Lab	22	10	0	32	2 qtr.
MSCI 1020	Board Review	11	0	0	11	1 qtr.
MSCI 1109	Restorative Art II & Lab	22	11	0	33	2 qtr.
MSCI 1310	Thanatochemistry	44	0	0	44	4 qtr.
MSCI 1316	Counseling/ Dyn. of Grief & Lab	44	5	0	49	4 qtr.
OFAD 1307	Office Accounting	44	0	0	44	4 qtr.
Total Hours					213	17
Grand Total		1067	36	10	1113	97

CERTIFICATE in FUNERAL DIRECTING

The Certificate in Funeral Directing is designed to teach students the skills and abilities essential for employment as a funeral director. It is the students' responsibility to verify that the certification program is recognized in the state for which they are seeking licensure. **This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.**

Graduates of this program will be able to prepare, other than by embalming, a dead human body for final disposition. They will learn how to conduct funeral service ceremonies of various religious, fraternal, military, traditional, humanistic, and non-traditional customs. Additionally, they will be able to conduct funeral arrangement conferences with families, conduct necessary paperwork in funeral home management, and be aware of proper workplace safety guidelines for funeral service personnel. Graduates of this program may find entry-level employment as an apprentice/intern/provisional licensee with funeral homes, cemeteries, pre-need sales, and affiliated funeral service merchandise companies.

In addition to meeting the requirements for admission found in Section 6 of this Catalog, the Certificate in Funeral Directing also requires the completion of 13 semester/20 quarter hours of general education courses (for a total of three, eleven-week quarters). These general education courses may be completed at CIFS or at any regionally accredited college or university and transferred to CIFS. Students receiving transfer credit for the general education courses may complete this program in six months (for a total of two, eleven-week quarters). Please refer to the college calendar for dates of enrollment.

ONLINE CERTIFICATE in FUNERAL DIRECTING

A student may select to complete the Certificate in Funeral Directing via web-based instruction. Courses taken through this option follow the same academic term and length and have the same rigorous academic and admission requirements as those taken on-campus. The online course instructional delivery will follow the on-campus classroom instruction so that all students, regardless of delivery method, are learning the same information at the same time. This program is not delivered in a self-paced or correspondence method approach.

TESTING POLICY FOR ONLINE STUDENTS

All exams will be delivered through the school's Learning Management System (LMS). However, CIFS reserves the right to require exams to be administered in a proctored setting. Proctor information is available by contacting the school's Distance Education Coordinator.

PROGRESS REQUIREMENTS FOR ONLINE CERTIFICATE IN FUNERAL DIRECTING PROGRAM

Student's progress is evaluated throughout the CFD program at CIFS. Progress is documented as the student completes each weekly graded assignment. Students must maintain a 2.0 cumulative grade point average as evaluated at the end of each academic quarter. If, at the end of the quarter, the student has not successfully completed the required courses, then the student's enrollment shall be terminated. Additionally, students have one week to complete a lesson for each enrolled course. Failure to turn in any graded assignments for a lesson may result in a student being placed on academic warning for attendance or terminated from the program if missed assignments become a persistent pattern.

GRADUATION REQUIREMENTS FOR THE CERTIFICATE IN FUNERAL DIRECTING PROGRAM (On-campus or Online)

- Completion of all general education and specialized courses either by transfer or through enrollment for a total of 59 quarter units.
- A minimum of 30 quarter units are required to be completed through CIFS (Residency Requirement).
- A minimum passing grade of a "C" for each specialized course and achieve a minimum cumulative grade point average of 2.0 in all coursework completed at CIFS;
- Discharge of all financial obligations to Commonwealth Institute 30 days prior to commencement.

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

CERTIFICATE in FUNERAL DIRECTING

Prefix & Number	Course Title	Lecture	Lab	Extern	Clock Hours	Credit Hours
GENERAL EDUCATION COURSES:						
Completed Prior to Admission or Taken at Commonwealth						
BIOL 1408	Biology I	66	0	0	66	6 qtr.
ENGL 1301	Composition and Rhetoric I	55	0	0	55	5 qtr.
MATH 1314	College Algebra	44	0	0	44	4 qtr.
PSYC 2301	General Psychology	55	0	0	55	5 qtr.
Total Hours:					220	20
SPECIALIZED AND RELATED COURSES:						
First Quarter		Commonwealth Institute of Funeral Service				
BUSI 1302	Operating a Business	44	0	0	44	4 qtr.
MSCI 1115	Occupational Safety & Ethics	22	0	0	22	2 qtr.
MSCI 1212	Funeral Directing & Externship	33	0	5	38	3 qtr.
MSCI 1219	Mortuary Law	33	0	0	33	3 qtr.
MSCI 1313	Funeral Merchandising	44	0	0	44	4 qtr.
MSCI 1317	History of Funeral Service	44	0	0	44	4 qtr.
Total Hours					225	20
Second Quarter		Commonwealth Institute of Funeral Service				
BUSI 2301	Business Law	44	0	0	44	4 qtr.
MSCI 1020	Board Review	11	0	0	11	1 qtr.
MSCI 1118	Sociology of Funeral Service	22	0	0	22	2 qtr.
MSCI 1314	Mortuary Admin. & Externship	44	0	5	49	4 qtr.
MSCI 1316	Counseling/ Dyn. of Grief & Lab	44	5	0	49	4 qtr.
OFAD 1307	Office Accounting	44	0	0	44	4 qtr.
Total Hours					219	19
Grand Total		649	5	10	664	59

Section 11

Course Descriptions by Area

HOW COURSEWORK IS CLASSIFIED

Courses are classified into the following areas: Public Health and Technical; Social Sciences/Humanities; Business Management and Professional; Legal, Ethical, and Regulatory; and General Education.

Coursework is divided into the following areas:

- Specialized Courses - Those courses approved as the “major” courses in the program which are focused in the areas of funeral directing and embalming. Specialized courses are identified by the prefix MSCI (mortuary science).
- Related Courses - Those courses in the program that are required for career preparation but are not in the general education block and not in the area of specialization. These include all courses, other than General Education courses, that carry a prefix other than MSCI.
- General Education Courses - Those traditionally offered courses in freshman and sophomore years at institutions of higher learning.

Course Enumeration: Each course is identified according to the course enumeration system developed by the Gulf Coast Consortium of Colleges. The four-letter prefix represents the department. The first digit indicates whether the course is generally taken during the freshman or sophomore year. The second digit refers to the value of each course in semester hours, the third and fourth refer to the sequence within the subject field.

GENERAL EDUCATION COURSES

Completed Prior to Enrollment or taken at Commonwealth Institute:

Natural Science/Mathematics

BIOL 1408 Biology I.....4 semester units.....(6 quarter units)

MATH 1314 College Algebra.....3 semester units..... (4 quarter units)

Social/Behavioral Science

PSYC 2301 General Psychology.....3 semester units.....(5 quarter units)

Humanities/ Fine Arts

ENGL 1301 Composition and Rhetoric I.....3 semester units.....(5 quarter units)

Elective * (general education course)

HIST 1302 U.S. History II.....3 semester units.....(4 quarter units)

Total Hours (by transfer or in residence) 16 semester units.....(24 quarter units)

*The three-hour semester elective may be selected from any general education courses identified in the Catalog. The elective offered at CIFS is U.S. History II.

EMBALMING ARTS AND SCIENCES

This series intertwines the basic and public health sciences with embalming and restorative art, in order that the prospective embalmer can develop entry level competencies in the preparation of human remains, while effectively protecting his/her own health and in the broader sense, the health of the general public whom they represent.

PUBLIC HEALTH AND TECHNICAL

Embalming III & Lab - MSCI 1005.....2 quarter hours, Prerequisite: Embalming 2 MSCI 1204 or by permission. The student will learn the embalming treatment and the handling of special cases. The student is required to actively participate in the arterial and cavity embalming of ten (10) human remains minimum. Cases must be completed under the direct supervision of Commonwealth Institute's clinical embalming instructors or Commonwealth's clinical supervisor. Cases are available at Commonwealth Institute's preparation room. (22/10/0/2)

Restorative Art II and Lab- MSCI 1109...2 quarter hours, Prerequisite: Restorative Art 1 MSCI 1208 or by permission. A continuation of Restorative Art. 1, the student will learn color theory, cosmetic applications, wax treatments, suturing, non-wax treatments, hair restoration, hypodermic tissue building, and death masks. The laboratory is designed to supplement the theoretical information provided in the lecture class. Students model facial features from wax and affix to a plastic skull and practice mixing and applying cosmetics to a facial mask. (22/11/0/2)

Occupational Safety & Ethics- MSCI 1115.....2 quarter hours. The student will learn workplace safety guidelines as related to funeral service personnel. This will include: Occupational Safety and Health Administration guidelines for Hazard Communication Standard, Formaldehyde Monitoring, Bloodborne Pathogens Standard, Infection Control and Preparation Room Requirements. Ethical behavior and standards are explored. (22/0/0/2)

Anatomy I- MSCI 1201.....3 quarter hours. In this course, the student will learn correct terminology and the basic organ systems of the body. Topics include skeletal, digestive, excretory, respiratory, integumentary, endocrine, reproductive, and nervous systems. (33/0/0/3)

Anatomy II- MSCI 1202.....3 quarter hours, Prerequisite: Anatomy 1 MSCI 1201 or by permission. A continuation of the study of the systems of the body, the student will learn the muscular, lymph, and circulatory systems. (33/0/0/3)

Embalming I- MSCI 1203.....3 quarter hours, Prerequisite: Occ. Safety MSCI 1115 or by permission. The student will learn the history of embalming, early contributors to the field and their influence to the embalming procedures. The student will learn the instruments, equipment, and chemicals used in the embalming process. The student will learn how to perform case analysis and determine which procedure(s) will be used. (33/0/0/3)

Embalming II and Lab- MSCI 1204.....3 quarter hours, Prerequisite: Embalming 1 MSCI 1203 or by permission. The student will learn linear and anatomical guides and anatomical limits and how they will apply them to the embalming process. They will learn methods of creating injection pressure and how to calculate solution strengths. They will learn the various chemicals and their properties used in the embalming process. The student will learn how to perform cavity embalming and the importance of this procedure. The student is required to actively participate in the arterial and cavity embalming of ten (10) human remains minimum. Cases must be completed under the direct supervision of Commonwealth Institute's clinical embalming instructors or Commonwealth's clinical supervisor. Cases are available at Commonwealth Institute's preparation room. (33/10/0/3)

Restorative Art I- MSCI 12082 quarter hours. An orientation and introduction to restorative art. The student will learn terminology, terms of anatomical direction, bones and muscles of the cranium, facial proportions, facial profiles, geometric head shapes and detailed study of the parts of the features. Also included are the classifications and descriptions of facial markings. (22/0/0/2)

Forensic Pathology- MSCI 1306.....4 quarter hours.

Student will learn general disease processes including terminology related to disease; causes of disease, cellular reaction to injury; structural abnormalities, inflammation and repair; neoplasms and cysts; various diseases of the blood, heart, blood vessels, digestive system, respiratory tract, urinary and reproductive systems, nervous system, bones and joints, and endocrine glands. (44/0/0/4)

Microbiology- MSCI 1307.....4 quarter hours.

Students will learn aspects of microbiology related to the causative agents of disease, methods of transmission, and techniques for disinfection and sterilization. Topics include but are not limited to: beneficial microorganisms, pathogens, host-parasite interactions, natural and acquired immunity, bacterial morphology, and physiology. (44/0/0/4)

Thanatochemistry- MSCI 1310.....4 quarter hours.

Students will learn the fundamental concepts of chemistry, atomic structure, the periodic table, valence, and chemical equations. They study types of solutions, are introduced to organic chemistry and biochemistry and will learn how chemistry is used in the embalming process. (44/0/0/4)

MANAGEMENT SCIENCES

This series of courses is designed to develop the prospective funeral director into an effective management person, capable of making intelligent and ethical business decisions based upon the application of good business principles.

BUSINESS MANAGEMENT AND PROFESSIONAL

Operating a Business- BUSI 1302.....4 quarter hours.

The student will learn the practical considerations involved in starting and operating a business. Topics include analyzing potential market, acquiring financial backing, establishing record-keeping systems, making marketing and pricing decisions, managing financial and human resources, purchasing, controlling inventory, sales forecasting, meeting legal requirements, and using professional resources. (44/0/0/4)

Business Communications- BUSI 2304.....4 quarter hours.

The student will learn the principles of effective written and oral business communications. Activities include writing business messages for a variety of business situations, writing both formal and informal business reports and presenting business data orally. (44/0/0/4)

Board Review- MSCI 1020.....1 quarter hour; Prerequisite: Completion of or concurrent enrollment of the last academic quarter courses and eligible for graduation.

This course is customized to acclimate each student to the expectations of licensure examinations. Including both current rules and regulations of the state(s) in which they intend to seek licensure and subject matter found on the National Board Examination (or comparable examination). As applicable, this course will help prepare the student for academic success on state law exam(s) required of individuals seeking licensure in the various parts of the country and on the National Board Examination. (11/0/0/1)

Funeral Directing and Externship- MSCI 1212.....3 quarter hours.

A course in directing the various types of funeral services. The student will learn funeral service professional ethics and the role of the funeral director in conducting various religious, fraternal, military, traditional, non-traditional, and humanistic funeral ceremonies including cultural, ethnic, and geographic customs. The student will also be required to document attendance at/participation in differing types of funerary activities and/or services. (33/0/5/3)

Funeral Merchandising- MSCI 1313.....4 quarter hours.

A course in funeral home management and practice that reviews the aims and objectives of the funeral home practitioner. The student will learn the component parts and the construction of caskets and outer burial containers and how to professionally arrange the selection room and the methodology for pricing funeral service merchandise. Various experts from the funeral service profession provide special presentations and/or field trips that will incorporate the theoretical with practical aspects of funeral service merchandising. (44/0/0/4)

Mortuary Administration and Externship- MCSI 1314.....4 quarter hours.

A course in funeral home management and practice. The student will learn contemporary code of ethics for funeral service, various facets of funeral service practice including: the steps from first call to final disposition, funeral records and forms, Social Security and Veteran benefits, professional relationships, establishing and maintaining funeral home facilities and equipment, and supervision and training personnel. The student will also learn the techniques in conducting the funeral arrangement through role-play exercises. (44/0/5/4)

Office Accounting- OFAD 1307.....4 quarter hours.

This course is designed to develop an understanding of an accounting system. The student will learn how to analyze business transactions and how they relate to the accounting cycle, primarily a small service and merchandising business. The student will learn journalizing, posting, preparing a trial balance, completing financial reports and computing payroll and payroll taxes, and use of the computer as a business tool. (44/0/0/4)

SOCIAL SCIENCES

This series of courses is designed to: (1) develop an appreciation of funeral practices in terms of their origin and development, as well as their present and future place in society; (2) develop an understanding and sensitivity of the needs of the bereaved at the time of death; and (3) to develop the proficiency to meet those needs in a professional and meaningful manner.

SOCIAL SCIENCES/HUMANITIES

Counseling/Dynamics of Grief and Lab- MSCI 1316.....4 quarter hours.

The student will learn how grief affects the deceased's family and the role of the funeral in grief resolution. Grief reactions, grief cycles, and the various stages of grief will be explored. The student will learn an understanding of the basic methods and procedures of grief counseling and the many elements that a funeral director brings into the counseling session. The student learns to recognize and understands his/her own personal resources for coping with loss situations. (44/5/0/4)

History of Funeral Service- MSCI 1317.....4 quarter hours.

This course traces the development of funeral service from the ancient Egyptians to modern times. The students will learn the historical roots of modern practices. (44/0/0/4)

Sociology of Funeral Service- MSCI 1118.....2 quarter hours.

A general survey of sociology, the orientation, definition, application and purpose of culture, mores, folkways, and the study of the family unit. The students will learn how each of these impact death rituals. (22/0/0/2)

COMPLIANCE

This series of courses is designed to develop an understanding of funeral practices in terms of legal and regulatory compliance as well as consumer protection.

LEGAL ETHICAL AND REGULATORY

Business Law - BUSI 2301.....4 quarter hours.

A course in the principles of law which form the legal framework for business activities. The student will learn the legal framework for business activities that includes applicable statutes, torts, contracts, personal and real property, wills and trusts, and consumer law. (44/0/0/4)

Mortuary Law - MSCI 1219.....3 quarter hours.

This course will provide the legal fundamentals that apply to funeral service. The students will learn the corporative state laws, rules, and regulations that pertain to funeral service; laws regarding the rights and duties and responsibilities of funeral service professional; and licensure requirements for funeral directors, embalmers and funeral establishments. (33/0/0/3)

GENERAL EDUCATION CORE

Biology I - BIOL 14086 quarter hours.

A contemporary course in which the student will learn the applications of the scientific method, cellular and molecular biology, biochemistry, classical and human genetics, and virology. (66/0/0/6)

College Algebra - MATH 1314.....4 quarter hours.

Topics include quadratics, polynomial and exponential functions, graphing, linear equations & inequalities, factoring techniques and algebraic fractions. (44/0/0/4)

Composition and Rhetoric I- ENGL 1301.....5 quarter hours.

This course provides students with the rhetorical foundations that prepares them for the demands of professional writing. The student will learn how to recognize and deploy the strategies and processes that translate into effective written products in a variety of contexts for a variety of purposes. (55/0/0/5)

General Psychology - PSYC 2301.....5 quarter hours.

The student will learn the elementary principles of human behavior. (55/0/0/5)

United States History II - HIST 1302.....4 quarter hours.

A survey of U.S. history from the end of Reconstruction to the present. The student will learn how the United States emerged as a world power and the subsequent assumption of international responsibilities. (44/0/0/4)

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.

The information contained in this Catalog is true and correct to the best of my knowledge.



Glenn A. Bower, CFSP
President

Section 12

THE NATIONAL MUSEUM OF FUNERAL HISTORY



NATIONAL MUSEUM OF

FUNERAL HISTORY

<https://www.nmfh.org/>

Another asset that Commonwealth Institute has, to which no other mortuary college in the world can attest, is the National Museum of Funeral History. Students learn funeral service through interaction with the Museum's exhibits, which truly make the heritage of this great profession come alive.

The Museum teaches history, sociology, ethics, religions, lifestyles and a myriad of other lessons. Students at CIFS will experience sights and sounds of funeral history along with obtaining information that students can never receive anywhere else.

The National Museum of Funeral History is a jewel in the crown of Commonwealth Institute of Funeral Service. Couple this rich educational resource with excellent instruction and a genuine love of funeral service, any student will be hard pressed to locate a better combination!