
COMMONWEALTH INSTITUTE *of Funeral Service*



2010-2012 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

2010 - 2012

Catalog Volume 11, Published and Effective July 11, 2011

This catalog becomes effective on the date of publication. The Institute 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 Institute publications, as well as officially posted notices.

NOTICE OF NON-DISCRIMINATORY POLICY REGARDING STUDENTS

This College 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, or handicap not reasonably likely to affect performance.

Commonwealth Institute admits students of any race, color, creed, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of handicap. It does not discriminate on the basis of color, creed, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Commonwealth Institute complies with the "Family Educational Rights and Privacy Act of 1974."

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

J. Chandler Altieri
President/CEO

IMPORTANT ADDRESSES

American Board of Funeral
Service Education
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St. Joseph, MO 64506
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Fax: 816-233-3793
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

Table of Contents

Purpose of Commonwealth Institute.....	7
Objectives of Commonwealth Institute.....	7
Letter To Future Funeral Service Professionals.....	8
History of the Institute.....	9
Accreditation.....	10
Approvals.....	10
Memberships.....	10
Board of Regents.....	11
Advisory Board.....	11
Statement of Ownership.....	11
Administration.....	12
Faculty & Staff.....	12
Why Attend Commonwealth?.....	13
Hours of Operation.....	14
Location.....	14

Section 1 – Campus Facilities

Building, Furniture & Grounds	15
Smoke-Free Building	15
Student Parking	15
Disabled Persons.....	16
Student Lounge	16
Student Lockers	16
Library.....	17
Embalming Facilities.....	18
County Funerals.....	18
Pregnancy Policy.....	18

Section 2 – Student Life

Recreation & Culture.....	19
Student Body.....	19
Living Accommodations Off Campus.....	19
Placement & Alumni Services.....	19
Class Photograph.....	20
Student Organizations/Honor Society.....	20
Graduation.....	21

Section 3 – National Board Examination

License Examinations.....	22
Computer Based Exam.....	22

Section 4 – Tuition & Fees

Cost for AAS Degree in Funeral Service.....	23
Cost for Certificate in Funeral Directing.....	23
Cost for Online AAS Degree in Funeral Service.....	24
Cost for Online Certificate in Funeral Directing.....	24
Examination Fees.....	25
Payment Plans.....	25
Cancellation Policy Online Certificate in Funeral Directing.....	25
Financial Assistance Plan (AAS Degree Students).....	26

Section 5 – Admission & Enrollment Policies

Minimum Standards for Admission.....	27
Texas Success Initiative.....	28
To Apply for Admission.....	28
Policy for Granting Credit.....	29
Withdrawal Procedure.....	29
Suggested Entrance Timetable.....	30

Section 6 – State Licensing Requirements

General Rule.....	31
Students Seeking Licensure in Texas.....	32
Students Seeking Licensure in Louisiana.....	32

Section 7 – Financial Assistance/Financial Aid

Title IV Federal Assistance.....	33
Eligibility.....	33
How to Apply for Financial Aid.....	34
Federal Title IV Programs Available.....	35
General Information Regarding Loans.....	35
Return of Unearned Title IV Funds.....	35
Other Financial Assistance.....	36
Veteran Benefits.....	36
VA Rehabilitation.....	36
Texas Rehabilitation Commission (TRC).....	36
Scholarships.....	36

Section 8 – Programs of Study

Associate of Applied Science Degree.....	37
General Education Courses (AAS).....	38
Course Sequence (AAS).....	39
Tuition & Fees.....	40
How Coursework is Classified (AAS).....	41
Online Associate of Applied Science Degree.....	42

Externships & Lab (Online AAS).....	43
Tuition & Fees.....	43
Course Sequence (Online AAS).....	44
Certificate in Funeral Directing.....	45
Course Sequence (Certificate in Funeral Directing).....	46
Tuition & Fees.....	47
Online Certificate in Funeral Directing.....	48
Course Sequence (Online Certificate in Funeral Directing).....	48
Tuition & Fees.....	49
Progress Requirements for Online Certificate in Funeral Directing.....	50
Cancellation Policy.....	50
Refund Policy for Online Certificate in Funeral Directing.....	51
Refund Policy for (TEC 132.0611).....	52

Section 9 – Course Descriptions by Area

Public Health & Technical.....	53
Management Sciences.....	54
Social Sciences.....	55
General Education Core.....	56

Section 10 – Academic Calendar

2010.....	57
2011.....	58
2012.....	59

Section 11 – Academic Policies

Student Responsibility & Conduct.....	60
Attendance Policy.....	60
Appeal Procedure.....	61
Leave of Absence.....	61
Grading.....	61
Incomplete Grades.....	62
Course Audit Policy.....	62
Grade Reports.....	63
Academic Recognition.....	63
Satisfactory Academic Progress.....	64
Remedy of Academic Probation.....	64
Academic Warning.....	64
Academic Dismissal.....	64
Make-Up Examinations.....	65
National Board Certification.....	65
Comprehensive Examination Structure.....	66
Requirements for Graduation with AAS Degree.....	67
Grievance Procedure.....	67
Student Behavior.....	68

Student Conduct & Dress.....	70
Dress Code.....	70
Computer Lab/Internet Use Policy.....	70
Telephone Calls.....	70
Policy Against Harassment & Discrimination.....	71
Job Information.....	71
Housing.....	72
Health.....	72
Financial Policies.....	73
Tuition Payments.....	73
Books & Supplies.....	73
Cancellation Policy.....	73
Refund Policy Prior to Matriculation.....	73
Refund Policy After Matriculation.....	74
Refund Policy for Students Called to Active Military Service (TEC 132.0611).....	75
Approved & Regulated by TWC Statement.....	75
The Museum of Funeral History.....	76

Purpose of Commonwealth Institute

The Commonwealth Institute of Funeral Service is a vocational, post secondary 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.

Objectives of Commonwealth Institute

Each program in funeral service education has as its central aim at recognition of the importance of funeral service education personnel as:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral service profession;
- professional knowledge of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the

geographic area where they practice);
and

- professional sensitivity to the responsibility for public health, safety and welfare in caring for human remains.

Each program has the following objectives:

- To enlarge the background and knowledge of students about the funeral service profession.
- To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession, as defined in the Preamble above.
- To educate students concerning the responsibilities of the funeral service profession to the community at large.
- To emphasize high standards of ethical conduct.
- To provide a curriculum at the post secondary level of instruction.
- To encourage student and faculty research in the field of funeral service.
- To be cognizant of non-traditional students, and help enable achievement of their educational goals through greater avenues of access.



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

Commonwealth Institute is located in Houston, 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 Institute, you will see that this funeral service institution is indeed a step ahead of the rest. Commonwealth Institute begins with a state-of-the-art learning facility, which includes preparation facilities for practical technical training. Our unique affiliation with Baylor College of Medicine, the University of Texas Medical School, and Harris County Department of Social Services allow students participation in over 500 annual “real-life” funeral service experiences. Something else you will not find at another school is our relationship with the National Museum of Funeral History. Commonwealth Institute 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 Institute believes in utilizing industry experienced instructors, so 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 Institute is a multicultural institution committed towards enhancing and facilitating learning in an environment that contributes to student success and academic excellence.

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.

J. Chandler Altieri
President/CEO
Commonwealth Institute of Funeral Service

History of The Institute

During the mid part of the 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. Some of the luminaries in funeral service education that were on the Landig faculty included 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. 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 Science. 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 the Barren Springs Dr. in northeast Houston.

Over the years the college has expanded, and now offers the finest in educational facilities and faculty in the United States. Today, Commonwealth has a state of the art embalming facility, a restorative art laboratory, a new casket display room, and a recently updated and improved learning resource center.

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(C3) 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.

Accreditation

The Commonwealth Institute 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.

The Commonwealth Institute 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 at Commonwealth Institute of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org.

The American Board of Funeral Service Education is listed by the U.S. Office of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code.

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.

Memberships

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

- Academy of Professional Funeral Service Practitioners
- 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 Association of 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

Board of Regents

R.L. WALTRIP, CHAIRMAN OF THE BOARD

Chairman of the Board, Service Corporation International

ROBERT M. BOETTICHER, SR., VICE-CHAIRMAN

Director of Special Projects, Service Corporation International

J. CHANDLER ALTIERI, PRESIDENT

Chief Executive Officer, Commonwealth Institute of Funeral Service

W. BLAIR WALTRIP, VICE PRESIDENT AND TREASURER

JAMES M. SHELGER, SECRETARY

Senior Legal Counsel, Service Corporation International

G. ROYAL KEITH, MEMBER

Funeral Director, Past President of the National Funeral Directors Association

SUMNER JAMES WARING, JR., MEMBER

Funeral Director, Past President of the National Funeral Directors Association

SUMNER JAMES WARNING, III, MEMBER

Funeral Director, Service Corporation International

Advisory Board

Robert G. Duncan
Funeral Director

John Klesel
Funeral Director

Elizabeth George
Funeral Director

Andy Anderson
Funeral Director

Louis Crespo
Funeral Director

Arnell Johnson
Funeral Director

Jim Flippen
Funeral Director

Shu Tang
Funeral Director

John Snider
Funeral Director

Christina Morales-Krasnick
Funeral Director

Statement of Ownership

The name of the incorporated business as stated in its amended articles of incorporation is Commonwealth Institute of Funeral Service. The Commonwealth Institute of Funeral Service is a Texas non-profit 501(c3) tax exempt organization which is governed and overseen by the board of regents and the president as chief executive officer.

Administration

JASON C. ALTIERI, President/Chief Executive Officer

M.S. Southern Nazarene University
B.S. University of Central Oklahoma
Professional Licensure: Texas and Oklahoma

STUART MOEN, Dean of Academics, CFSP

Instructor: Anatomy, Embalming, Forensic Pathology, Microbiology, Thanatochemistry
B.S. in Mortuary Science, University of Minnesota
M.A. in Adult and Higher Education, University of South Dakota
Advisor: National Funeral Service Honor Society
Professional Licensee: Texas
Contributing Author: Mayer's Embalming: History, Theory and Practice Textbook

CHRISTOPHER C. LAYTON, Dean of Students

Instructor: Business Law, Counseling, Dynamics of Grief, Funeral Directing, Funeral Merchandising, History of Funeral Service, Mortuary Administration, Operating a Business
Certificate in Mortuary Science, Cypress College
B.A. Arizona State University
M.Ed. University of Houston
Certified: Hospice Trainer; Disaster Management
Professional Licensee: Arizona, California, Texas

Faculty & Staff

PATRICIA A. MORENO, Registrar

Instructor: Restorative Art Lab
Diploma: Commonwealth Institute
Professional Licensee: Texas

JESSIKA JENKINS, Student Services Coordinator

Instructor: Business Comm. & Sociology of Funeral Service
A.A.S. Commonwealth Institute
B.S. Texas A&M University
M.Ed. Texas Tech University
Professional Licensure: Texas

THERISA MASSEY, Librarian

B.S. Southwest Texas State Univ.
M.S. University of Houston

JAMES BALL, JR.

Instructor: U.S. History
B.A. Texas Southern University
M.A. Texas Southern University

Dr. JOSE CORTES

Instructor: Biology
D.V.M. National University of Colombia
M.Sc. Louisiana State University

GUSTAVE MILBURN, JR.

Instructor: College Algebra
B.S. Texas A&M University
M.A. University of Texas at San Antonio

JENNAFER SCHNAUTZ

Instructor: College Algebra
B.S. Rice University
M.S. Texas A&M University

KIRSTEN VAN CLEAVE

Instructor: English Composition and Rhetoric
B.S. North Texas University
M.A. University of Houston

OPHELIA WEBB

Instructor: General Psychology
B.S. Houston Baptist University
M.A. Texas Southern University
M.L.A. Texas Southern University

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 embalming laboratory affords our students extensive embalming and cosmetology experience under the direct supervision of licensed faculty members. The laboratory is located in the Commonwealth building. 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.



Hours of Operation

Commonwealth Institute is open and available to students Monday through Friday from 8:00 a.m. to 4:30 p.m., except during designated holidays (see Calendar, www.commonwealth.edu). 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 - 1:50 p.m.

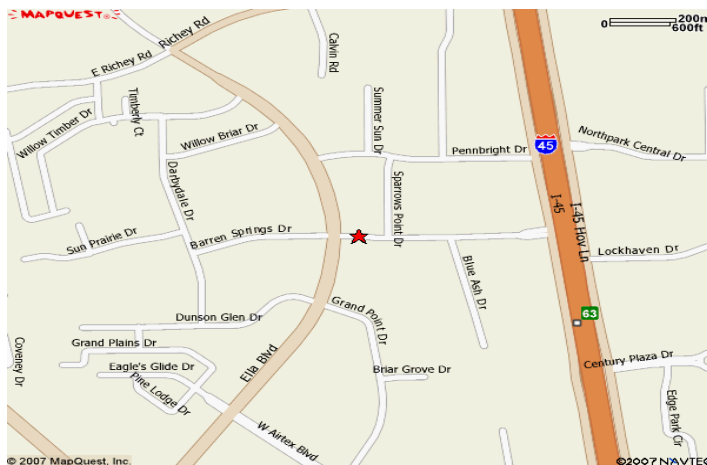
**Laboratory sessions for classes may be scheduled from 1:00 to 4:30 p.m. Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday. Other times for laboratory session will be determined on an at need basis. Every effort is made to complete lab by 4:30 p.m., however this may vary depending on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



Section 1 Campus Facilities

BUILDING, FURNITURE, AND GROUNDS

Students of the Institute take great pride in the care of their building and equipment. Students are reminded that others will follow them in the use of the same buildings and property, and those who follow will appreciate the care that has been given their school.

Students are urged to cooperate to the maximum possible extent in keeping the building and grounds clean. Please do not sit or lie in the hallways. This causes an obstruction to fellow students or visitors to the Institute and could be dangerous in the event of an emergency.

The Institute 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. The main reception area between the school and the training center is reserved for guests of the museum and training center.

SMOKE-FREE BUILDING

The school complex is a smoke-free building. Therefore, smoking 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.

STUDENT PARKING

Ample student parking is provided on the side and in back of the school complex. The parking lot in front of the building is reserved for museum guests. Automobiles are to be parked only in designated parking spaces. Unauthorized cars parked in handicapped spaces or RESERVED areas, will be towed at the owner's expense. Respectful and lawful driving behavior is expected in the parking lot area. Safe driving, pedestrian courtesy, and noise management (like stereo volume) are expected from all students.

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, or handicap not likely to affect performance.

STUDENT LOUNGE

Eating or drinking is permissible in the student lounge ONLY. Food, drink, chewing gum, tobacco and tobacco products are prohibited in all other areas of the building, including the hallways. The student lounge is for student use and will be open during regular business hours. All trash should be disposed of in the containers provided.

STUDENT LOCKERS

Student lockers are provided as a convenience for limited purposes. These lockers belong to Commonwealth Institute. Students have exclusive use of their lockers as to other students, but not to official representatives of the Institute. Administrators and their representatives

have a duty and right to inspect student lockers whenever they consider it appropriate. While a specific reason for a locker inspection is not required, the following may result in inspections:

1. Cleanliness and healthy environment.
2. To prevent waste accumulation.
3. Safety, health, welfare and fire prevention.
4. For recovery of stolen or missing property.
5. For prevention of unauthorized, illegal or dangerous items such as weapons, drugs, narcotics, drug paraphernalia or alcohol.

If administrators conduct an unscheduled inspection of a specific locker, the locker will be opened in the presence of two witnesses. Generally, however, reasonable effort will be taken to notify the student in advance, inform him or her of the grounds for the inspection, and allow an opportunity to be present during the inspection.

Students must advise the front office staff as to which locker they are using. Commonwealth Institute of Funeral Service is not responsible for lost or stolen items.

LIBRARY

The George Poston Memorial Library and Learning Resource Center has approximately 4,500 texts, videos, magazines, and subscribes to over 25 periodicals and newspapers in the funeral profession. The Library is arranged in open stacks, enabling students to browse and make their own book selections. The facilities include reading and study area, group study area, photocopier, computer access stations and video viewing equipment. The library's web page is www.commonwealthinstlibrary.org and it offers information about all our Library services.

Bibliographic information about the library's material collection is available via an online public access catalog at www.commonwealthinstlibrary.org. The resource center provides Internet access, full-text periodical, 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.

The Library's holdings are supplemented by participation in the Online Computer Library Center (OCLC), a computerized international network of over 20,000 libraries, and 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. In addition, LIRN provides on and off campus access to many full text, bibliographic and electronic journals and databases covering a wide array of subjects.

CLINICAL EMBALMING FACILITIES

The Institute's clinical facilities are located on the premises. The three-suite embalming facility, recently remodeled, is able to accommodate over 500 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, cosmetology, pathology, anatomy, microbiology and chemistry, as well as the theory of embalming itself. Participation in a minimum of ten embalming cases are required of each student. An abundance of opportunities exists for those who wish to exceed the minimum requirement.

The Institute offers students a unique experience in practical embalming and restoration. Primary to this educational experience is the relationships that Commonwealth has with the prestigious Baylor College of Medicine, the University of Texas Medical Branch, and Harris County Social Services. The provision of extensive practical experience remains at the top of the Institute's priorities. Therefore, students embalm, dress, cosmetize, and casket the decedents who will be interred in the county cemetery. Commonwealth students are able to assist on these funeral services.

County Funerals

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

PREGNANCY POLICY

If a student is pregnant or becomes pregnant while in embalming clinical training at Commonwealth Institute, 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 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.

Section 2 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, beaches, NASA Space Center, cultural festivals, museums, abundant parks, and of course the food!

STUDENT BODY

One of the Institute'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

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.

PLACEMENT AND ALUMNI SERVICES

The Institute frequently receives requests from funeral homes throughout the nation for the services of its graduates. We make every effort to provide information on any of these vacancies. While the Institute cannot guarantee employment to any graduate, it may be of interest to note that Commonwealth students consistently have first time employment rates of 80% of its graduates.

Graduates of the Institute are established in funeral service throughout the world. In addition to those students coming from the 50 states and Canada, in recent years students have also come from overseas areas, including Africa, South and Central America, Puerto Rico, the Philippine Islands, West Indies, and Mexico.

The Alumni Newsletter is published quarterly. It reports personal news items about students and alumni, as well as changes and progress being made at the Institute.

The Alumni Association was founded in May of 1997. This association was put together so that graduates could visit and keep in touch with everyone, meet other graduates and reminisce about their school days. Some of the events which the alumni association has sponsored: a luncheon for the 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.

CLASS PHOTOGRAPH

It is a tradition that each class has a group photograph which is taken at the graduation ceremony.

STUDENT ORGANIZATIONS/HONOR SOCIETY

The National Funeral Service Honor Society is represented on campus. The purpose of the honor society is to offer service and leadership to Commonwealth Institute, 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 assists Commonwealth Institute's recruiting efforts. Membership is by invitation, and is open to both men and women 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.

GRADUATION

Graduation represents the culmination of the candidate's hard work throughout the year. This is also the time that special recognition of outstanding graduates takes place. The following awards are presented during the ceremony:

- **ROBERT L. WALTRIP CHAIRMAN'S AWARD**

This award is named in honor of the founder and Chairman of Service Corporation International and the Commonwealth Institute of Funeral Service. This award is presented to the graduate whom the class feels demonstrates the greatest professionalism and greatest promise in funeral service.

- **RESTORATIVE ART AWARD**

Each student is required to complete an entire restoration project, and on the vote of an independent judge this student's work will be selected for this special recognition at graduation.

- **EMBALMING EXCELLENCE AWARD**

The faculty votes on the graduate in this class who demonstrated the most improvement in the art and science of embalming and hence will be selected for this prestigious Institute award.

- **GRIEF COUNSELING AWARD**

This award is bestowed upon the one graduate who has demonstrated the greatest interest and skill in the area of the psychology of grief and counseling skills.

- **FUNERAL MANAGEMENT AWARD**

This award is given to the student who has demonstrated the best improvement in funeral home management. It is given by vote of the faculty.

- **HONORS GRADUATE AWARDS**

1. Students are recognized with Honors for maintaining a 3.0-3.49 Cumulative Grade Point Average.
2. Students are recognized with Honors and Distinction for maintaining a 3.5 or higher Cumulative GPA.

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.

MCENANY & MOEN ACADEMIC ACHIEVEMENT AWARD

This award is presented to the member of the honor society who has shown the greatest improvements in grade point average during the academic year. The award is named in honor of the charter President and Dean of Commonwealth Institute.

Following ceremonies, all candidates and guests are invited to attend a reception designed to honor the graduates.

Section 3

National Board Examination

LICENSE EXAMINATIONS

It is the student's responsibility to complete the application for the National Board Examination, practice National Board, Texas Law Examination, and any other licensure exams along with the correct fee and within the necessary time frame. Additional information can be found at www.theconferenceonline.org for National Board information and at www.tfsc.state.tx.us for questions about the Texas Law Examination.

COMPUTER BASED EXAM

At present, the computer-based examination consists of two three-hour sessions on embalming sciences and funeral directing arts consisting of 150 questions each.

Students enrolled in the Associate of Applied Science Degree in Funeral Service program **MUST TAKE THE NATIONAL BOARD EXAMINATION AS A REQUIREMENT FOR GRADUATION – NO EXCEPTIONS.**

The International Conference of Funeral Service Examining Boards of the United States administers the National Board Examination at computer testing sites throughout the year. The Institute offers a three-day National Board Review Course one month prior to the exam. Students must be certified by the Institute to be able to take the National Board. For more information on the National Board please refer to the section titled National Board Certification.

Section 4 Tuition & Fees

Tuition will be determined according to the program of enrollment and if the general study core courses are taken at Commonwealth or transferred into Commonwealth. Tuition and Fees are subject to change without prior notification.

The tuition and fee cost for the **Associate of Applied Science Degree in Funeral Service** program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$14,456 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$14,356 tuition.

If general study courses are transferred to Commonwealth, tuition and fees will be \$10,904 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$10,804 tuition. Cost of tuition is calculated at \$148 per quarter credit hour.

The tuition and fee cost for the **Certificate in Funeral Directing** program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$8,832 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$8,732 tuition.

If the general study courses are transferred to Commonwealth, tuition and fees will be \$5,872 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation and \$5,772 tuition.

Tuition for the Certificate in Funeral Directing program is due the first day of each quarter. Students enrolled in the Certificate in Funeral Directing program are not eligible to participate in federal aid programs.

Tuition will be determined according to the program of enrollment and if the general study core courses are taken at Commonwealth or transferred into Commonwealth. Tuition and Fees are subject to change without prior notification.

The tuition and fee cost for the **Online Associate of Applied Science Degree in Funeral Service** program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$14,456 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$14,356 tuition.

If general study courses are transferred to Commonwealth, tuition and fees will be \$10,904 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$10,804 tuition.

The tuition and fee cost for the **Online Certificate in Funeral Directing** program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$8,832 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$8,732 tuition.

If the general study courses are transferred to Commonwealth, tuition and fees will be \$5,872 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation and \$5,772 tuition.

Tuition for the Certificate in Funeral Directing program is due the first day of each quarter. Students enrolled in the Certificate in Funeral Directing program are not eligible to participate in federal aid programs.

EXAMINATION FEES

ACCUPLACER Examination (THEA Alternative): \$29.00

National Board Examination: \$400.00

Practice National Board Examination: \$45.00 per section

Texas State Law Examination: \$50.00

Texas State Board Examination: \$200.00

Commonwealth Institute of Funeral Service administers none of the above examinations except the ACCUPLACER. Above fees are subject to change without notice.

PAYMENT PLANS

Commonwealth offers various payment plans to assist students in the Associate of Applied Science program in financing their education. Students enrolled in the Certificate in Funeral Directing program are not eligible to participate in federal aid programs or the Institute's monthly payment plan. Any student who has formally withdrawn with a balance owed to the Institute automatically forfeits the option for the payment plan upon any future reenrollment. The applicant cannot be in default on any previously awarded loans.

Cancellation Policy for Online Certificate In Funeral Directing

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

FINANCIAL ASSISTANCE PLAN
(ONLY FOR ASSOCIATE OF APPLIED SCIENCE
IN FUNERAL SERVICE DEGREE STUDENTS)

Students are required to pay the difference between the cost of the program and expected financial assistance in full upon enrollment of each quarter. Should financial aid be discontinued, the student may participate in the Quarterly Payment Plan or Monthly Payment Plan.

Quarterly Payment Plan for General Education Quarter (AAS Students Only)
Payments of \$2,580 are due the first day of the quarter.

Quarterly Payment Plan for Specialized Quarter (AAS Students Only)
Payments of \$2,555 are due the first day of each quarter

Monthly Payment Plan for General Education Quarter (AAS Students Only)
Each quarter is paid in the following manner:

- 1st month's tuition is due upon enrollment of the quarter in the amount of \$860.00.
- 2nd month's tuition is due on the 1st day of the 2nd month of the quarter in the amount of \$860.00.
- 3rd month's tuition is due on the 1st day of the 3rd month of the quarter in the amount of \$860.00.

Monthly Payment Plan for Specialized Quarter (AAS Students Only)
Each quarter is paid in the following manner:

- 1st month's tuition is due upon enrollment of the quarter in the amount of \$955.00.
- 2nd month's tuition is due on the 1st day of the 2nd month of the quarter in the amount of \$800.00.
- 3rd month's tuition is due on the 1st day of the 3rd month of the quarter in the amount of \$800.00.

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 paid in full by the 20th of the month the student will be terminated and a \$100.00 cancellation 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.

Section 5 Admission & Enrollment Policies

MINIMUM STANDARDS FOR ADMISSION

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

- Be a graduate of an accredited four-year high school (or hold a GED certificate recognized by the state education department)
- Meet the licensure requirements of the state in which the individual plans to seek initial licensure.
- Students enrolling in the AAS program and the Certificate of Funeral Directing without previous college must successfully fulfill one of the following requirements:
 - 1.) Have an ACT minimum score of 21 on the composite.
 - 2.) Have an SAT combined score of 990 (If taken after April 1, 1995).
 - 3.) Have graduated in the upper one fourth of their high school class.
 - 4.) Have scored a minimum of 21 on the SLE*.

*Wonderlic Personnel Test, Inc. produces the SLE. The SLE is the chosen entrance exam used by Commonwealth Institute. The SLE is a twelve-minute, age-adjusted examination consisting of 50 questions. The student's score on the SLE reflects the number of questions answered correctly during the testing time with age adjusted, if necessary. Students are permitted three attempts to successfully complete the SLE. However, a student may only attempt two different versions on the same day. In those instances where a third attempt is necessary, a minimum waiting period of five calendar days is required before the third attempt can be administered. There is no charge for the SLE taken at Commonwealth.

The Associate of Applied Science Degree in Funeral Service and the Certificate of Funeral Directing Program will require the successful completion of the General Education core. These courses may be taken at the Institute or transferred in from a regionally accredited college or university. Refer to Transfer Credit and General Education core for additional information.

Those students showing the greatest promise for success, based on demonstrated academic ability, will receive first consideration for admission. The admissions committee may also consider such factors as student's background, achievements, honors, and work history in making its decision.

TEXAS SUCCESS INITIATIVE

Texas Higher Education Coordinating Board rules require all A.A.S. students, unless otherwise exempt, to be assessed of their college readiness prior to enrolling in college level coursework using a Coordinating Board approved assessment instrument. Institutions and students work together to develop an individualized plan for the student, which may include developmental education, retesting, or other means of insuring that the student has the skills necessary to pursue college level course work. Approved assessment instruments include the THEA (formerly the TASP test), COMPASS, ASSET, or ACCUPLACER exams. Incoming students must test prior to enrollment or by the end of the first quarter, if extenuating circumstances exist.

There are exceptions and exemptions for which a student may be eligible, as determined by the Dean of Academics or the Registrar. Some examples of approved exemptions are:

- a) Completion of an AAS degree or higher prior to enrollment;
- b) successful completion of at least 12 semester hours from either an in-state or out-of-state regionally accredited postsecondary institution;
- c) successful completion of at least one, three semester hour course from any regionally accredited postsecondary institution prior to the Fall of 1989.

TO APPLY FOR ADMISSION

Students are encouraged to submit all application materials no less than one month prior to anticipated enrollment.

Steps to apply for admission:

1. Complete an Application for Admission and forward it to Commonwealth Institute with the \$50.00 application fee.
2. If your name has been changed from that appearing on your birth certificate, submit a copy of the document showing name change, (marriage license, divorce decree, etc).
3. Contact your high school and request an official copy of your final transcript be sent directly to Commonwealth. If you have a GED certificate, contact your state education agency and request the certificate and certificate transcript be sent directly to Commonwealth.
4. Contact *each* vocational or technical school, college or university previously attended and request a final official transcript be sent directly to Commonwealth Institute
5. If you plan to receive benefits from the Veteran's Administration submit a certified copy of your DD-214.
6. Submit evidence of one of the following:
 - Graduated in the upper one-fourth of their high school class
 - Scored at the required level on either the SAT or ACT
 - Successful completion of the SLE (entrance exam provide at Commonwealth Institute)
 - Written waiver by the President or Dean

After Commonwealth Institute has received the completed application, fee, and all other required supporting documents; the admission committee will review the application and will notify the applicant of its decision.

POLICY FOR GRANTING CREDIT

Commonwealth Institute will accept transfer credit earned at another institution in accordance with commonly accepted good practice in higher education, provide 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, will be accepted only for the General Education core or related subjects.
- Coursework from other ABFSE accredited mortuary colleges may be accepted, provided the coursework parallels the content of courses offered by Commonwealth Institute.
- A cumulative grade point average of 2.0 (“C” average) must be achieved in all transfer courses. No grades below a “D” will be accepted as transfer credit.

Students desiring to seek transfer credit are advised to consult the Dean of Academics prior to enrollment for evaluation of transfer credit. If transfer credit is granted the grade of “T” will appear on the student’s official transcript. Only the grades earned at Commonwealth Institute will be used in computing the student’s GPA.

If there is any question or if there is any doubt as to transferability of credits, Commonwealth Institute of Funeral Service reserves the right to require the student to show proficiency by successfully completing a proficiency examination in the subject(s)/course(s) for which transfer credit is being requested.

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.

WITHDRAWAL PROCEDURE

Students who wish to withdraw from a class or Commonwealth Institute prior to the end of the quarter are required to sign a Withdrawal form, available from the Registrar, or by submitting a letter of withdrawal to Commonwealth Institute. The letter should 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 regulation can result in the recording of failing grades in all courses in which the student is enrolled. Students following proper withdrawal procedure prior to the beginning of quarter final examinations will have a “W” recorded on the official transcript. Refer to FINANCIAL INFORMATION section for additional information concerning withdrawal.

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

SUGGESTED ENTRANCE TIMETABLE

Applicants are encouraged to complete all preparations for the matriculation early. Satisfactory housing accommodations, part-time work arrangements, timely receipt of financial aid and actual enrollment for classes are all facilitated if they are not hurried in the weeks just prior to entrance dates. The following timetable may be helpful, but not required.

Six Months Prior to Entrance: Send in all application materials and fees; receive notice of full or tentative acceptance to the Institute.

Five Months Prior to Entrance: Request from us any necessary information such as: a list of available apartments, funeral home openings if you are interested, and Federal or State Grant Applications, and scholarship information. Notify your State Licensing Board of your acceptance and register with them, if required.

Four Months Prior to Entrance: 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

Three Months Prior to Entrance: Confirm with our Registrar all that has been accomplished. Let them know what has been completed and the status of any areas that remain incomplete, (i.e.) final transcripts, deposits, financial aid applications, pending documentation, etc.

Two Months Prior to Entrance: Complete any of the above that has not been accomplished. Establish housing.

One Month Prior to Entrance: The institute will forward orientation and registration information to you. The student may wish to attend the Institute's Open House as scheduled. Confirm any arrangements not yet finalized or request any additional information you might still need.

Section 6 State Licensing Requirements

GENERAL RULE

As a general rule, most states require that candidates for funeral director and/or embalming licensure fulfill licensing requirements as follows: graduation from high school; 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.

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. The Institute's admissions staff will be pleased to help you, but the responsibility for insuring proper *pre-mortuary college* preparation rests with the applicant.

Applicants must meet any mandated pre-mortuary college state licensing requirements prior to admission. For detailed information, please refer to the Institute's website www.commonwealth.edu and go to the State Licensing section.

There are no uniform licensing laws governing funeral service in the United States, each state sets its own requirements. 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. Addresses of the licensing authorities may be obtained from the Institute's website.

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.

Some states bar applicants with misdemeanor 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 the state funeral service licensing agency.

STUDENTS SEEKING LICENSURE IN TEXAS

Texas Funeral Service Commission
P.O. Box 12217
Capitol Station
Austin, Texas 78711-1440

FedEx Address: 333 Guadalupe St.
Austin, TX 78711-1440

Phone: (512) 936-2474. Email: crob@tfsc.state.tx.us Website: www.tfsc.state.tx.us.

Texas requires applicants for licensure to be 18 years of age, hold a high school diploma or GED certificate certificate, graduate from an accredited mortuary college, minimum scaled score of 75% on each section of the National Board Examination, minimum 75% on the Texas Funeral Law Examination, and a period of provisional licensure following (or concurrently) mortuary school for a minimum of 12 consecutive months in which the provisional licensee must perform 60 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

Mailing address is: P.O. Box 8757
Metairie, LA 70011
Phone: (504) 838-5109.

Pursuant to Louisiana statute R.S. 37:842 B, an applicant is qualified for licensure in Louisiana as an embalmer and funeral director if he/she:

- 1) Is a resident of Louisiana, and eighteen years of age, or at least eighteen years of age and legally emancipated.
- 2) Is found by the board to be of good moral character, and temperate habits.
- 3) Has served as an apprentice for a period of not less than one year in the state of Louisiana.
- 4) Has paid the application fee required by Louisiana law. (See Louisiana Statute R.S. 37:845.)
- 5) Is a graduate of high school as evidenced by a diploma.
- 6) Has successfully completed a full course of not less than fifteen full months in the science of embalming at an accredited school of mortuary science or funeral service recognized by the board.*
- 7) Passes successfully an examination conducted by the board to practice the science of embalming as defined in Louisiana law. (See Louisiana Statute R.S. 37:831.)

*Commonwealth will recognize and accept hours only from state accredited universities, colleges and community college under guidelines of SACS accreditation or the equivalent thereto. Graduates of Commonwealth Institute's Associate of Applied Science Degree in Funeral Service program meet the 15-month requirement.

Section 7 Financial Assistance/Financial Aid

TITLE IV FEDERAL ASSISTANCE

Commonwealth Institute of Funeral Service (CIFS) 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:

- Pell Grants
- Stafford Subsidized Loans
- Stafford Unsubsidized Loans
- Parent Plus Loan

ELIGIBILITY

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

1. An applicant must be either a U.S. citizen or an eligible non-citizen.
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 over payment for previously awarded Pell Grants or Supplemental Educational Opportunity Grants (SEOG).
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).

HOW TO APPLY FOR FEDERAL FINANCIAL ASSISTANCE/FINANCIAL AID

**No Financial Aid is processed by Commonwealth Institute until a student
is formally accepted in the program!**

A student 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.
2. Complete and mail a Free Application for Federal Student Aid (FAFSA) or apply online 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. FAFSA applications are available at CIFS Financial Aid Office and if you need assistance in completing the FAFSA, please contact or come by the CIFS Financial Aid Office.
3. You must 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. CIFS Financial Aid Office is responsible for verifying the information submitted on your FAFSA. To verify the information will require the following documents be submitted to the Financial Aid Office immediately upon completion of your FAFSA. The information required is:
 - A. A signed and dated copy of current year Income Tax Return and W-2s. If you are married, you will need to submit your spouse's current year Income Tax Return and W-2's as well.
 - B. A signed and dated copy of your parent's current year Income Tax Return and W-2's if you are a dependent student.
6. If additional verification documentation is needed, then CIFS's Financial Aid Office will request this documentation. Documentation requested should be submitted to the Financial Aid Office within five working days from date of request.
7. FAFSA, verification documentation, corrections to FAFSA, a signed and dated CIFS Award Letter must be completed four weeks prior to the first day of class. If you have not received the Award Letter, then you will be required to pay your tuition according to the payment plan policy.

FEDERAL TITLE IV PROGRAMS AVAILABLE

Federal Pell Grants (PELL)

A need-based federal grant designed to assist the student with her/his degree plan.

Stafford Subsidized Loan

This is a need-based federal loan available to dependent and independent students. The amount of the loan is determined by Estimated Family Contribution (EFC) which is found on your SAR, and the Cost of Attendance. The interest on this loan is deferred while in school and during your grace period, which is six months after graduation.

Stafford Unsubsidized Loan

This is a need-based loan available to independent students and dependent students whose parents have been denied a Parent Plus Loan.

Parent Plus Loan

This is 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.

General information regarding 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 back 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 six weeks (60 days) after the last loan disbursement.
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 interviews are a requirement for subsidized and unsubsidized student loans.

Return of Unearned Title IV Funds

1. Federal regulations state 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 included 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.
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.

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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.

OTHER FINANCIAL ASSISTANCE

Commonwealth Institute does NOT qualify to participate in the Hazlewood Act.

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 Institute 2 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. Veterans missing more than 20 hours class time within a month or exceed the absenteeism policy as described in the Commonwealth Institute 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 Commonwealth Institute's 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 30 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 AAS 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.E. Waltrip Memorial 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

Section 8 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 Associate of Applied Science Degree at Commonwealth Institute of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org.

The Associate of Applied Science Degree in Funeral Service (AAS) 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 the purposes of burial or other means of final disposition. They will learn how to conduct funeral service ceremonies of various religious, fraternal, military, traditional, humanistic, and nontraditional 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 AAS degree, the student must fulfill all requirements for the General Education Core of 24 quarter/16 semester hours as outlined below, plus the Specialized and Related Courses.

Graduation requirements include passing each of the prescribed courses, accumulating an overall cumulative GPA of 2.0, successful completion of comprehensive examinations related to the funeral service arts, and fulfillment of financial obligations to Commonwealth Institute 30 days prior to graduation.

GENERAL EDUCATION COURSES

Completed Prior to Enrollment or taken at Commonwealth Institute:

Natural Science/Mathematics

BIOL 1408 Biology 1.....4 sem.....(6 qtr.)

Math 1314 College Algebra.....3 sem..... (4 qtr.)

Social/Behavioral Science

PSYC 2301 General Psychology.....3 sem.....(5qtr.)

Humanities/ Fine Arts

ENGL 1301 Composition and Rhetoric 1.....3 sem.....(5 qtr.)

Elective * (general education course)

HIST 1302 U.S. History II.....3 sem.....(4 qtr.)

Total Hours (by transfer or in residence) 16 sem.....(24 qtr.)

*The three-semester hour elective may be selected from any general education courses identified in the college catalog. The elective offered at Commonwealth Institute is U.S. History.

Students may complete the general requirements prior to enrollment at Commonwealth Institute or enroll in the general education courses as part of their studies in residency, to receive the AAS degree. If the general education core and the Specialized and Related courses are taken at Commonwealth Institute the AAS degree may be earned in 15 months. If all the general education core courses are transferred to Commonwealth, the degree requirements may be completed in 12 months.

Effective Jan. 1, 2004, for AAS students to be recognized as a graduate of an ABFSE accredited degree, they must take the National Board Exam, a nationally recognized licensure exam given under the auspices of the International Conference of Funeral Service Examining Boards. Effective Sept. 1, 2003, the Texas Success Initiative (TSI) requires that AAS students, if applicable, must be assessed in reading, writing, and math skills to determine college readiness. Students are exempt from taking a test for the TSI if a qualifying score has been made on the TAKS, SAT, or ACT, within the specified time limits.

**COMMONWEALTH INSTITUTE OF FUNERAL SERVICE
AAS in FUNERAL SERVICE**

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 1	66	0	0	66	6 qtr.
MATH 1314	College Algebra	44	0	0	44	4 qtr.
ENGL 1301	Composition and Rhetoric	55	0	0	55	5 qtr.
PSYC 2301	General Psychology	55	0	0	55	5 qtr.
HIST 1302	United States History II	44	0	0	44	4 qtr.
Total Hours:					264	24
SPECIALIZED AND RELATED COURSES:						
First Quarter		Commonwealth Institute of Funeral Service				
MSCI 1201	Anatomy 1	33	0	0	33	3 qtr.
BUSI 2304	Business Communication	44	0	0	44	4 qtr.
MSCI 1212	Funeral Directing	33	0	10	43	3 qtr.
MSCI 1317	History of Funeral Service	44	0	0	44	4 qtr.
MSCI 1115	Occupational Safety	22	0	0	22	2 qtr.
BUSI 1302	Operating a Business	44	0	0	44	4 qtr.
Total Hours					230	20
Second Quarter		Commonwealth Institute of Funeral Service				
MSCI 1202	Anatomy 2	33	0	0	33	3 qtr.
BUSI 2301	Business Law	44	0	0	44	4 qtr.
MSCI 1203	Embalming 1	33	0	0	33	3 qtr.
MSCI 1307	Microbiology	44	0	0	44	4 qtr.
MSCI 1314	Mortuary Administration	44	0	0	44	4 qtr.
MSCI 1118	Sociology of Funeral Service	22	0	0	22	2 qtr.
Total Hours					220	20
Third Quarter		Commonwealth Institute of Funeral Service				
MSCI 1204	Embalming 2 & Externship	33	0	10	43	3 qtr.
MSCI 1306	Forensic Pathology	44	0	0	44	4 qtr.
MSCI 1313	Funeral Merchandising	44	0	0	44	4 qtr.
MSCI 1219	Mortuary Law	33	0	0	33	3 qtr.
MSCI 1208	Restorative Art 1	22	0	0	22	2 qtr.
Total Hours					186	16
Fourth Quarter		Commonwealth Institute of Funeral Service				
MSCI 1316	Counseling/ Dynamics of Grief	44	0	0	44	4 qtr.
MSCI 1005	Embalming 3 & Externship	22	0	10	32	2 qtr.
OFAD 1307	Office Accounting	44	0	0	44	4 qtr.
MSCI 1109	Restorative Art 2 & Lab	22	11	0	33	2 qtr.
MSCI 1020	Board Review	11	0	0	11	1 qtr.
MSCI 1310	Thanatochemistry	44	0	0	44	4 qtr.
Total Hours					208	17
Grand Total		1067	11	30	1108	97

TUITION & FEES

Associate of Applied Science Degree in Funeral Service program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$14,456 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$14,356 tuition.

If general study courses are transferred to Commonwealth, tuition and fees will be \$10,904 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$10,804 tuition. Cost of tuition is calculated at \$148 per quarter credit hour.

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

AAS in FUNERAL SERVICE

HOW COURSEWORK IS CLASSIFIED

The associate degree curriculum of Commonwealth Institute of Funeral Service is in compliance with the guidelines established by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org.

Courses are classified into the following areas: Public Health and Technical, Social Science, Business Management, Legal, Regulatory, and Ethical.

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 in the certificate program 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.

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE ONLINE ASSOCIATE OF APPLIED SCIENCE DEGREE

A student may select to complete the Associate of Applied Science degree via web-based instruction (on-line or eLearning). 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 program is lesson-based. Students complete eight to ten lessons per module. A student must complete a lesson before proceeding to the next lesson within a module. Modules (as sequenced below) are taken concurrently throughout the quarter. For example, a student enrolled in first quarter general education modules will complete modules 1 – 4 during the quarter.

An Associate of Applied Science degree 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 Associate of Applied Science Degree at Commonwealth Institute of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org.

The Associate of Applied Science Degree in Funeral Service (AAS) 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 the purposes of burial or other means of final disposition. They will learn how to conduct funeral service ceremonies of various religious, fraternal, military, traditional, humanistic, and nontraditional 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 AAS degree, the student must fulfill all requirements for the General Education Core of 24 quarter/16 semester hours as outlined below, plus the Specialized and Related Courses. Graduation requirements include passing each of the prescribed courses, accumulating an overall cumulative GPA of 2.0, successful completion of comprehensive examinations related to the funeral service arts, and fulfillment of financial obligations to Commonwealth Institute 30 days prior to graduation.

Externships and Labs

Students are responsible for being in residence, at their own expense, to demonstrate technical competency in both restorative art and embalming. During your stay you will complete your 10 clinical embalmings and your restorative art labs.

Testing Policy for Online Students

All exams with the exception on midterm and final exam will be taken over the Internet. Midterm and final exams must be completed in a proctored environment.

Proctoring Policy for Online Students

All midterm and final exams are to be completed by the online students in a proctored environment. Students must request approval from the Dean of Academics prior to the exam dates for approved test sites and requirements. Students are also able to fulfill the proctored policy by taking their exam at the campus.

For detailed information see Proctoring Policy in the Student Handbook.

TUITION & FEES

Online Associate of Applied Science Degree in Funeral Service program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$14,456 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$14,356 tuition.

If general study courses are transferred to Commonwealth, tuition and fees will be \$10,904 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$10,804 tuition.

Progress Requirements for Online Associate of Applied Science Program

Student's progress is evaluated throughout the online program as Commonwealth Institute of Funeral Service receives each lesson. Progress is documented as students complete lessons and graded assignments. Students must maintain a 2.0 cumulative grade point average as evaluated at the end of each quarter. If at the end of the quarter, the student has not completed the required modules, the student's enrollment shall be terminated. Additionally, students have one week to complete a lesson. Failure to turn in a lesson will result in a student being placed on academic probation. At the end of an 11 week quarter, a missed lesson must be turned in for grading or termination from the program will occur.

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE

ONLINE ASSOCIATE OF APPLIED SCIENCE DEGREE

Module	Prefix & Number	Course Title	Lessons	Credit Hours
GENERAL EDUCATION COURSES:				
Completed Prior to Admission or Taken at Commonwealth				
Module 1:	BIOL 1408	Biology 1	10	6 qtr.
Module 2:	ENGL 1301	Composition and Rhetoric	10	5 qtr.
Module 3:	PSYC 2301	General Psychology	10	5 qtr.
Module 4:	MATH 1314	College Algebra	10	4 qtr.
Module 5:	HIST 1302	United States History II	10	4 qtr.
Total Hours:			50	24
SPECIALIZED AND RELATED COURSES:				
First Quarter		Commonwealth Institute of Funeral Service		
Module 1:	BUSI 2304	Business Communication	8	4 qtr.
Module 2:	BUSI 1302	Operating a Business	8	4 qtr.
Module 3:	MSCI 1201	Anatomy 1	8	3 qtr.
Module 4:	MSCI 1212	Funeral Directing	8	3 qtr.
Module 5:	MSCI 1317	History of Funeral Service	8	4 qtr.
Module 6:	MSCI 1115	Occupational Safety	8	2 qtr.
Total Hours:			48	20
Second Quarter		Commonwealth Institute of Funeral Service		
Module 7:	MSCI 1202	Anatomy 2	8	3 qtr.
Module 8:	BUSI 2301	Business Law	8	4 qtr.
Module 9:	MSCI 1203	Embalming 1	8	3 qtr.
Module 10:	MSCI 1307	Microbiology	8	4 qtr.
Module 11:	MSCI 1314	Mortuary Administration	8	4 qtr.
Module 12:	MSCI 1118	Sociology of Funeral Service	8	2 qtr.
Total Hours:			48	20
Third Quarter		Commonwealth Institute of Funeral Service		
Module 13:	MSCI 1204	Embalming 2 & Externship	8	3 qtr.
Module 14:	MSCI 1313	Funeral Merchandising	8	4 qtr.
Module 15:	MSCI 1219	Mortuary Law	8	3 qtr.
Module 16:	MSCI 1306	Forensic Pathology	8	4 qtr.
Module 17:	MSCI 1208	Restorative Art 1	8	2 qtr.
Total Hours:			40	16
Fourth Quarter		Commonwealth Institute of Funeral Service		
Module 18:	MSCI 1310	Thanatochemistry	8	4 qtr.
Module 19:	MSCI 1005	Embalming 3 & Externship	8	2 qtr.
Module 20:	MSCI 1109	Restorative Art 2 & Lab	8	2 qtr.
Module 21:	MSCI 1316	Counseling/ Dynamics of Grief	8	4 qtr.
Module 22:	OFAD 1307	Office Accounting	8	4 qtr.
Module 23:	MSCI 1020	Board Review	8	1 qtr.
Total Hours:			48	17
Grand Total:			234	97

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE CERTIFICATE in FUNERAL DIRECTING

CERTIFICATE IN FUNERAL DIRECTING is designed to teach students the skills and abilities essential for employment as a funeral director in the state of Texas only. 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 burial, or other means of final disposition. They will learn how to conduct funeral service ceremonies of various religious, fraternal, military, traditional, humanistic, and nontraditional customs. Additionally, they will be able to conduct funeral arrangement conferences with families, conduct necessary paperwork in 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 elsewhere in this catalog, the Certificate in Funeral Directing also requires the completion of 13 semester /20 quarter hours of general education courses. These general education courses may be completed at any regionally accredited college or university and transferred to Commonwealth Institute; or these courses may be taken in residency at Commonwealth. Refer to Policy Granting Credit.

Students with the general education courses may complete this program in six months (two, eleven- week quarters). Please refer to the college calendar for dates of enrollment. Students in this program are not eligible to participate in federal student aid programs or in Commonwealth Institute's scholarship program.

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 1	66	0	0	66	6 qtr.
MATH 1314	College Algebra	44	0	0	44	4 qtr.
ENGL 1301	Composition and Rhetoric	55	0	0	55	5 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				
MSCI 1212	Funeral Directing	33	0	10	43	3 qtr.
MSCI 1313	Funeral Merchandising	44	0	0	44	4 qtr.
MSCI 1317	History of Funeral Service	44	0	0	44	4 qtr.
MSCI 1219	Mortuary Law	33	0	0	33	3 qtr.
MSCI 1115	Occupational Safety	22	0	0	22	2 qtr.
BUSI 1302	Operating a Business	44	0	0	44	4 qtr.
Total Hours					230	20
Second Quarter		Commonwealth Institute of Funeral Service				
BUSI 2301	Business Law	44	0	0	44	4 qtr.
MSCI 1316	Counseling/ Dynamics of Grief	44	0	0	44	4 qtr.
MSCI 1314	Mortuary Administration	44	0	0	44	4 qtr.
OFAD 1307	Office Accounting	44	0	0	44	4 qtr.
MSCI 1118	Sociology of Funeral Service	22	0	0	22	2 qtr.
MSCI 1020	Board Review	11	0	0	11	1 qtr.
Total Hours					209	19
Grand Total		649	0	10	659	59

TUITION & FEES

Certificate in Funeral Directing program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$8,832 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$8,732 tuition.

If the general study courses are transferred to Commonwealth, tuition and fees will be \$5,872 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation and \$5,772 tuition.

Tuition for the Certificate in Funeral Directing program is due the first day of each quarter.

Students enrolled in the Certificate in Funeral Directing program are NOT eligible to participate in federal aid programs.

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE ONLINE CERTIFICATE in FUNERAL DIRECTING

A student may select to complete the certificate in funeral directing via web-based instruction (on-line or eLearning). 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 program is lesson-based. Students complete eight to ten lessons per module. A student must complete a lesson before proceeding to the next lesson within a module. Modules (as sequenced below) are taken concurrently throughout the quarter. For example, a student enrolled in first quarter general education modules will complete modules 1 – 4 during the quarter. 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.**

COMMONWEALTH INSTITUTE OF FUNERAL SERVICE ONLINE CERTIFICATE in FUNERAL DIRECTING

Module	Prefix & Number	Course Title	Lessons	Credit Hours
GENERAL EDUCATION MODULES:				
1st Quarter				
Module 1:	BIOL 1408	Biology 1	10	6 qtr.
Module 2:	ENGL 1301	Composition and Rhetoric	10	5 qtr.
Module 3:	PSYC 2301	General Psychology	10	5 qtr.
Module 4:	MATH 1314	College Algebra	10	4 qtr.
Total Lessons & Credit Hours:			40	20
SPECIALIZED AND RELATED MODULES:				
2nd Quarter				
Module 5:	BUSI 1302	Operating a Business	8	4 qtr.
Module 6:	MSCI 1212	Funeral Directing	8	3 qtr.
Module 7:	MSCI 1317	History of Funeral Service	8	4 qtr.
Module 8:	MSCI 1115	Occupational Safety	8	2 qtr.
Module 9:	MSCI 1313	Funeral Merchandising	8	4 qtr.
Module 10:	MSCI 1219	Mortuary Law	8	3 qtr.
Total Lessons & Credit Hours:			48	20
3rd Quarter				
Module 11:	BUSI 2301	Business Law	8	4 qtr.
Module 12:	MSCI 1314	Mortuary Administration	8	4 qtr.
Module 13:	MSCI 1118	Sociology of Funeral Service	8	2 qtr.
Module 14:	MSCI 1316	Counseling/ Dynamics of Grief	8	4 qtr.
Module 15:	OFAD 1307	Office Accounting	8	4 qtr.
Module 16:	MSCI 1020	Board Review	8	1 qtr.
Total Lessons & Credit Hours:			48	19
Grand Total:			136	59

Maximum time to complete program = 4 quarters.

TUITION & FEES

Online Certificate in Funeral Directing program is as follows:

If the general study courses are taken at Commonwealth, tuition and fees will be \$8,832 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation, and \$8,732 tuition.

If the general study courses are transferred to Commonwealth, tuition and fees will be \$5,872 payable as follows: \$50 application fee due with application, \$50 graduation fee due 30 days prior to graduation and \$5,772 tuition.

Tuition for the Online Certificate in Funeral Directing program is due the first day of each quarter.

*Students enrolled in the Online Certificate in Funeral Directing program are **NOT eligible** to participate in federal aid program.*

**PROGRESS REQUIREMENTS FOR
ONLINE CERTIFICATE
IN FUNERAL DIRECTING PROGRAM**

Student's progress is evaluated throughout the online program as Commonwealth Institute of Funeral Service receives each lesson. Progress is documented as students complete lessons and received graded assignments. Students must maintain a 2.0 cumulative grade point average as evaluated at the end of each quarter. If at the end of the quarter, the student has not completed the required modules, the student's enrollment shall be terminated. Additionally, students have one week to complete a lesson. Failure to turn in a lesson will result in a student being placed on academic probation. At the end of an 11 week quarter, a missed lesson must be turned in for grading or termination from the program will occur.

Cancellation Policy for Online Certificate in Funeral Directing

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.

Refund Policy for Online Certificate in Funeral Directing

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of notification to the student if the student is terminated;
 - b) the date of receipt of written notice from the student; or
 - c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by Commonwealth Institute of Funeral Service.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, Commonwealth Institute of Funeral Service may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - a) an enrollee is not accepted by Commonwealth Institute of Funeral Service
 - b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. Refunds will be totally consummated within 60 days after the effective date of termination.

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

A student of Commonwealth 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 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.

Section 9 Course Descriptions by Area

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 expert competencies in the preparation of human remains, while effectively protecting his/her own health and in the broadest sense, the health of the general public whom they represent.

PUBLIC HEALTH AND TECHNICAL

Anatomy 1- 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 2- MSCI 1202.....3 quarter hours, Prerequisite Anatomy I MSCI 1202 or equivalent

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 1- MSCI 1203.....3 quarter hours Prerequisite: Occ. Safety MSCI 1115

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.

Embalming 2 and Externship- MSCI 1204.....3 quarter hours Prerequisite: Embalming 1 MSCI 1203

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. (33/0/10/3)

Embalming 3 and Externship MSCI 1005.....2 quarter hours. Prerequisite: Embalming 2 MSCI 1204

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. (33/0/10/3)

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 including, but not limited to, beneficial microorganisms, pathogens, host-parasite interactions, natural and acquired immunity, bacterial morphology, and physiology. (44/0/0/4)

Restorative Art 1- 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)

Restorative Art 2 and Lab- MSCI 1109.....2 quarter hours. Prerequisite Restorative Art 1 MSCI 1208

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 clay and affix to a plastic skull, and practice mixing and applying cosmetics to a facial mask. (22/11/0/2)

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

Funeral Directing- 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.(33/0/0/3)

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- MCSI 1314.....4 quarter hours. Prerequisite: Operating a Business BUSI 1302

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. (44/0/0/4)

Occupational Safety- 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. (22/0/0/2)

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)

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)

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 SCIENCE

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)

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

The student will learn how grief affects the deceased 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. (44/0/0/4)

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)

LEGAL REGULATORY AND ETHICAL

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 Prerequisite: Business Law 2301

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)

Board Review- MSCI 1020.....1 quarter hour

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, through simulated board examinations, 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)

GENERAL EDUCATION CORE

Biology 1 - BIOL 14086 quarter hours. Prerequisite: none

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 Prerequisite: none

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

Composition and Rhetoric 1- ENGL 1301.....5 quarter hours. Prerequisite: none

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. Prerequisite: none

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

United States History II - HIST 1302.....4 quarter hours Prerequisite: none

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)

Section
10
Academic Calendar

2010

JANUARY

**4: Winter Qtr. Begins,
1st & 3rd Qtrs. of Specialized
& Related courses; Orientation
Day for Incoming Class**

18: Martin Luther King Jr. Day, no classes

FEBRUARY

22: President's Day, no classes

MARCH

5: Open House 6 P.M. to 9 P.M.

16-18: Winter Qtr. Final Exams

19: End Winter Qtr.

20-April 4: Break

APRIL

**5: Spring Qtr. Begins,
G.E. Core Qtr, 2nd & 4th Qtrs. of
Specialized & Related courses;
Orientation Day for Incoming Class**

MAY

31: Memorial Day, no classes

JUNE

10: Comprehensive Exams, 4th Qtr.
Students

14-15: 4th Qtr. Final Exams

15-17: 2nd Qtr. Final Exams

16-17: General Education Final Exams

18: End Spring Qtr; Graduation

19-July 5: Break

JULY

**6: Summer Qtr. Begins,
1st & 3rd Qtrs. of Specialized
& Related courses; Orientation
Day for Incoming Class**

SEPTEMBER

6: Labor Day, no classes

10: Open House 6 P.M. to 9 P.M.

14-16: Summer Quarterfinal Exams

17: End Summer Qtr.

13-Oct. 3: Break

OCTOBER

**4: Fall Qtr. Begins,
G.E. Core Qtr, 2nd & 4th Qtrs. of
Specialized & Related courses;
Orientation Day for Incoming Class**

NOVEMBER

25: Thanksgiving Day, no classes

DECEMBER

9: Comprehensive Exams, 4th Qtr. Students

13-14: 4th Qtr. Final Exams

14-16: 2nd Qtr. Final Exams

15-16: General Education Final Exams

17: End Fall Qtr; Graduation

18-Jan. 2: Break

2011

JANUARY

**3: Winter Qtr. Begins,
1st & 3rd Qtrs. of Specialized
& Related courses; Orientation
Day for Incoming Class**

17: Martin Luther King Jr. Day, no classes

FEBRUARY

21: President's Day, no classes

MARCH

4: Open House 6 P.M. to 9 P.M.

15-17: Winter Qtr. Final Exams

18: End Winter Qtr.

19-April 3: Break

APRIL

**4: Spring Qtr. Begins,
G.E. Core Qtr, 2nd & 4th Qtrs. of
Specialized & Related courses;
Orientation Day for Incoming Class**

MAY

30: Memorial Day, no classes

JUNE

9: Comprehensive Exams, 4th Qtr. Students

13-14: 4th Qtr. Final Exams

14-16: 2nd Qtr. Final Exams

15-16: General Education Final Exams

17: End Spring Qtr; Graduation

18-July 4: Break

JULY

**5: Summer Qtr. Begins,
1st & 3rd Qtrs. of Specialized
& Related courses; Orientation
Day for Incoming Class**

AUGUST

26: Open House 6 P.M. to 9 P.M.

SEPTEMBER

5: Labor Day, no classes

13-15: Summer Quarterfinal Exams

16: End Summer Qtr.

17-Oct. 2: Break

OCTOBER

**3: Fall Qtr. Begins,
G.E. Core Qtr, 2nd & 4th Qtrs. of
Specialized & Related courses;
Orientation Day for Incoming Class**

NOVEMBER

24: Thanksgiving Day, no classes

DECEMBER

8: Comprehensive Exams, 4th Qtr. Students

12-13: 4th Qtr. Final Exams

13-15: 2nd Qtr. Final Exams

14-15: General Education Final Exams

16: End Fall Qtr; Graduation

17-Jan. 2: Break

2012

JANUARY

**3: Winter Qtr. Begins,
1st & 3rd Qtrs. of Specialized
& Related courses; Orientation
Day for Incoming Class**

16: Martin Luther King Jr. Day, no classes

FEBRUARY

20: President's Day, no classes

MARCH

2: Open House 6 P.M. to 9 P.M.

13-15: Winter Qtr. Final Exams

16: End Winter Qtr.

17-April 1: Break

APRIL

**2: Spring Qtr. Begins,
G.E. Core Qtr, 2nd & 4th Qtrs. of
Specialized & Related courses;
Orientation Day for Incoming Class**

MAY

28: Memorial Day, no classes

JUNE

7: Comprehensive Exams, 4th Qtr. Students

11-12: 4th Qtr. Final Exams

12-14: 2nd Qtr. Final Exams

13-14: General Education Final Exams

15: End Spring Qtr; Graduation

16-July 1: Break

JULY

**2: Summer Qtr. Begins,
1st & 3rd Qtrs. of Specialized
& Related courses; Orientation
Day for Incoming Class**

AUGUST

24: Open House 6 P.M. to 9 P.M.

SEPTEMBER

3: Labor Day, no classes

11-13: Summer Quarterfinal Exams

14: End Summer Qtr.

15-30: Break

OCTOBER

1 – Fall Qtr. Begins,
G.E. Core Qtr, 2nd & 4th Qtrs. of
Specialized & Related courses;
Orientation Day for Incoming Class

Section 11 Academic Policies

STUDENT RESPONSIBILITY & CONDUCT

Detailed information with regard to student conduct is supplied in the Student Handbook and at 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.

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

ATTENDANCE POLICY

Developing and maintaining a good class attendance record is an important facet of each student's professional development. The Executive Director of the International Conference of Funeral Service Examining Boards has indicated that **students having excellent class attendance will score better on the NBE**. 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 examinations at the time they are administered to entire class.

Commonwealth Institute's attendance policies are based on class hours of absence accumulated during any academic quarter of study. Instructors check and record attendance in each class. To be counted present, the student must be in attendance for the entire period. Absences are not classified as excused or un-excused. The daily attendance is transferred weekly to the Master Attendance Record.

A student enrolled in the Associate of Applied Science in Funeral Service Degree program who is absent for more than 20% of their scheduled classes in a quarter will have their enrollment terminated.

Students in the Certificate of Funeral Directing program who are absent for more than 20% of the total course hours in their program 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.

APPEAL PROCEDURE

A student may appeal an attendance termination.

Documentation supporting medical or family emergencies must be submitted to the Dean of Academics of Commonwealth Institute within three business days of termination notification.

LEAVE OF ABSENCE

Leaves of absence may be granted in emergency situations and for military service obligation. A leave of absence may not exceed twelve school days, 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. 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 the Institute. **All test and make up materials must be completed within seven business days upon returning back to class.**

GRADING

The following grading system is used 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	85-92	3.0
C	75-84	2.0
D	70-74	1.0
F	below 70	0.0
W	Withdrawn	
T	Transfer Credit	
P	Pass	
I	Incomplete	
AU	Audit	

*The grade of Incomplete 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 within ten calendar days of the end of the quarter or the grade will be changed to "F".***

INCOMPLETE GRADES

If a subject in which a student has received an incomplete grade has been discontinued or is no longer offered at the time when the student returns, the student would have the following options:

- 1) Full refund for tuition charged for the discontinued course.
- 2) The student would be offered at the same cost the course(s) from the current curriculum which most closely parallels the course content and credit hours(s) of the discontinued course.

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, T, P, or AU.

When a course is repeated, the grade point average will be determined as if the course were taken only once. The higher of the grades earned will take precedence.

Students will NOT be eligible to take quarter finals if they have any outstanding tuition balance not paid in full!

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 Institute policies governing dress code, behavior, harassment and discrimination. Auditors may be 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 from the Institute for scholastic or other reasons shall be eligible to audit classes. Auditors are permitted to ask 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.

- **Scheduling an Audit**

A course may be dropped for credit and added for audit or dropped for audit and added for credit on permission of the instructor and Dean of Academics, and if all requirements for admission as a student are met. A non-student auditor may audit courses for a period not to exceed two academic quarters.

- **Impact of an Audit on the Student's Record and Enrollment Status**

A course scheduled for audit will appear on the auditor's record with the symbol "AU" if attendance was regular or "W" if the attendance was unsatisfactory. Commonwealth Institute may make changes in policies, procedures, educational offerings, and requirements at any time. Please consult the Dean of Academics for more detailed information.

GRADE REPORTS

Students are provided a report of academic progress at midterm and upon completion of each quarter. An official transcript is issued

to students upon graduation. Additional 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 in federal student aid programs, will have transcript(s) withheld until the debt is paid.

ACADEMIC RECOGNITION

The Dean's List is published each term to recognize full time students who have achieved a GPA at least 3.0 in that quarter and have received no failing grades.

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.

The recipient of the Chairman's Award, the R.L. Waltrip Outstanding Achievement Award, is selected by the members of the graduating class whom they feel demonstrates the greatest professionalism and greatest promise for success.

SATISFACTORY ACADEMIC PROGRESS

Commonwealth Institute of Funeral Service 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

ACADEMIC PROBATION

At the end of each quarter, student progress is evaluated. Academic probation is intended to warn a student that their performance is below the level of good standing. Students are placed on academic probation for the subsequent quarter by failing to maintain a 2.0 cumulative grade point average.

REMEDY OF ACADEMIC PROBATION

A student placed on probation for failing to maintain the 2.0 cumulative GPA may be allowed to progress to the next quarter of studies.

Students who fail to achieve a cumulative 2.0 or higher GPA at the end of their second consecutive probationary quarter will have enrollment terminated. Tuition is charged to repeat failed courses.

ACADEMIC WARNING

Students who have failed a course but have an overall 2.0 cumulative GPA are placed in academic warning. Academic warning may be cleared by passing the next sequential course in the subject area or the comprehensive examination in the subject area. Students who fail to clear academic warning must repeat the failed course. Students failing general education course(s) will need to repeat the course(s).

ACADEMIC DISMISSAL

Academic dismissal is incurred when it becomes unlikely that a student will achieve satisfactory academic progress. At the end of the first quarter, students with three or more “F” or “W” course grades in any combination, or who earn a GPA of 1.0 or less will be dismissed for academic reasons. Student on academic probation for two quarters who fail to raise their GPA to a 2.0 will be dismissed for academic reasons. Students dismissed for academic reasons may apply for readmission into the first quarter in which grades of less than “C” was earned, after one quarter has passed since their termination for academic reasons. After readmission, if the student fails to raise his/her grade point average to 2.0 within that quarter, he/she will be dismissed and is not eligible for readmission.

MAKE-UP EXAMINATIONS

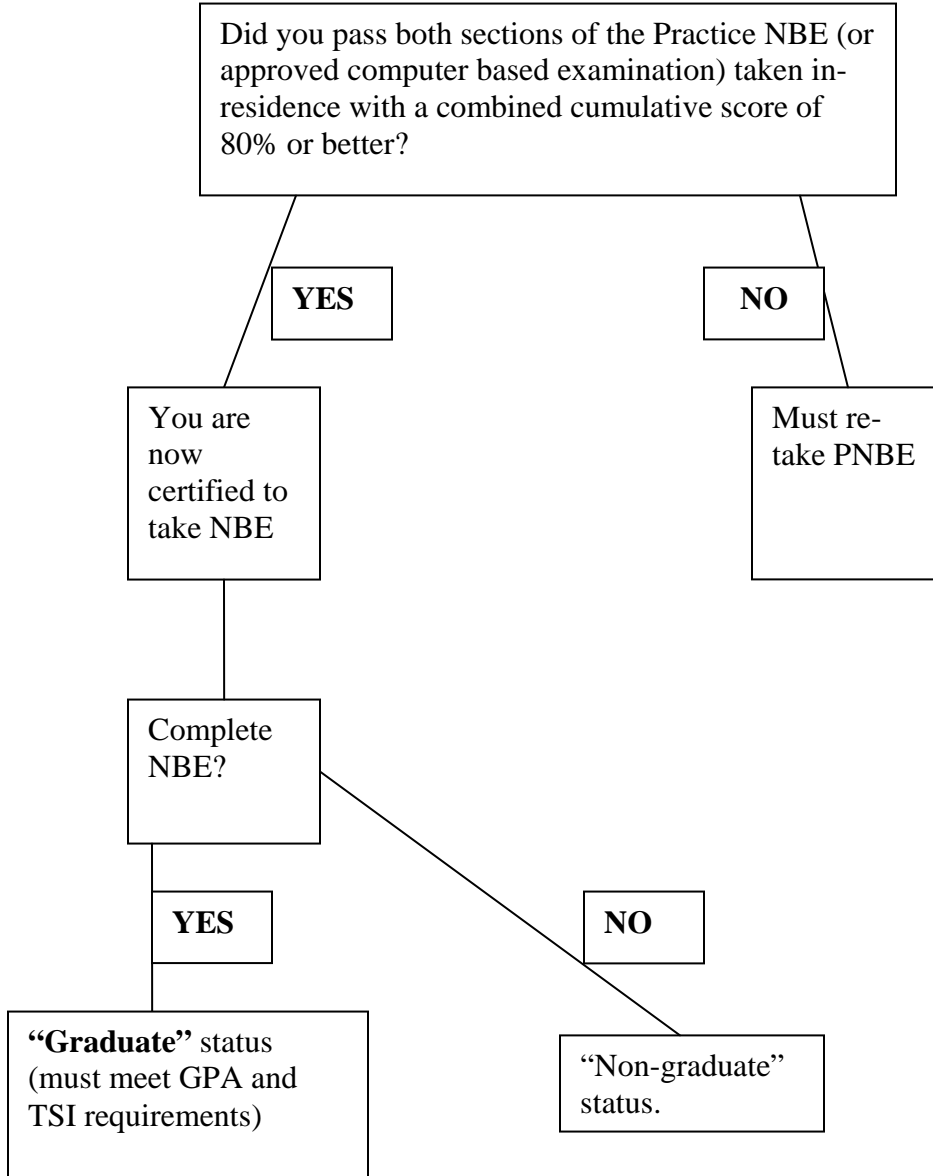
Students are expected to take all examinations as scheduled. Generally, make-up examinations for scheduled exams are not permitted. Refer to course syllabus for instructor's policy on make-up examinations.

NATIONAL BOARD CERTIFICATION

At the end of the final quarter of specialized courses, comprehensive examinations will be given in subject areas covered on the National Board Examination. To be eligible for graduation, students must have an overall average of 75% on the comprehensive examinations. Students may be permitted to retake once any comprehensive examination in subjects in which they scored less than 70%. Students not fulfilling this requirement are not eligible for graduation.

To be eligible for graduation students must complete the prescribed coursework, pass each course, achieve an overall 2.0 grade point average; complete the clinical embalming requirements set by the Institute within 30 days of graduation, satisfactorily complete the comprehensive examinations, and pay all financial obligations to the Institute 30 days prior to graduation.

COMPREHENSIVE EXAMINATION STRUCTURE



Notes:

1. PNBE (or approved CBE) must be taken in-residence, preferably during 4th quarter.
2. Pass or fail status of NBE is not an issue when considering meeting ABFSE requirements of taking the NBE as a requirement to graduate.
3. Students participating in commencement exercises are classified as “candidates for graduation” until ALL requirements are met for graduate status.
4. Students not completing the Practice NBE (or approved computer based examination) in residence within 4-5 days of the scheduled commencement exercise date must do so before being certified to take the NBE.

REQUIREMENTS FOR GRADUATION WITH AAS DEGREE:

- Completion of both sections of NBE;
- A minimum cumulative grade point average of 2.0 in all coursework completed at Commonwealth Institute of Funeral Service;
- Completion of the required arterial and cavity embalming of ten (10) human remains;
- Discharge of all financial obligations to the Institute prior to graduation; **and**
- Must satisfy all requirements of the Texas Success Initiative (TSI).

GRIEVANCE PROCEDURE

The Institute has established a grievance procedure to be used by students of Commonwealth 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 Commonwealth Institute 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 Commonwealth's Institute's administration (President or 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.

A student is entitled to appeal the decision of the Dean of Academics or hearing officer of the informal hearing to the President of Commonwealth Institute. 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 Commonwealth Institute against any person bringing a grievance under this procedure.

Any grievances unresolved by Commonwealth Institute may be forwarded to the Texas Workforce Commission, Proprietary Schools, 101 East 15th Street, Austin, TX 78778-0001, (512) 936-3100.

STUDENT BEHAVIOR

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, missions 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. Conduct which adversely affects the student's suitability as a member of the academic community includes but is not limited to the following:

- Harassment of student or employees of Commonwealth Institute whether it be sexual, racial, ethnic, or any other type.
- Respect and maturity from each student enrolled at Commonwealth Institute is expected at all times. Disruptions in the classroom or any place in the facilities will not be tolerated. If such a disruption happens the student may be asked to leave the classroom or the campus and will be expected to do so immediately.
- As a courtesy to other students please do not distract the class by entering late or leaving while class is in session. If you leave class prior to its completion you will be considered absent. Classes will not be interrupted except for legitimate emergency messages.
- Theft, defacing, damaging or destruction of Commonwealth Institute property. A student is held responsible for the breakage or destruction of classroom and/ or laboratory equipment they are responsible for.
- Please do not sit on the writing surface of the desks, nor deface the desktops by writing on them. Do not place your feet on any of the furniture.
- Inability or unwillingness to work in harmony with other students, faculty, and administration.
- Obstruction or disruption of teaching, research, administration, or other Commonwealth activities.
- Forgery, alteration, or misuse of Commonwealth Institute documents, records, identification.
- Theft, fraud, gambling, carrying weapons of any kind or explosives.
- Physical abuse of any person at Commonwealth sponsored, controlled, or supervised activities.
- Riotous behavior such as property destruction, disturbing the peace, or risking bodily injury to students or employees of Commonwealth Institute.
- Disorderly conduct, conducting or expressing oneself in a loud or lewd manner, indecent or obscene conduct or expression on campus or at Commonwealth sponsored or controlled activities.

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- Failure to comply with directions of Commonwealth Institute officials acting in the performance of their duties (including uniformed security personnel).
 - Conspiring to participate in hazing.
 - Fireworks, firearms, ammunition, or weapons of any sort are prohibited on property and/or activities sponsored or controlled by Commonwealth Institute.
 - Conviction of a misdemeanor or felony which would jeopardize licensure as a funeral director and/or embalmer.
 - Failure to comply with OSHA and/or EPA rules and regulations
 - Unauthorized solicitation and distribution of literature or products. Students must get permission from the administration prior to posting any notices or distributions of literature or products.
 - Physical and/or verbal threats while on Commonwealth Property.

- Academic dishonesty, including but not limited to:
 - 1) Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator.
 - 2) Accepting or providing unauthorized assistance in the preparation of assignments or taking of any tests and examinations.
 - 3) Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others.
 - 4) Plagiarizing (presenting as one's own ideas, data and/or works of another)

A student charged with any of the aforementioned violations, and depending on the severity of the transgression, may be suspended by the President or Dean of Academics, pending a hearing on the charges as soon as is practical, when deemed in the best interest of Commonwealth Institute.

STUDENT CONDUCT AND DRESS

Commonwealth Institute expects its students to be familiar with, and observe, the ordinary rules governing conduct of mature and responsible adults.

DRESS CODE

Funeral service is a conservative experience. Commonwealth Institute 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.

COMPUTER LAB/ INTERNET USE POLICY

Computers for student use in Commonwealth Institute computer lab are

for educational purposes only. Commonwealth Institute monitors computer (including internet) use to determine if violation of any computer usage guidelines, posted in the computer lab, exist. Students may jeopardize their academic standing if violations are committed.

Computers are allowed in the classroom; however, your full attention is expected while in class. You may use your laptop computer in the classroom to take notes and review course materials unless instructed otherwise. **You may not surf the web, read email, or "chat" while in class.** Students who abuse this privilege will not be allowed to use their computers in class and will have their participation grade reduced.

TELEPHONE CALLS

The office will not disturb scheduled classes unless the telephone call for the student is an emergency. Messages of an important nature will be posted on the door of the classroom.

POLICY AGAINST HARASSMENT & DISCRIMINATION

It is the policy of the Institute to maintain learning and working environment that is free from religious, racial, sexual harassment, or age discrimination; therefore, the Institute prohibits any form of religious, racial, or sexual harassment and age discrimination.

It shall be a violation of this policy for any student, teacher, administrator, third party (present on the premises) or other Institute personnel to harass a student, teacher, administrator, or other Institute personnel through conduct, or communication of a sexual nature or regarding religion, race, or age discrimination as defined by this policy.

It shall be a violation of this policy for any student, teacher, administrator, third party (present on the premises) or other Institute personnel to inflict, or attempt to inflict religious, racial, or sexual harassment or age discrimination upon any student, teacher, administrator, or other college personnel.

The Institute will act to investigate all complaints, formal or informal, verbal or

written, of religious, racial or sexual harassment, or age discrimination, and to discipline or take appropriate action, against any student, teacher, administrator, or other Institute personnel who is found to have violated this policy.

JOB INFORMATION

Commonwealth Institute 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 Commonwealth Institute in March and September 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 Commonwealth Institute. Your resume will be maintained for thirty days and sent to prospective employers. **Commonwealth Institute does not guarantee employment** to any student or graduate, as this is a decision which must always be made between employer and prospective employee.

HOUSING

Commonwealth Institute does not provide on or off campus housing. Several apartment and townhouse complexes are located within the same office park as the campus of Commonwealth Institute. Current information on nearby housing is available by contacting the Registrar. In addition, the Houston area newspapers carry a comprehensive listing of available housing. Students must make their own arrangements for housing, and Commonwealth assumes no responsibility for any problems between landlord and student.

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:

Humble Health Clinic - 1730 Humble Place Drive

Phone: (281) 446-4222

Hours: Monday - 7:30-11:00 a.m. & 1:00 -6:00 p.m.

Tues. – Thurs. 7:30 a.m.- 4:00 p.m.

Friday -8:00 – 11:00 AM

Antoine Health Clinic - 5815 Antoine, Suite A

Phone: (713) 602-3300

Hours: Mon.-Wed.-Thurs. & Fri. - 7:30 a.m. – 5:00 p.m.

Tues.- 8:00 a.m.-6:00 p.m.

We have available upon request an educational pamphlet on HIV and Aids developed by the Texas Department of Health. The Institute recognizes the importance of meeting the guidelines set forth by OSHA and the Center for Diseases 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 remains. Therefore, all human remains shall be handled as if they were infectious cases, and Universal Precautions are to be practiced on all cases.

Students are advised to consult their personal physician concerning preventative vaccination and susceptibility testing. Ask your physician about the HBV vaccine to protect you against infection by the Hepatitis B virus. 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. See recommendations at www.commonwealth.edu. Also please refer to the timeframe or sign a waiver for the HBV vaccination at the time of enrollment. See the student handbook for more information.

FINANCIAL POLICIES

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.

TUITION PAYMENTS

The Institute defines full-time enrollment as 12-20 credit hours taken in any one quarter. Tuition and fees for each quarter of full-time enrollment are payable at the beginning of the quarter on or before the day of registration. Tuition payments must be made promptly when due.

BOOKS AND SUPPLIES

All mandatory books and lab supplies are included in the tuition fee.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

REFUND POLICY PRIOR TO MATRICULATION

Applicants may cancel their enrollment in person in writing before the beginning of classes if they signed and dated a tour sheet prior. Applicants not requesting cancellation before their scheduled starting date will be considered students.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. Applicants requesting cancellation no later than 90 days before the first scheduled class date will receive a refund of all monies paid less the application fee.
3. Applicants who give less than 90 days cancellation notice will be entitled to a refund of all monies paid to Commonwealth Institute, less a cancellation fee of \$100.00 which includes the application fee.

REFUND POLICY AFTER MATRICULATION

In the event of withdrawal by the student or termination by Commonwealth Institute during an academic quarter of study, the refund will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspension, and school holidays will not be counted as part of the scheduled class attendance.

1. Prepaid tuition for any period beyond the current quarter will be refunded; federal student aid money is refunded according to agency/lender regulations.
2. Refunds are made within the prescribed time period after the effective date of termination. 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 Commonwealth Institute, (b) the date of receipt of written notice of withdrawal from the student, (c) ten school days following the last date of attendance.
3. Each academic quarter is 11 weeks in duration. The calculation of refunds is based on the last day of attendance within a quarter.
4. In the event a student discontinues school, there is a \$100 cancellation fee, and Commonwealth Institute will retain earned tuition as follows: week 1 = 10% of quarter's tuition; weeks 2-3 = 50% of quarter's tuition; weeks 4-6 = 75% of quarter's tuition; after week 6 = 100% of quarter's tuition.
5. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the students to complete the program Commonwealth Institute may modify the tuition refund policy.
6. All refunds made meet or exceed the requirements of the Texas Education Code, Subchapter C, TEC 132.061.
7. For veterans and veteran's dependents, the amount charged to the student for tuition, fees and other charges for completion of a portion of the course shall not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.
8. With respect to students for whom more than one refund method applies, the refund method used will always be the method that is of most benefit to the student.

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

A student of Commonwealth 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 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.

**Approved and Regulated by the Texas Workforce Commission,
Career Schools & Colleges, Austin, Texas.**

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

J. Chandler Altieri
President/CEO

THE MUSEUM OF FUNERAL HISTORY

Another asset that Commonwealth Institute has, to which no other mortuary college in the world can attest, is the 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 with a push of a button. Here students at Commonwealth will experience sights and sounds of funeral history along with obtaining information that they never can receive anywhere else.

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