

Mortuary Science Student Handbook 2023-2024



**CHANDLER-GILBERT
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Letter from the Program Director

Dear Students,

Let me be one of the first to welcome you to Chandler-Gilbert Community College. We are the only program of Mortuary Science in Arizona and accredited by the American Board of Funeral Service Education. I am very excited that you chose CGC for your Mortuary Science education. I congratulate you for the academic rigor you have demonstrated to be chosen for this program. Mortuary Science is an extremely competitive program and a profession to which many are often "called" to serve. To help a family through the worst few days in their lives is a tremendous gift you can bestow.

It takes special types of people to work in this profession, days where attention to detail, teamwork, passion, diligence, compassion, empathy, and listening skills are paramount to a smoothly run service.

This program requires a firm commitment and a rigorous path to graduation. It involves study, sharing, lectures, labs, projects, and speakers, all with our goal to provide you with every opportunity to be successful going forward in your funeral service careers.

This handbook is for students in the Mortuary Science AAS degree program. It provides the students with information about the program and the college. This guide, when used in conjunction with the Chandler-Gilbert Community College Catalog and Student Handbook, will be the primary source of information, guidelines, and policies to direct you while completing degree requirements.

My staff and I are looking forward to the time we will spend together and getting to know you and your unique reasons for pursuing this career. I can't wait to get started.

Donna G. Backhaus, CFSP

Lead Faculty and Program Director

Chandler-Gilbert Community College Mortuary Science Program

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This Handbook prescribes standards of conduct for students enrolled in the Chandler-Gilbert Community College, Mortuary Science Program. The standards are in addition to those detailed under Maricopa Community College's Policies and Administrative Regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or another discipline. The Mortuary Science Program leadership reserves the right to make program changes, as needed, and to change without previous notice any information requirements and regulations published in this document.

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>

1. Chandler-Gilbert Community College

Chandler-Gilbert Community College (CGCC) was founded in 1985 to serve the higher education needs of the Southeast Valley. In 1992, CGCC was accredited as an independent college by the Higher Learning Commission of the North Central Association. Today, with four locations and an average of 19,000 students every year, Chandler-Gilbert Community College is one of the fastest-growing of the 10 colleges in the Maricopa Community College system.

CGCC offers more than 70 degrees, certificates, and vocational training programs. Our classes are taught by award-winning, nationally recognized faculty who are focused on ensuring the success of every student. We're here to help you move forward, whether you're striving to be competitive in the workforce, transfer to a four-year university, or simply learn for personal enrichment.

A. Vision, Missions, and Values

Vision

Our students are prepared to lead us into a promising and sustainable future.

Mission

We are a student-centered college that creates learning experiences and growth opportunities designed for our diverse communities.

Values

As an academic community devoted to public service, these are the principles that guide us:

- Innovation through Exploration
- Learning through Experiences
- Growth through Service
- Sustainability through Engagement
- Inclusiveness through Awareness

B. College Accreditation Information

At Chandler-Gilbert Community College, we've worked hard to ensure our certificate and degree programs meet the highest educational standards. We are proud to be accredited by the Higher Learning Commission (HLC), an independent corporation aimed at advancing the quality of higher learning in the United States. The HLC is one of two commission members of the North Central Association of Colleges and Schools, which is one of six regional accreditors in the U.S. The HLC accredits degree-granting post-secondary educational institutions in 19 states.

The Higher Learning Commission
230 S. LaSalle Street, Suite 7-500
Chicago, IL 60604
inquiry@hlcommission.org
800-621-7400

2. Mortuary Science Degree and Licensure

The Associate in Applied Science (AAS) in Mortuary Science program includes studies in public health; business management; natural sciences; legal, ethical, and regulatory concerns; and clinical requirements associated with the mortuary field. The curriculum combines coursework in mortuary science with a general education component. The AAS in Mortuary Science degree is accredited by the American Board of Funeral Service Education (ABFSE). Completion of the courses in the program prepares the student to sit for the National Board examination and begin state internship requirements.

A. Program Accreditation

The associate degree program, in Mortuary Science at Chandler-Gilbert Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org

B. Occupational Information

Graduates receiving an Associate in Applied Science in Mortuary Science degree are eligible to apply for licensure to work within the funeral and mortuary industry. Mortuary Science graduates may be employed in funeral homes or crematories to manage funerals and services to honor deceased persons. Completing the Mortuary Science program does not guarantee licensure.

For more information regarding working in the funeral service industries, see the information listed below.

- Bureau of Labor Statistics, Occupational Outlook Handbook
 - [Funeral Service Workers](#).
- National Center for O*NET Development
 - [39-4011](#) Embalmers
 - [39-4031](#) Morticians, Undertakers, and Funeral Directors
 - [11-9061](#) Funeral Service Managers

C. Eligibility for Licensure

The best vehicle to licensure after graduating from an ABFSE-accredited school is the taking and passing of the National Board Examination (NBE). Almost every state in the US accepts a passing score on the NBE. This occurs because the laws of each state are quite different as they pertain to the regulation of the death-care industry. Arrangements to take and pay for this exam upon satisfactory completion of the curriculum requirements, and a passing score of 75 or above on the Compendium for Funeral Service exams makes you eligible to have your name released to the International Conference of Funeral Service Examining Boards (ICFSEB) and approved to register for and take the NBE. The cost associated with the NBE is \$570 total (or \$285 per section) and is the responsibility of the student.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org.

To request a printed copy of the CGCC Mortuary Science program's pass rate, go to Chandler-Gilbert Community College's Mortuary Science Building (MSB) at:

Address

7440 E. Tahoe Ave
Mesa, Arizona 85212

Phone Number

(480) 988-8501

Email

mortuary.science@cgcc.edu

Website

<https://www.cgcc.edu/degrees-certificates/mortuary-science>

D. State Requirements

The individual state requirements for entry into the funeral profession vary. Some states require only a certificate of completion while others require completion of a four-year bachelor's degree.

The minimum credential for graduation from an American board-accredited school is the two-year Associate of Applied Science degree (AAS). This degree is what CGCC offers. If a student is planning to attend CGCC and comes from a state that

requires two years of education plus mortuary science, we recommend that the student complete the Associate of General Studies degree program first. Then, with an additional two semesters, will complete the AAS degree and be licensable in all states having such a requirement. The states requiring two years of education plus a Mortuary Science degree are Idaho, Iowa, Kansas, Michigan, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Dakota, Oklahoma, Pennsylvania, South Dakota, and Wisconsin.

Currently, two states require a bachelor's degree: Ohio and Minnesota. If the student wishes to obtain a bachelor's degree, we recommend the student complete our AAS degree and then transfer to the following schools with whom CGCC has articulation agreements: Arizona State University, Arizona State University Polytechnic campus, Grand Canyon University, Northern Arizona University, Ottawa University, University of Phoenix, Western International University, and others. Check with your academic advisor. This avenue allows the student to obtain an additional skill above the Mortuary Science degree, such as accounting, psychology, counseling, forensics, business, or sales of funeral-related supplies.

For more information on licensing within the state of Arizona, visit the Arizona Department of Health Services Special Licensing Bureau website at:
<https://www.azdhs.gov/licensing/special/index.php#funeral-licensing>

Professional License Disclosure

ABFSE programs have been directed to direct written disclosure to the student that the institution has not made a determination of the professional licensure applicability of the program. In such cases, the institution must include the contact information for the licensing board in the state where the student is located.

3. Mortuary Science Program Information

A. Admission Requirements

Starting in 2021, to be eligible to apply to the Mortuary Science program, students must complete all of the prerequisite and general education course requirements with a "C" or better while maintaining a GPA of 2.75 or better. In addition, students must submit all educational transcripts, completed drug screening, and proof of Hepatitis B vaccination.

Mortuary Science program applications are due by June 1st of each year for admission in the Fall semester. Note, this is a separate application process from the general CGCC enrollment application. Step-by-step instructions are outlined in the Mortuary Science program application packet. For more information, please contact the Mortuary Science program at mortuary.science@cgcc.edu

B. Program Learning Outcomes

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve. (GBS205, GBS 206, GBS 207, MSP101, MSP201, MSP205, MSP206, MSP208, MSP210, MSP211, MGT253, PSY101, PSY156, (COM), CRE101, [FYC], [HU])
2. Identify standards of ethical conduct in funeral service practice. ((ACC107, ACC111, ACC211, ACC212, BPC+++++, CIS+++++, GBS205, GBS206, GBS207, GBS151, MGT175, MGT251, MGT253, MSP101, MSP105, MSP202, MSP202LL, MSP205, MSP206, MSP207, MSP208, MSP210, MSP211, PHI214, PSY101, PSY132, PSY156, (COM), (CRE), [FYC], [HU])
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance. (ACC107, ACC111, ACC211, ACC212, BPC+++++, CIS+++++, GBS205, GBS206, GBS207, PHI214, GBS151, MGT175, MGT251, MGT253, MSP101, MSP105, MSP202, MSP202LL, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP210, MSP211, PSY101, PSY132, PSY156, (COM), (CRE), [FYC], [HU])
4. Apply principles of public health and safety in the handling and preparation of human remains. (BIO160, BIO201, BIO202, MSP101, MSP105, MSP201, MSP202, MSP202LL, MSP203, MSP204, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP209, MSP211)
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains. (BIO160, BIO201, BIO202, MSP202, MSP202LL, MSP203, MSP204, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP209, MSP211)
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies. (ACC107, ACC111, ACC211, ACC212, BPC+++++, CIS+++++, GBS205, GBS206, GBS207, PHI214, GBS151, MGT175, MGT251, MGT253, MSP101, MSP105, MSP201, MSP202, MSP202LL, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP210, MSP211, PSY101, PSY132, PSY156, (COM), (CRE), [FYC], [HU], MA)
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains. (ACC107, ACC111, ACC211, ACC212, BIO160, BIO201, BIO202, GBS205, GBS206, GBS207, PHI214, GBS151, MGT175, MGT251, MGT253, MSP101, MSP105, MSP201, MSP202, MSP202LL, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP210, MSP211, PSY101, PSY132, PSY156, (COM), [FYC], [HU])

8. Describe methods to address the grief-related needs of the bereaved. (MSP201, MSP205, MSP206, MSP208, MSP210, MSP211, PSY101, PSY132, PSY156, (COM), (CRE), [FYC], [HU])

9. Explain management skills associated with operating a funeral establishment. (ACC107, ACC111, ACC211, ACC212, BPC+++++, CIS+++++, GBS205, GBS206, GBS207, PHI214, GBS151, MGT175, MGT251, MGT253, MSP105, MSP202, MSP202LL, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP209, MSP210, MSP211, PSY101, PSY132, PSY156, (COM), (CRE), [FYC])

10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice. (ACC107, ACC111, ACC211, ACC212, BIO160, BIO201, BIO202, BPC+++++, CIS+++++, GBS205, GBS206, GBS207, PHI214, GBS151, MGT175, MGT251, MGT253, MSP101, MSP105, MSP201, MSP202, MSP202LL, MSP203, MSP204, MSP205, MSP206, MSP207, MSP207LL, MSP208, MSP209, MSP210, MSP211, PSY101, PSY156, (COM), (CRE), [FYC], [HU], MA)

C. Program of Study

Students wishing to earn an Associate in Applied Science (AAS) in Mortuary Science should follow the degree plan. Prior to applying for admittance into the Mortuary Science program, students must complete all program prerequisites and general education requirements and electives outlined on the degree plan [Mortuary Science Degree](#). Once students have been accepted into the Mortuary Science program, they will complete their Mortuary Science required courses as a cohort over two semesters as outlined below.

Fall Semester	Spring Semester
MSP101	MSP206
MSP105	MSP207
MSP201	MSP207LL
MSP202	MSP208
MSP202LL	MSP209
MSP203	MSP210
MSP204	MSP211
MSP205	

D. Course Descriptions

MSP101 Introduction to Mortuary Science

Designed to orient prospective students to mortuary science and its history, educational requirements, internships, licensure examination, job descriptions for funeral directors, embalmers, and cremationists, and employment outlook.

MSP105 Crematory Operator Training

Overview of cremation equipment, processes, laws, and safety. Prepares students to apply for licensure as a cremationist.

MSP201 History and Sociology of Funeral Service

Survey of history of funeral service from ancient to modern times. Sociological aspects of how various cultures deal with death.

MSP202 Embalming

Study of the disinfection, preservation, and restoration of the deceased human body by chemical means for the specific purpose to delay organic decomposition.

MSP202LL Embalming Laboratory

Field experience involving observation and practice of embalming processes in a laboratory setting. Includes writing case study reports.

MSP203, Microbiology for Mortuary Science

Survey of microbiology as it pertains to mortuary science and the funeral service profession. Review of safety precautions, sanitation practices, and pathogens that can lead to illness or death.

MSP204 Chemistry for Mortuary Science

Basic principles of general chemistry, organic chemistry, biochemistry, embalming chemistry, and toxicology as it relates to mortuary science. Safety practices regarding potentially harmful chemicals.

MSP205 Mortuary Administration I

Funeral directing and establishing professional relationships with religious leaders and family members. Includes documentation procedures from the time of death to funeral.

MSP206 Mortuary Administration II

Operation of the established funeral home, including principles and product knowledge in the area of funeral service management and merchandising.

MSP207 Mortuary Science Restorative Arts

Care and restoration of the deceased human body to create natural form and appearance. Includes anatomical aspects and color theory.

MSP207LL Mortuary Science Restorative Art Laboratory

Practice care and restoration of the deceased human body to create natural form and appearance in a laboratory setting. Includes anatomical aspects and color theory.

MSP208 Legal, Regulatory, and Ethical Issues in Mortuary Science

Mortuary law, regulation by the Federal Trade Commission, and ethical issues in mortuary science. Individual state laws as they pertain to the regulation of funeral establishments and funeral service personnel.

MSP209 Pathology for Mortuary Science

Pathologic conditions which require special treatment and terminology associated with the causes of death.

MSP210 Psychology, Counseling, and Mortuary Science

Psychology and grief counseling principles in mortuary science.

MSP211 Compendium for Mortuary Science

Analysis of daily tasks performed by funeral service personnel. Capstone experience based on all previous course work.

E. Graduation Requirements

- i. Students must meet all of the general education and Mortuary Science course requirements for the Associate in Applied Science (AAS) degree in Mortuary Science. The AAS degree is awarded according to the policies, procedures, and requirements described in the college catalog.
- ii. Students are required to complete an application for the degree through the Admissions and Records department prior to the date listed in the college catalog.
- iii. Completion of the Mortuary Science program and graduation from Chandler-Gilbert Community College does not guarantee a passing score on the national board exam.

4. Attendance Guidelines

- a. Students must be registered for the class in order to attend.
- b. It is the responsibility of the student to notify the Office of Admissions and Records for withdrawals to discontinue studies in a course or at the college.
- c. Students will be held to Maricopa County Community College District (MCCCD) policies and procedures related to attendance (see College Catalog, Administrative

Regulations, 2.3.2). Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirements as determined by the course instructor may be withdrawn. Students who fail to attend the first scheduled class meeting, or who fail to contact the instructor regarding absence before the first scheduled class meeting may, at the discretion of the instructor, be withdrawn.

- d. Faculty expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of the profession. It is the responsibility of the student to notify the instructor prior to the absence or anticipated late arrival. Laboratory and clinical hours are often not possible to makeup and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade in the course.
- e. In the event an absence is necessary due to serious illness of the student or family member, the absence policy of the Mortuary Science program includes but is not limited to:
 - i. Theory/didactic sections: Students are expected to attend all classes necessary to meet the competencies of the course. If an absence occurs the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance if a student is late.
 - ii. Laboratory Sessions: Students are expected to attend all laboratory sessions. Makeup time for skills taught in the lab sessions may not be possible.
 - iii. Clinical Sessions: Students are expected to attend all clinical sessions necessary to meet the competencies of the course as determined by the instructor(s).
 - iv. All students must complete the online and onsite clinical orientation requirements prior to all clinical rotations. Any student who fails to complete the requirements or is absent on a day of orientation without prior instructor approval may not continue in the rotation.
 - v. Late arrival or leaving early from the clinical experience may result in disciplinary action and place the student at risk for failing to achieve the course competencies.
- f. Special Circumstances: There are no provisions for an "excused absence" outside the following list as described in the college policies (see college catalog). All requests for an excused absence must meet the college policy and the request is to be sent directly to the Mortuary Science Program Director and the primary course instructor. The attendance policy is subject to the limitations as outlined in the ADA/504. Students being served by the Disability Resources Center may receive a reasonable accommodation that would require a modification to the attendance policy.

- g. Official Absences, as described in the college catalog, are those that occur when students are involved in an official activity of the college. Students must present the official absence verification form to the instructor before the absence. Prior arrangements must be made with each instructor for makeup work. If an absence is prolonged and too much content is missed an incomplete may need to be given. Appropriate documentation is required.
- h. Religious Holidays: Students seeking accommodations for religious holidays must utilize the Religious Accommodation Procedure found in ND-4 Religious Accommodation Procedure and Request Form
<https://district.maricopa.edu/regulations/admin-regs/appendices/non-discrimination/nd-4#:~:text=Students%3A,holiday%20or%20day%20of%20observance.>)

5. Evaluation and Progression Guidelines

A. Grading Guidelines

- i. Mortuary Science courses in the Program of Study (core courses) utilize the following grading scale:

Percentage	Letter Grade
92% - 100%	A
84% - 91%	B
75% - 83%	C
70% - 74%	D
69% and below	F

- ii. Students will need to successfully complete each course in the program with a passing letter grade (C or better) to satisfy program requirements.
- iii. To receive a passing letter grade (C or better) the student must achieve an average score of 75% or greater on all course points. No rounding will occur with the calculation of the final course grade to achieve a passing score of 75%.
- iv. MSP courses are not graded as a "P" (pass) or "Z" (no credit).
- v. Students absent on the day of an exam are responsible for scheduling/completing the exam within five (5) school days of the original exam date. The student must notify the instructor prior to the exam to schedule the makeup exam. Only one (1) exam may be made up and the makeup exam may be in an alternative format including essay questions.
- vi. No test or remediation examinations can be retaken or given to

- improve a score.
- vii. Exams are available for review based on instructor availability and syllabus guidelines.
- viii. Under all circumstances, the faculty facilitating the course will assign the letter grade a student has earned.
- ix. Failing a clinical component of a course will result in a grade of “D” or “F” for the entire course.
- x. If a student fails a course in the Fall, that student will be allowed to continue the Spring semester but will not graduate until the course is completed with a grade of C or better and all graduation requirements met.
- xi. If a student fails a course in the Spring, that student will need to retake that course the following Spring semester. The student will not graduate until the course is completed with a grade of C or better and all graduation requirements met.
- xii. Students who do not complete the MSP211 Compendium with a C or better will be required to enroll in the Summer MSP211 Compendium course.
- xiii. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.

B. Progression Criteria

To qualify for enrollment in the second semester of the Mortuary Science program the following must be achieved:

- i. Pass all components of each course with a letter grade of C or better during the first semester of the program.
- ii. Maintain compliance with the Health and Safety requirements of the Mortuary Science program throughout the semester of enrollment.
- iii. Maintain good standing within the program handbook and college policies.

C. Readmission Process

- i. A student exiting the Mortuary Science program for any reason must complete an Exit Interview Form with the instructor, Director or designee to be eligible for readmission. The Exit Interview Form must include all admission and exit test scores.
- ii. No student is guaranteed readmission. A student who did not complete the program will be allowed ONE readmission if there is space available and the student has had no previous readmissions.
- iii. Readmission may be granted for the next available traditional semester, not to exceed two traditional semesters. The final determination for readmission is made by the Mortuary Science Program Director.
- iv. All readmissions are subject to space availability and approval of

the Mortuary Science Program Director. Factors that may be considered for readmission include but are not limited to final MSP course grades, and course/clinical evaluations.

- v. The Mortuary Science Program Director and/or designee may specify certain required or recommended criteria for readmission. Criteria may include completion of academic courses, remediation, counseling, or other activities to promote the success of the student.
- vi. The Mortuary Science Program Director reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe or inappropriate conduct, or dismissal from a college or clinical site.
- vii. The Mortuary Science Program Director reserves the right to approve an admission or readmission for a student in good standing who has to defer or withdraw for an unexpected event such as illness/injury, military deployment, or other unforeseen events.

D. Instructional Grievance

- i. Communication

There is an expectation of mutual respect between faculty and students. If an issue should arise, the student should schedule a meeting to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student. Students and faculty should communicate openly to promote professional conduct and to collaboratively resolve problems.

- ii. Communication Chain of Command

A communication chain of command provides a process whereby students have an opportunity to communicate concerns to the person(s) involved. It also provides the instructor the opportunity to be aware of the student's concern and to work with the student to find a mutually agreeable solution, as most issues are resolved at this level.

If the issue is not resolved after communication at the first level, students are expected to follow the appropriate communication chain of command outlined below.

1. Course instructor/faculty
2. Mortuary Science Program Director
3. Health Sciences Division Chair
4. Dean of Instruction

- iii. Instructional Grievance Process (from the Maricopa Community Colleges Common Pages)

<http://www.maricopa.edu/publicstewardship/governance/adminregs/appeals/ces/S-6.php>

A student who feels that he/she/they has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask the College Faculty Senate President to be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to the vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: *The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.*

6. Health and Safety Guidelines

A. Essential Skills and Functional Abilities

Students must be able to fully and successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes the capacity for sensory and motor functions that allow independent classroom/laboratory/clinical performance. It is essential that students are able to perform a number of physical activities in the clinical portion of their program. For example, students may be required to physically lift deceased persons or equipment, stand for several hours at a time and perform bending activities. The clinical experience places students under considerable mental and emotional stress as they undertake a high level of responsibility.

Students must be able to demonstrate rational and appropriate behavior under stressful conditions. If a student believes that he/she/they cannot meet one or more of the standards without accommodations, the student must contact the Disability Resources Services office and engage in the interactive process for determining eligibility for reasonable accommodations/academic adjustments. ONLY the Disability Resource Services office can provide reasonable accommodations/academic adjustments.

B. Hepatitis B Immunization

Mortuary Science program students may be exposed to potentially infectious materials, which can increase their risk of acquiring hepatitis B virus infection, a serious disease that can cause acute or chronic liver disease, which can lead to a serious, lifelong illness.

- i. The Mortuary Science program recommends that all students receive the hepatitis B 3-vaccine series administered over a 6 month period. Obtain the first vaccination; the second is given 1-2 months after the first dose and the third injection is 4-6 months after the first dose.
 1. Effective immunization status can be proven by a titer confirming the presence of anti-Hbs or HepBSab antibodies in the blood. This titer is recommended but not mandatory.
 2. Students may choose to decline the hepatitis B vaccine; however, lack of immunity to hepatitis B means that students remain at risk of acquiring the disease.
- ii. Options to meet this requirement:
 1. Submit a copy of laboratory documentation of a positive HbsAb titer. OR
 2. Upload a copy of your immunization record, showing completion of the three Hepatitis B injections. If the series is in progress, upload a copy of the immunizations received to date. You must remain on schedule for the remaining immunizations and provide the additional documentation. One to two months after your last immunization, it is recommended that you have an HbsAb titer drawn. OR
 3. Upload a copy of your signed Hepatitis B declination noting

that by declining the vaccine you continue to be at risk of acquiring hepatitis B, a serious disease.

4. Please Note: All documentation is required to have the student's full name.

C. Disabilities

- i. Students are expected to participate fully in activities required by the Mortuary Science program.
- ii. Should the student require any type of special accommodation, the student must notify the Disability Services and Resources (DSR) Office. The DSR office should be contacted by the student before the first-class meeting. Special accommodations for testing will be given only with appropriate documentation of special needs.
- iii. CGCC Disability Resources & Services goal is to empower students and foster independence and self-advocacy to help them achieve their career and educational goals. DRS works with students, faculty, and campus staff to implement reasonable accommodations that help students with disabilities make the most of their college careers. If you would like to register with DRS, please contact 480-857-5188 or visit Bradshaw Hall Room 101 on the Pecos Campus.

D. Pregnancy

- i. Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful substances. If a student becomes pregnant at any time during their enrollment in the program, they are not required to notify anyone of their pregnancy. If they choose to do so, the student is encouraged to inform the Mortuary Science Program Director of the pregnancy as soon as possible.
- ii. Students who are pregnant or become pregnant during their time of enrollment with the Mortuary Science program have the right to continue to participate fully in the program. Pregnant students will be informed, in writing, of the dangers involved with continued participation and the student will be given the opportunity to decide how to proceed. If the student decides to continue in the program, they will acknowledge, in writing, that they have been informed of the dangers in continuing and have decided to do so. Pregnant students who decide not to continue in the program or desire adjustments based on pregnancy should work with the Title IX Coordinator and the Program Coordinator. Adjustments will be made if reasonable and possible.
- iii. Following delivery, returning to class and clinical assignment will require the student to provide a physician clearance to the DRS office.

E. Insurance

Students must be aware of insurance requirements and their responsibilities in relation to insurance.

- i. Students are strongly advised and may be required by some clinical facilities to carry their own health and accident insurance. Each student is personally liable for any illness or accident during or outside of school activities.
- ii. Students participating in a college-related activity have limited coverage by the Student Accident Insurance Policy:
<https://my.maricopa.edu/services/health-insurance>
- iii. Student accident insurance coverage is secondary to the student's primary coverage.
- iv. If a student is injured during a clinical experience, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms may be obtained from the Vice President of Student Affairs Office. Completed forms are submitted to the Mortuary Science Program Director for signature and then forwarded according to campus procedure.
- v. Students are responsible for their own transportation and vehicle insurance to and from clinical sites. No coverage is provided for any motorized vehicle not supervised and provided by the colleges.

7. Health and Safety Practices

A. Standard Health and Safety Practices

Students are required to follow standard health and safety practices and to complete an Assumption of Risk and Liability form (obtained from the Mortuary Science Program Director or Course Instructor). Standard precautions, which are intended to reduce the risk of pathogen transmission, are the basic level of infection control. Students are expected to follow hand hygiene, personal protective equipment (PPE), respiratory hygiene, and linen and waste disposal guidelines recommended by the World Health Organization standard precautions in health care:

http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf

- i. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- ii. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
- iii. Contaminated sharps must be placed in an appropriate container as soon as possible.
- iv. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure.
- v. When exposure is possible, personal protective equipment (PPE) shall be used. Personal protective equipment includes:
 1. Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-

- intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
2. Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
 3. Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
 4. Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
 5. Hands shall be washed immediately after removal of gloves or other personal protective equipment. (Excerpts from OSHA Bloodborne Pathogens Section 1910.1030)
- vi. When exposure to other hazardous materials such as disinfectant solutions is a possibility, appropriate PPE and safe handling protocols shall be used.
 - vii. Mortuary Science positions are classified as safety sensitive positions.

B. Exposure Guidelines

Students exposed to body fluids shall follow this protocol:

- i. Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available; for eye splashes rinse the area with clean water.

- ii. Report the incident to the clinical instructor.
- iii. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student will need to provide their personal health insurance information as the student accident insurance provided by MCCC is secondary. NOTE: The student accident insurance is for one year from the date of the accident. If the exposure requires follow-up treatment longer than one year from the date of the accident the student is responsible for all related costs.
- iv. The clinical instructor and student will notify the agency department supervisor and Mortuary Science Program Director who will, in turn, inform Risk Management
- v. The student and/or the Mortuary Science Program Director will complete an agency site incident report and forward it to Risk Management.
- vi. The student and/or the Mortuary Science Program Director will complete the public safety college student incident report Public Health will forward to Risk Management.
- vii. Source: U.S Department of Labor, Occupational Safety & Health Administration. (OSHA). Bloodborne pathogens and needlestick prevention.
<https://www.osha.gov/SLTC/bloodborne pathogens/index.html>

6. Drug Screening

A. Drug Screening Guidelines

- i. All students participating in the Mortuary Science program will be required to complete a urine drug screen.
- ii. All students are required to submit to a random urine drug screen as a condition of enrollment in the Mortuary Science program.
- iii. Once students register online, they will receive instructions to go to a lab where they will pay and submit a urine specimen. The student will be informed by the school of the 48-hour window of time they must submit their urine sample at the lab.
- iv. Private health insurance will not pay for this screening. The lab will provide the student with a receipt. Students should not take a prescription to the lab to be evaluated but will list prescription drugs they are currently taking.
- v. Positive drug screens are referred to the Medical Review Officer's (MRO), who will contact the student. The Mortuary Science Program Director or designee will receive the result once the review is completed and the Program Director will initiate due process protocols.
- vi. If a student provides a dilute sample that tests positive, the result is considered positive, and pending MRO review, the student will be

withdrawn. A negative dilute specimen will require a retest at the student's expense.

- vii. If a student challenges a positive result, only the original sample can be retested. All positive samples are frozen and retained for one year. The student is responsible for the cost of the retest.
- viii. Only students receiving negative drug screens can remain enrolled in mortuary science courses. Reports from the MRO of safety issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until the evaluation is complete.
- ix. Students testing positive for illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend mortuary science courses.
- x. Students will not be allowed to use previous drug screens requested by any person or agency outside of the Mortuary Science program.
- xi. Students failing to test during the designated date and time do not meet the requirement for drug testing and will be withdrawn from all mortuary science courses.
- xii. Mortuary Science clinical placements and experiential learning are considered safety sensitive positions, meaning students may not use medical or recreational marijuana.

B. Medical Marijuana Policy

- i. Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or postsecondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. All placements governed by this clinical placement/internship agreement are hereby identified as safety-sensitive positions where the health and safety of the populations served are at issue.
- ii. Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.
- iii. Urine drug screens are required of students prior to attending their courses. Medical marijuana, or its metabolite, is not an accepted

substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

- iv. Mortuary Science clinical placements and experiential learning are considered safety sensitive positions, meaning students may not use medical or recreational marijuana.

C. Drug Screening “For Cause” Testing

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Mortuary Science program.

- i. When a faculty/clinical instructor perceives the odor of alcohol or marijuana, or observes behaviors such as but not limited to, slurred speech, unsteady gait, or confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:
 1. The instructor will remove the student from the assigned work area immediately and notify the lead instructor, college Director or designee.
 2. Upon student’s verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.
 3. The student is to have a picture ID in his/her/their possession.
 4. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
 5. If the student admits to alcohol or drug use, he/she/they will still require drug screening.
 6. The student is responsible for all costs associated with the for-cause drug-screening test.
- ii. If the results of the test(s) are negative for alcohol, illegal substances, or non-prescribed legal substances, the student shall meet with the Mortuary Science Program Director to discuss the circumstances surrounding the behavior.
 1. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
 2. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
 3. Based on the information provided and further medical

- evaluations if warranted, the Mortuary Science Program Director will make a decision regarding return to the clinical setting.
- iii. If the results of the test(s) are positive for alcohol, illegal substances, or for non-prescribed legal substances, the Mortuary Science Program Director will initiate due process to determine the next steps regarding the student's continuation in the program.
 1. If a student refuses "for cause" Testing:
 2. The instructor will remove the student from the clinical setting pending investigation.
 3. The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home. If the student refuses transportation, the student should be informed that security/law enforcement may be notified.
 4. Failure to comply with any aspect of this policy will result in the initiation of due process to determine the next steps regarding the student's continuation in the program.

D. Readmission Guidelines Related to Substance Abuse

Students seeking readmission who were withdrawn from mortuary science courses for reasons related to positive "for cause" testing or refusal of "for cause" testing will work with the program director for the readmissions process.

If a student, after being readmitted to the Mortuary Science program, has positive results on an alcohol/drug screen, the student will be permanently dismissed from the Mortuary Science program.

9. Standards of Professional Conduct

Students enrolled in the Mortuary Science program are responsible for conducting themselves in a professional manner at all times. Expected professional behavior includes the following:

A. Zero Tolerance Policy

The Mortuary Science program supports a Zero Tolerance Policy for the following behaviors:

- i. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
- ii. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
- iii. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site. Any verbal, non-verbal, and/or written actions which are deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program. Mortuary

Science students engaging in misconduct are subject to dismissal from mortuary science classes and disciplinary action as described in the student handbook of the college. The above list of behaviors is not all-inclusive. Students will be afforded due process before being removed from the program.

B. Diversity, Equity and Inclusion

Chandler-Gilbert Community College, its faculty and staff, value diversity and support an inclusive and diverse learning environment where individual differences are welcomed, understood, respected, appreciated, and recognized as a source of strength. As mentioned in the Student Handbook, we embrace a notion of an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender, and gender identity, sexuality, class, and religion.

All of those affiliated with CGCC are expected to practice patience and respect for one another, refrain from jumping to conclusions or judgments, avoid labels, and allow for others to speak in a safe learning environment—both in-person and online (on Canvas).

1. When communicating verbally or in writing, think about what you have to say and the potential impact despite your best intentions.
2. Show respect for the viewpoints of others who may disagree or see
3. things differently than you.
4. Strive to find a balance between speaking, listening, and reflecting.
5. Consider all the communication that you produce as a reflection of the way you would like to and/or expect to be perceived.

Comments that cause harm, stress, or embarrassment, and work that offends and infringes on the safe space that this educational class should be, will not be tolerated

C. Professional Appearance

Proper hygiene and professional appearance are expectations of all students enrolled in the Mortuary Science program. Expectations include but not limited to the following:

- i. Subtle makeup.
- ii. Hair pulled back from the face and out of the field of operation, in a professional standard style and, if dyed, be of “natural” hair color; if hair accessories, such as extensions, are worn, they must be conservative and kept clean at all times.
- iii. If worn, beards and mustaches must be neatly trimmed.
- iv. Fingernails must be clean, short, and neatly trimmed.
- v. Proper hygiene, wear freshly laundered scrubs, and avoid smoking or use of tobacco products.
- vi. Avoid the use of perfume, cologne, strong-smelling body lotion, or creams.

- vii. No body piercing jewelry or tattoos are to be visible.
- viii. Pierced earrings may be an exception.

D. Appropriate Attire

- i. Students are expected to follow a dress code that is reflective of the student's dedication and pride in the funeral service profession.
- ii. Students will be provided with scrubs that must be worn in all laboratory and clinical experiences with additional PPE as warranted by the activity.
- iii. Students should wear scrubs provided by the Mortuary Science program to all regular class sessions.
- iv. Students will be informed of the need to wear scrubs or professional attire for special events such as field trips and having guest speakers.
- v. Professional attire is considered as follows:
 - 1. Clothing and shoes should be clean and in good condition.
 - 2. Closed-toed shoes must be appropriate for the activity.
 - Women shall wear conservative dresses, blouses, collared shirts, pants, dress slacks, dark-colored jeans, skirts hemmed below the knee, dress shorts to the knees.
 - Men shall wear collared shirts, pants, dress slacks, dark-colored jeans, dress shorts to the knees.
 - 3. Appropriate undergarments should be worn at all times.
- vi. Business suits are not required for regular class sessions; however, would be appropriate for graduation and other professional occasions.
- vii. Attire that is not professional attire and must not be worn is considered as follows:
 - 1. Clothing that is soiled, wrinkled, or torn/ripped.
 - Open-toed shoes, slippers, or shoes that are inappropriate for the activity.
 - 2. Short-shorts, capris, leggings, spandex, or light-colored jeans.
 - 3. T-shirts, tank tops, or hooded sweatshirts.
- viii. Students who come to class, laboratory sessions, clinical experiences, or other Mortuary Science events without meeting the dress code standards will be asked to change or sent home by the Mortuary Science faculty. Any class time missed for dress code violations will be considered an unexcused absence.

E. Use of Electronic Equipment and Recording Devices

- i. The use of smartphones and all other electronic devices for personal reasons, including an audio recording of lectures must be approved by the instructor. Unapproved use of electronic equipment, recording devices, also known as personal electronic devices (PED) can cause disruption and other issues related to student conduct and confidentiality. Each Mortuary Science

- Instructor will use their personal judgment and set forth their own policies for use of PED in their classroom. Students are responsible for inquiring about these policies prior to using devices and all devices should be turned off and out of sight unless permitted by the instructor.
- ii. No cell phone usage, personal electronic equipment, or recording devices are permitted during embalming labs. All PED must be silenced and removed from sight during embalming labs. Usage of these devices is strictly prohibited. Students found using unauthorized devices may have their PED confiscated by faculty and kept through the duration of the class. Students will be permitted to use PED during approved breaks.
 - iii. No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
 - iv. No personal phone conversations or texting allowed at any time while in lab, class, or clinical. Probation will be given for the first violation of using the mobile device for socializing during the program-related time. A second violation may result in removal from the class or the clinical setting.
 - v. Students interesting in learning more about Maricopa Community College District's administrative regulations regarding taping faculty lecture should visit <https://district.maricopa.edu/regulations/admin-regs/section-3/3-4>

F. Social Media

- i. Students in the Mortuary Science program at Chandler-Gilbert Community College have the right to create student clubs and establish social media pages; however, no student club or page can represent CGCC without being reviewed and approved by Student Life. Students interested in creating a student club must submit a Club Formation Packet to Student Life and adhere to all official guidelines. Questions can be directed to student.life@cgcc.edu. Postings on CGCC sanctioned learning management systems (i.e., Canvas) should be the primary platform for sharing classroom content. Any information deemed confidential by the Mortuary Science program should not be shared on social media websites.
- ii. Social Media pages created outside of CGCC Student Life must not contain any logos or references to Chandler-Gilbert Community College or the Mortuary Science program, nor should they be marketed as affiliated with Chandler-Gilbert Community College or the Mortuary Science program. Clear verbiage should be displayed noting the page is not affiliated or is an extension of the Mortuary Science program.
- iii. At no time shall any confidential or personal information about classmates, faculty, staff, clinical preceptors, associated mortuary/funeral homes, deceased or deceased family members, or any other private information be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the program.

- iv. When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site even if “privacy” options are selected. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you, and many recruiters now routinely search the social networking venues when considering people for a new hire. **It is never appropriate to post photos or information about a decedent. Social network postings can be subject to disciplinary action from the Mortuary Science program.**

G. Student’s Duty to Report

Students enrolled in the Mortuary Science program have the duty to report any of the following to the Mortuary Science Program Director within (5) school days:

- i. Any student who commits an act that would prevent them from gaining licensure through the Arizona Board of Funeral Directors and Embalmers.
- ii. Any student who has an arrest or conviction.

The Mortuary Science Program Director reserves the right to dismiss or restrict the student’s participation in clinical experiences until the matter is resolved.

10. Guidelines for Student Conduct

A. Disciplinary Action Guidelines

When a Mortuary Science student is in violation of any requirement contained in this Mortuary Science Student Handbook, he/she/they is subject to disciplinary action or dismissal. All students should carefully review the Maricopa Community Colleges’ Student Handbook section on Academic Misconduct and Disciplinary Standards. <https://www.cgc.edu/academics/course-catalog>

Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the Mortuary Science Student Handbook, will proceed according to the Judicial Policies section of the Student Code of Conduct.

B. Academic Misconduct

Cheating or academic misconduct includes cheating on an examination, laboratory work, written work (plagiarism); falsifying, forging, or altering college records, or cheating on entrance examinations for the programs. Cheating includes, but is not limited to:

- i. Copying from others during an examination.

- ii. Communicating exam questions and/or answers with another student during or after the completion of an examination.
- iii. Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
- iv. Sharing answers for a take-home exam/assignment unless specifically stated by the instructor.
- v. Tampering with an examination after it has been corrected, then returning it for more credit.
- vi. Using unauthorized materials, prepared answers, written notes, or information concealed in an exam or elsewhere during an examination.
- vii. Acquiring, without permission, tests, or other academic material belonging to a member of the college faculty or staff.
- viii. Removing tests from the classroom or duplicating, writing down, or copying questions or answers on any copying, photography, or recording device during testing or test review sessions.
- ix. Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.
- x. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- xi. Any preparation of written material that is fraudulent and/or untruthful.
- xii. Sharing logins or passwords to access online platforms.

C. Clinical Misconduct

- i. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility or removal from clinical due to behavioral issues.
- ii. A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct.

D. Due Process

If a student has his/her/their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, or a code of conduct violation that may prevent the program's ability to place the student at a clinical site, the student will be afforded due process prior to being removed from the class/program.

11. Signature Forms

- A.** Voluntary Assumption of Risk and Release of Liability
- B.** Receipt of Handbook
- C.** Acknowledgment of Due Process

(Student Copy)

MCCCD HEALTH PROGRAMS

VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY THIS IS A RELEASE OF LEGAL RIGHTS.

READ AND UNDERSTAND IT

BEFORE SIGNING.

Maricopa Community Colleges are non-profit educational institutions. References to Maricopa Community Colleges include its officers, officials, employees, volunteers, students, agents, and assigns. I (print your name), freely choose to participate in the Mortuary Science Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for this Program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the Program such as but not limited to bodily injury, communicable and infectious diseases, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

(Student Copy)
RECEIPT OF HANDBOOK

This Handbook prescribes standards of conduct for students enrolled in the Mortuary Science Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at many sites throughout the college.

I have received a copy of the Mortuary Science Student Handbook. I understand this Handbook contains information about the guidelines and procedures of the Mortuary Science Program. I also understand that I can find information about the general college policies in the College Catalog and in the College Student Handbook. I can find information specific to each course in the course syllabus.

(Student Copy)
ACKNOWLEDGEMENT OF DUE PROCESS

This Handbook prescribes standards of conduct for students enrolled in the Mortuary Science Program. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, and the student handbook. Copies are available at many sites throughout the college.

I have received a copy of the Mortuary Science Student Handbook. I understand this Handbook contains information about the guidelines and procedures of the Mortuary Science Program. I also understand that I can find information about the general college policies in the College Catalog and in the College Student Handbook. I can find information specific to each course in the course syllabus.

_____ (initial) I understand that challenging a positive drug test or a failed background check is done through the vendor contracted to perform such test/check and not with Maricopa County Community College District or its associated colleges and my appeal must be made through the vendor's established process and at my expense.

_____ (initial) I have read and understand that issues such as a positive drug test, a failed background check, or a code of conduct violation may prohibit me from being placed in a clinical site, which places my continuation in a class or in my academic program in jeopardy.

_____ (initial) I understand that I may be afforded conditional continuation in my class or academic program pending the outcome of the appeal with the vendor (for positive drug

test or failed background check) and the results of my due process meeting with college administration. This continuation is conditional, pending the outcome of the appeal(s) and due process meeting.

(initial) I understand that I will be afforded due process prior to being removed from a class or my academic program due to a positive drug test, a failed background check, or a code of conduct violation. I further understand my participation in this process is vital.

The Mortuary Science Associate Degree Program at Chandler-Gilbert Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: www.abfse.org



**CHANDLER-GILBERT
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the district. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.