



Funeral Service Education
Student Handbook
2024-2025

Introduction

This handbook was prepared for students that have been selected for admission into the Vincennes University Funeral Service Education Program. This handbook and the Vincennes University College Catalog will be the primary source of information, guidelines, and policies while students complete degree requirements. The handbook and catalog is applicable to all students enrolled in the Funeral Service Education Program. The Program reserves the right to make revisions and corrections to this handbook. Every effort will be made to make students aware of any changes. The Vincennes University catalog can be found at www.vinu.edu/catalog

It is our hope that your time in the Funeral Service Education Program will be both successful and rewarding. Your academic efforts will be readily supported by Vincennes University and the Program faculty. Having chosen a field in the health and human services area, you must assume the ethics and responsibilities associated with the profession. The program will adhere to ethical practices in all student-related matters.

Please retain this handbook for reference regarding policies and procedures for the Funeral Service Program. It is the student's responsibility to know and abide by all student policies contained in this handbook and the Vincennes University Catalog.

Accreditation

Vincennes University is accredited by The Higher Learning Commission. Vincennes University maintains its accreditation with the Higher Learning Commission through the Standard Pathway process. For more information regarding VU's HLC accreditation, contact the Higher Learning Commission at 312-263-0456 or see www.hlcommission.org.

The Funeral Service Education Degree Program at Vincennes University is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Website: www.abfse.org



AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

ABFSE
992 Mantua Pike, Suite 108
Woodbury Heights, NJ 08097
Phone: 816-233-3747
Email: exdir@abfse.org

National Board Examination scores, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to the Funeral Service Education Program office, located in the Center for Health Sciences building, Room 215, or by email at hshp@vinu.edu, or by telephone at 812-888-5469.

Vincennes University Funeral Service Education Program Department Chair

Geoffrey Hodgson

Center for Health Sciences Room 212

Phone: 812 888 5469

Email: ghodgson@vinu.edu

PROGRAM AIMS:

The Vincennes University Funeral Service Education Program recognizes the importance of funeral service 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;
- Professionals knowledgeable of and compliant with federal, state, provincial/territorial and local regulatory guidelines in the geographic area where they practice;
- Professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

PROGRAM OBJECTIVES:

The Vincennes University Funeral Service Education Program objectives are to:

- Enlarge the background and knowledge of students about the funeral service profession.
- Educate students in every phase of funeral service, and to enable them to develop the proficiency and skills necessary for the profession.
- Educate students concerning the responsibilities of the funeral service profession to the community at large.
- Emphasize high standards of ethical conduct.
- Provide a curriculum at the post-secondary level of instruction.
- Encourage student and faculty research in the field of funeral service.

PROGRAM LEARNING OUTCOMES:

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

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

Admission Requirements

1. Meet admission requirements for the University.
2. Qualify for minimum placement into [MATT 109](#) with no co-requisite as determined by appropriate placement tests, or receive appropriate transfer credit.
3. Qualify for placement into [ENGL 101](#) with no co-requisite or higher as determined by appropriate placement tests, or receive appropriate transfer credit.
4. Hold no grade less than a C in any required course in the Funeral Service Education Curriculum.
5. GPA Requirements
 - a. High School students must have a high school GPA of at least 2.3.
 - b. Students with completed college level courses must hold a cumulative GPA of at least 2.0.

Required First-year Orientation

There is a REQUIRED virtual orientation for first-year students. The orientation is the last Friday before classes start. The information is sent out with acceptance notification into the FSE Program.

Standards for Progression and Graduation

1. Funeral Service Education students must achieve a minimum grade of C in each Funeral Service Education (FNRL) course, and Science courses and maintain a 2.0 semester average, based on grade point average (GPA) for current semester.
2. Age limits on courses: Only [BIOL 107 - Essentials of Human Anatomy and Physiology](#) and [BIOL 107L - Essentials of Human Anatomy and Physiology Laboratory](#); [CHEM 110 - General, Organic and Biochemistry](#) and [CHEM 110L - General, Organic and Biochemistry Laboratory](#); and [BIOL 205 - Survey of Microbiology](#) taken less than five years prior to admission to the Funeral Service Education Program will be considered for credit.

Readmission Standards

Readmission standards apply to any student that was unsuccessful in passing or withdrew from an FSE course (FNRL) following admission into the Program or any student failing to maintain the Standards for Progression and Graduation.

1. Applicants may be readmitted to the program one time only.
2. Applicants seeking to reenter the program at the point in which they withdrew, must reenter the program within one year and complete the program within 3 years total. Otherwise, the student may apply for readmission, if eligible, to begin the program in its entirety.
3. The effective catalog for students readmitted to the program in courses beyond the first semester will be the effective catalog at the time of the first admission.
4. Qualified applicants will be readmitted on a space-available basis. In the event that the number of applicants exceeds available space, positions may be offered to applicants with higher qualifications.
5. Applicants for readmission must submit a readmission application by the deadline established by the Funeral Service Education Department.
6. All applicants must have a minimum semester GPA of 2.0 in order to be considered for readmission.
7. Applicants that have received a grade less than a C in more than one Funeral Service Education course are not eligible to reapply for admissions.
8. Students not successfully completing [FNRL 130](#) must reapply to the program, and will be considered alongside all other applicants.
9. Applications are reviewed on an individual basis by the Funeral Service Education Department.
10. In accordance with the University Grievance Policy, applicants who believe they have extenuating circumstances to these readmission standards may submit a letter of appeal to the Funeral Service Education Department Admissions Committee to explain the situation.

Non-discrimination statement

Vincennes University does not discriminate based on race, religion, color, national origin or ancestry, age, sex, sexual orientation, or handicap or against disabled veterans and veterans of the Vietnam Era, or other non-merit factors in its employment or educational programs or activities.

The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and order and in conformance with the procedures and limitations as set forth in VU's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program.

The University is committed to a policy of equal opportunity for all members of the University community, including, but not limited to, members of the faculty and staff, students, guests of the University, and applicants for employment and admission. In this regard, the University reaffirms the right of its students to live and learn, and its employees to teach and work, in an environment free from harassment and inappropriate and/or offensive comments or conduct.

Harassing conduct may include, but is not limited to:

- Ethnic, racial, religious, age, disability, or sex-related jokes, epithets, stereotypes or slurs.
- Foul or abusive language.
- Offensive graffiti, cartoons, or posters.
- Insulting or derogatory nicknames.
- Mimicking another.
- Starting or spreading rumors
- Teasing about religious or cultural observances, retirement, age, ability to learn, or absenteeism.
- Threatening or offensive mail, e-mail, voicemail, or messages.

The University also recognizes the fundamental importance of the open and free exchange of ideas and opinion. It recognizes that conflicts may arise between individuals' desire to express their opinions and the right of individuals to be free from harassment. The University also recognizes that every act that might be offensive to an individual or a group is not necessarily a violation of the law or of this policy.

Any person who believes that such *discrimination* has occurred in this institution should contact Regina McCord-Fithian Vincennes University, 1002 North First Street, Welsh Administration Building, Vincennes, Indiana 47591, 812-888-6947. This person also hears concerns when a person believes himself or herself to be a victim of *discrimination* under Title IX, Section 504 and the ADA.

Dean of Students Office

The Dean of Students serves students, faculty, staff and others by promoting student academic success and achievement. The office is available to respond to questions and concerns about University policies, procedures, and services pertaining to our students. The Office of the Dean of Students creates opportunities for students, faculty, and staff by creating inclusive learning communities. Our priority is the overall development of the student.

Email: deanofstudents@vinu.edu

Phone: 812-888-4241

Website: <https://www.vinu.edu/web/dean-of-students-office/welcome>

A complete listing of all student services available at Vincennes University can be found at <https://www.vinu.edu/vincennes-student-services>

Diverse Abilities and Accommodations

Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair nondiscriminatory treatment. Students with psychological, physical, sensory, communicative, learning or other disabilities should contact the Office of Diverse Abilities and Accommodations as soon as possible after admission to VU. At the collegiate level, it is the student's responsibility to initiate the request for any individual assistance. It is important to note that students in the Funeral Service Education program must be able to meet essential skills and functional abilities.

It is the student's responsibility to notify the instructor immediately once (s)he has been approved for accommodations, has emergency medical information, or if (s)he needs special arrangements in case the building must be evacuated.

Procedures for Requesting Academic Accommodations

The Office of Diverse Abilities and Accommodations assists all qualified students in obtaining reasonable accommodations.

1. Students who choose to request accommodations must request accommodations through the Office of Diverse Abilities and Accommodations.
2. Appropriate documentation supporting requests for accommodations must be submitted before accommodations requests can be reviewed.
3. The Office of Diverse Abilities and Accommodations staff initially meets with eligible students and reviews the accommodation request.
4. When reasonable accommodations are deemed necessary the Office of Diverse Abilities and Accommodations provides a letter(s) of accommodation to eligible students.
5. To initiate accommodations, eligible students must: 1) provide their professors with a letter of accommodation, supplied by the Office of Diverse Abilities and Accommodations, and 2) meet with their professors to discuss the implementation of accommodations. Students are strongly encouraged to notify their professors of their qualification for accommodations as soon as accommodations are approved. Accommodations are not retroactive and cannot begin until a professor has been provided a letter of accommodation.
6. Students are urged to notify the director of Office of Diverse Abilities and Accommodations of all problem situations, especially if they do not receive the approved reasonable accommodations.
7. Students receiving accommodations must request accommodation renewals through the Office of Diverse Abilities and Accommodations each semester.

Any request for accommodations in the clinical setting or for off campus training must be sought through the Office of Diverse Abilities and Accommodations.

Office of Diverse Abilities and Accommodations staff will work together with the students, the instructors, and the clinical institution/training program to determine the appropriate reasonable accommodations and to facilitate in implementing those accommodations. While enrolled in the FSE Program, any change in functional ability must be reported to the clinical instructor and appropriate Chair. Changes in functional ability should also be reported to the Office of Diverse Abilities and Accommodations to determine if reasonable accommodations can be made.

Please visit the Office of Diverse Abilities and Accommodations website at <https://www.vinu.edu/web/disability-services/welcome> for additional information.

Program Curriculum

Semester I (Fall)

- BIOL 107 - Essentials of Human Anatomy and Physiology **3 hrs** -and- BIOL 107L - Essentials of Human Anatomy and Physiology Laboratory **1 hr**
- COMM 143 - Speech **3 hrs** -or- COMM 148 - Interpersonal Communication **3 hrs**
- ENGL 101 - English Composition I **3 hrs**
- FNRL 130 - Funeral Service Merchandising **2 hrs**
- 100-level or higher Mathematics (MATH or MATT) Elective **3 hrs**

Total Hours: 15

Semester II (Spring)

- CHEM 110 - General, Organic and Biochemistry **4 hrs**
- CHEM 110L - General, Organic and Biochemistry Laboratory **1 hr**
- ENGL 205 - Business Communications **3 hrs**
- FNRL 110 - Thanatochemistry **2 hrs**
- FNRL 120 - Restorative Art **3 hrs**
- PSYC 142 - General Psychology **3 hrs**

Total Hours: 16

Semester III (Fall)

- BIOL 205 - Survey of Microbiology **4 hrs** *Online only
- FNRL 140 - Funeral Home Operations **2 hrs**
- FNRL 200 - Funeral Service Law **3 hrs**
- FNRL 220 - Embalming I **3 hrs**
- FNRL 240 - Funeral Management I **3 hrs**
- FNRL 285 - Pathology **3 hrs**

Total Hours: 18

Semester IV (Spring)

- ACCT 100 - Basic College Accounting **3 hrs**
- FNRL 230 - Psychological Aspects of Grief and Death **3 hrs** *Online only
- FNRL 250 - Embalming II **3 hrs**
- FNRL 250L - Embalming II Laboratory **1 hr**
- FNRL 260 - Funeral Management II **4 hrs** (WR/S)
- FNRL 290 - Seminar in Funeral Service Education **2 hrs**

Total Hours: 16

Summer

- FNRL 296 - Board Exam Preparation **2 hrs** *Online only

Total Hours: 2

Total Hours: 67

GRADING POLICIES

FNRL Grading Scale

A	94-100
A-	92-93
B+	90-91
B	87-89
B-	85-86
C+	83-84
C	80-82
D	65-79
F	0-64

Funeral Service Education students must achieve a minimum grade of a C in each Funeral Service Education (FNRL) course and other curriculum courses.

MISSED EXAMINATIONS

Students must do the following:

1. Call/email/contact the instructor prior to missing the examination
2. Call/email/contact the instructor to arrange time for a makeup examination

Students should expect to take the makeup examination within 3 days. A student may miss one exam per semester without a penalty. At the discretion of the faculty member, any further missed exams in a semester may result in the deduction of 5% of the possible exam grade.

EXAM REVIEW POLICY

If a student wants to review an exam, it is the student's responsibility to contact the instructor and make arrangements to review the exam. The review must occur within 2 weeks of the date of the exam. No exams will be reviewed after the 2-week period. Examinations are the property of the Vincennes University Funeral Service Faculty, and will not be distributed to students.

Academic Dishonesty

Academic Integrity is required and expected of all students in the Funeral Service Education Program. It is recognized that there are opportunities to cheat in both traditional and online learning formats. Bear in mind that final licensure requires you to take a proctored licensure exam, in both Arts and Science. For online students, it will take self-discipline. Skipping course content, doing the bare minimum to complete a course, or engaging in any type of cheating or other activity to gain artificial advantage will not set you up for success on the NBE. To ensure academic integrity, online exams will be monitored using the virtual software Proctorio.

Academic dishonesty includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit. Please review the Vincennes University Academic Honesty Policy as stated under the Student Policies and Support Services of the Vincennes University Catalog (www.vinu.edu/catalog). For violations under this section, the professor will notify the department chairperson and the college dean in writing of the circumstances if any punitive action is taken. The student shall have the right of appeal of the professor's decision per the Student Grievance Policy. The alternatives for action by the professor may include, but are not limited to, failing the grade of the assignment, or the course, or the withdrawal from the course or program without readmission eligibility.

The student may also be referred to the Dean of Students, who may further determine appropriate disciplinary action in accordance with Vincennes University Policy.

Transfer Credit Information

Transfer Credit Evaluation is completed by the Vincennes University Register's Office and/or the transcript evaluator through Distance Education. General education requirements may be satisfied by taking courses equivalent to those required by Vincennes University at other institutions. Please be aware there is a 5-year age limit on the general education science courses within the curriculum. Students are encouraged to consult the Core Transfer Library at www.transferin.net when planning to take courses at public institutions in the State of Indiana. Transferability of courses for general education courses are not determined by the Funeral Service Education Program. As a general rule, we do not grant transfer credit for any core Funeral Service Education (FNRL) course.

Transfer of general education courses does not shorten the length of time it takes to complete the requirements for the Funeral Service Education Program. All students begin the program at the FNRL 130 level in the Fall semester and complete most FNRL courses in sequential order. Course sequencing can be found in the above Program Curriculum section.

Student Responsibilities

Students enrolled in the Funeral Service Education Program are expected to demonstrate interest, ability, and aptitude for responsibilities in the funeral service profession. Disregard for client, fellow student, or other persons' welfare, disinterest in academic work as shown by frequent tardiness, absence, failure to submit or participate in assignments or class projects, or dishonesty in assignments/testing may be subject to dismissal from the program.

Distance Education Students (additional responsibilities)

In addition to adhering to student responsibilities, distance education (online) students need to be prepared to travel to Indiana to complete requirements associated with embalming certifications and restorative art. Arrangements will be made with the Program Department Chair during the appropriate semester. Further details are contained in Appendix A of this handbook.

The travel to Indiana will include a two-day on-campus Restorative Arts competency course. Accommodations can be made through the university or by the student at a local hotel. This will take place during week 10 on Wednesday and Thursday.

Distance Education Courses

SARA status/students residing in states other than Indiana and Illinois

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts.

A list of states in which Vincennes University is authorized to offer distance education courses can be found at <https://www.vinu.edu/web/distance-education/state-authorizations2>

Some states have limitations regarding distance education courses being offered in other states. VU is required to be in compliance with SARA regulations. **More information regarding SARA can be found at <https://www.nc-sara.org/>**

Online Learning Success

Online learning offers an alternate learning environment for those who cannot attend classes in a traditional class setting. Please keep in mind the following:

- An online course is not "easier" than courses offered in a traditional class setting. You should plan to commit the same (or more) time and effort as you would a traditional course.

- Online learning takes time management and self discipline.
- You will need to access your course content often and meet deadlines established by the course syllabi for each course.
- You will need to understand how to use technology associated with online learning. This includes but is not limited to, using a computer, computer software, webcam/microphone, and having access to a good internet connection, uploading course assignments as needed, and the ability to send and receive electronic communications.
- Many courses will require the use of Proctorio, a proctor software, for exams.

Confidentiality

As part of your educational and professional duties, students will have access to information about the deceased human body and their families. All information related to the deceased is confidential. At no time is any personal information about the deceased or procedures performed regarding the deceased allowed to be shared with anyone outside necessary educational requirements. All forms of photography, recording, or videotaping in the clinical and professional laboratory setting is prohibited. Any violation of confidentiality may result in a failing course grade, dismissal from the program, and may expose the student to civil liability.

Attendance

Anticipated absence or tardiness must be reported to the instructor and the preceptor site (when appropriate). Any absence or tardiness must be reported prior to the start of the scheduled preceptor visit, or class. Students that miss lecture are responsible for contacting their instructor.

It is the student's responsibility to contact the appropriate preceptor to arrange for such make-up.

The funeral service department abides by the Vincennes University attendance policy which states in part that "students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction are eligible to be dropped from the class." Students wishing to withdraw must complete the withdrawal process by the date designated by the current college policy. Students are referred to the University Catalog for further policy details.

Cell Phone and Electronic Devices

Cellular phones and other electronic devices (other than assistive technology devices) that cause disruption are not allowed within the precepted facility or classroom setting. If an emergency situation arises, students may be contacted through the department or college office at (812) 888-5090 or (812) 888-5890. Students causing disruption in class (ringing cell phones, text messaging, etc.) may be asked to leave the classroom or clinical setting by their instructor.

Social Media/Photography

Students are not permitted to take pictures of fellow students or faculty in lab or lecture without verbal or written consent as applicable. No pictures are to be taken in the preceptor agency observation setting. This includes the use of cell phones to take photos. Students who use social networking sites and applications should be aware of their roles as professionals. The posting of certain material/information may violate certain laws and place the student at risk for dismissal from the program based on professional expectations.

Impaired Student Policy

Definition: Impaired is broadly defined to include the inability to cope with the stress of performing professionally in a learning environment; evidence of alcohol by smell or self admission, drug abuse by self admission or inability to function professionally, unsteady hands, mental confusion, lethargy, unsteady gait, major psychiatric disorder, or a physical illness with psychological complications.

Rationale for Policy

Vincennes University funeral service students are expected to remain drug free and in appropriate physical condition for the learning and care-giving environment. A student who is under the influence, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs becomes an individual at risk for harming others and themselves.

“Reasonable suspicion” is a belief based on objective facts sufficient to lead to a prudent person to suspect that a student is under the influence of alcohol and/or drugs in a manner that the students’ ability to perform satisfactorily is reduced. All students are subject to an alcohol and/or drug test whenever a supervisor has a reasonable suspicion that the student is under the influence of alcohol and/or drugs while at clinical. The instructors’ observations of any suspected physical or behavioral manifestation of alcohol and/or drug use will determine reasonable suspicion. Examples may include, but not limited to:

- Extreme and rapid mood swings
- Odors of alcohol on the breath or the body
- Slurred speech
- Dilated or pinpoint pupils or reddened eyes
- Sleeping on duty
- Excessive absence or tardiness
- Frequent disappearance from the laboratory and/or clinical environment
- Changes in physical appearance, which may include personal grooming, weight loss tremors, Diaphoresis.

All behaviors will be documented and the appropriate preceptor agency policy with regard to employees will be followed at that time. All drug and alcohol testing will be done at the student’s expense.

Inclement Weather

Students may find out the status of Vincennes University classes by:

Listening to radio stations in Knox County and Dubois County, and those counties adjacent to Knox and Dubois; also Evansville, Bloomington and Bedford radio stations.

Watching WVUT (Cable 12) Vincennes, or television stations in Evansville or Terre Haute.

Calling the following Vincennes University Telephone Numbers:

- a. 812-888-7979 (124 lines – call this first)
- b. 800-742-9198 (10 lines)
- c. 812-888-8888
- d. Jasper Campus: 812-482-3030

In the event of inclement weather/delays: If classes are delayed until 10:00 a.m., you begin class at 10:00 a.m. For example, if you have class 8:00-10:00 a.m. you would not have class. If you have class (lecture, or lab) scheduled from 8:00 am to 1pm, you report to class at 10:00 am.

Vincennes University has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your VU and personal email addresses, as well as your cell phone. This service is available to you at no additional expense. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). Please consult the VU website at www.vinu.edu or MyVU for information on this service.

Health Form Requirements

Prior to attending clinical embalmings, students must complete and have on file with the Program Department Chair, a copy of a negative tuberculin skin test and proof of hepatitis B inoculation vaccination series or refusal thereof. The Funeral Service Department Chair will provide details on submission of this documentation prior to the appropriate semester. Additionally, if a student believes they are pregnant or are pregnant, the students will need to have on file in the FSE Program Office documentation from the student's physician allowing them to participate in clinical activities. If no documentation is on file allowing participation, the student will not be allowed access to the clinical settings.

Separate from the requirements listed above, full time students will also be required to submit immunizations as required by the Indiana College Immunization Law IC 21-40-5 to Vincennes University. This law affects full-time students upon initial enrollment at a state-supported residential college or university. Students not in compliance by the end of their first semester of enrollment may not register or attend classes during their second or subsequent semesters, until the requirements are met. More information on the immunizations required by Vincennes University can be found at <https://www.vinu.edu/immunization>

Health Insurance

It is highly recommended that all funeral service students maintain health insurance. By the nature of the profession, students will be exposed to high risk situations; examples are radiation, chemicals, and infectious disease and blood borne pathogens. **In the event of accidental exposure, the procedures and policies of the agency in which the exposure occurred will be followed.** Follow-up testing will be encouraged at student expense. Vincennes University and their clinical affiliates are not liable for any illness or injury that students may acquire and students are financially responsible for any cost incurred on their behalf, including laboratory tests, hospital stays, or any other medical or non-medical liability that may or may not be a result of the student's participation with the funeral service program and their clinical affiliates.

Issues/Complaints

If a student has an issue with a preceptor or class instructor, it is advisable that the student and the preceptor or class instructor try to resolve the issue on their own accord. If the student and instructor cannot resolve the issue, the student is to seek an appointment with Chair of Funeral Service Education. ***If the classroom instructor is the Chair of Funeral Service Education, please seek an appointment with the Dean of the College of Health Science and Human Performance, if the issue is not resolved between the student and Program Chair.*** If the student cannot receive resolution from the Dean, the student is then encouraged to seek an appointment with the Provost/Dean of the Faculty.

Funeral Service Department Chair: Geoff Hodgson, room 212, Center for Health Sciences
Email: ghodgson@vinu.edu Phone: 812-888-5469

Dean, College of Health Sciences and Human Performance: Michelle Cummins, room 206
Center for Health Sciences Email: mcummins@vinu.edu Phone: 812-888-5090

Vincennes University Provost/Dean of Faculty: Dr. Laura Treanor, Welsh Administration Building, Email:
Provost@vinu.edu

Further information about the Vincennes University student complaint and student grievance policy can be found in the Vincennes University catalog at www.vinu.edu/catalog

If a student feels that they have experienced sexual harassment from fellow students or University Faculty/Staff, the student must report the incident as soon as possible to one of the following:

- a) Chair of Funeral Service Education
- b) Dean of the College of Health Science and Human Performance
- c) Provost/Dean of the Faculty
- d) Dean of Students

If a student has a complaint that touches on the Standards for Accreditation of the American Board of Funeral Service Education (ABFSE), the student may send a written complaint to:

ABFSE
992 Mantua Pike, Suite 108
Woodbury Heights, NJ 08907
Email: exdir@abfse.org
Phone: 816-233-3747

ADDITIONAL ESTIMATED FEES AND EXPENSES

In addition to regular tuition/fees, books and housing expenses, funeral students can anticipate the following fees, which are the student's responsibility.

1. Review Guide for NBE
2. Pre-NBE Examination
3. National Board Exam
4. Clinical Scrubs
5. Cost to drive to clinical embalming locations
6. After graduation NBE - \$570 (\$285 per section)

Notes Regarding Licensure

1. It is the student's responsibility to understand the licensing requirements for the state in which he/she intends to practice. Helpful website: nfda.org
2. In many states, convicted felons are ineligible for licensure.
3. Some states require college work beyond the associate degree level.
5. Prior to licensure in most states, student will be required to take the National Board Examination (NBE).
You are eligible to take this exam upon successful graduation from the program. You should plan to take the exam, which is two parts: Science and Arts, within 90 days of graduation.

*Additional Note: Many employers may not employ recipients of a DUI or DWI violation

Appendix A: Clinical Embalming

This section provides information pertaining to the policies, procedures, and guidelines of the Vincennes University Funeral Service Education Program clinical embalming requirements. Upon completion of this program, graduates will be able to demonstrate the knowledge and skill set necessary to function as intern embalmers at their respective funeral homes. The funeral service program requires that nine embalming procedures and a tenth certification embalming, under the supervision of the Program Chair, be performed by the student.

The goals of the Clinical Embalming are:

1. the student will demonstrate the cognitive knowledge necessary for satisfactory performance in an entry-level funeral service position;
2. the student will demonstrate an ability to perform basic embalming techniques;
3. the student will be able to apply the cognitive knowledge in a practical setting working in an entry-level funeral service position.
4. the student will be able to set features
5. the student will be able to raise the vessels applicable to the embalming process
6. the student will have a working knowledge of embalming chemicals and their application
7. the student will be familiar with the embalming and restoration of autopsied and or tissue harvested remains

Approved clinical sites

In addition to the on-campus embalming lab, Vincennes University maintains clinical agreements with several leading funeral homes within the State of Indiana. The funeral homes utilized by the Program were selected based upon geographic location and the sheer volume and variety of cases they receive each year. These firms also have a long tradition of supporting funeral service education. All students will be required to complete embalming certifications and the restorative art principles application review (online students only) at one of the sites listed below.

Our clinical sites are based in urban areas, which receive cases you do not normally see in daily practice in smaller locales. Students gain a wealth of experience upon embalming at these facilities:

D.O. McComb and Sons, Ft. Wayne

Flanner and Buchanan, Indianapolis

Alexander Funeral Homes, Evansville

DeBaun Funeral Home, Terre Haute

Hippensteel Funeral Service and Crematory with Covenant Embalming Service, Lafayette

Safety Data Sheets

The Funeral Service Education Program maintains six up to date copies of Safety Data Sheets (SDS) for informative purposes and emergency use. A copy of the program's SDS is kept in the following locations:

Vincennes University Embalming Lab, Center for Health Sciences, room 142

College Dean's office, Center for Health Sciences, room 206

Conduct in the clinical setting

In addition to this handbook, the funeral service program will adhere to all policies outlined in the Vincennes University Catalog.

Professional behavior and conduct is expected at all times. Unprofessional language, disrespectful and unprofessional conduct, or being impaired chemically (drugs or alcohol) will not be tolerated. Student violations may be referred to the

College of Health Sciences and Human Performance Dean and/or the Dean of Students for evaluation and possible disciplinary action according to the University Conduct Code (See VU Catalog).

Unprofessional conduct shall include, but is not limited to:

1. Performing any procedure or counseling for which the student is unprepared by education
2. Disregarding a decedent's dignity (including their family), right to privacy, or right to confidentiality
3. Failing to provide care because of diagnosis, age, sex, race, color or creed.
4. Abuse of a deceased
5. Falsifying, omitting, or destroying documentation of the decedent's embalming and/or funeral record.
6. Theft of university property and/or property at a clinical site.
7. Misappropriating money or property from a patient/client or employee.
8. Failing to notify the appropriate party of any unprofessional conduct which may jeopardize the trust placed in the Vincennes University Funeral Service Program.
9. Posting of any confidential information (including topics discussed in the classroom or procedures performed by the student or any other student, and/or pictures related to the classroom or clinical setting) on ANY social media.

Bloodborne Pathogens

Precautions must be taken when working around blood and body fluids to avoid exposure to blood borne pathogens. All students will be trained on procedures for preventing exposure to blood borne pathogens. Students should always have personal protective equipment (PPE) available. While working in the embalming lab, students will find all necessary personal protective equipment (PPE) at their disposal. All clinical sites maintain adequate supplies of gloves, masks, eye protection, aprons, gowns, shoe and head covers. PPE is required to be worn when embalming.

Due to the nature of the work, it is possible that students may have accidental exposure to bloodborne pathogens. In this event, the following steps should be taken:

1. Notify the instructor/clinical preceptor where the exposure took place IMMEDIATELY.
2. Notify the Program Department Chair (if not already aware) the same day of the incident.
3. If necessary, seek medical treatment. It is imperative to seek necessary medical treatment as soon as possible. In the event that further medication intervention is needed, students are responsible for any incurred medical costs.
4. Follow all protocols of the facility where the exposure occurred.

When applicable, students with bloodborne pathogen exposure will be advised to be HIV tested:

Protocol:

1. Obtain baseline HIV testing at time of incident (within one week);
2. Follow up with repeat HIV testing in three (3) months;
3. Any expenses involved are the responsibility of the student.

It is preferred that the student inform the Chairperson of the results after obtaining HIV testing proceeding an exposure incident. However, it is the student's option to reveal the results.

Emergency Procedures/Accidental Exposure-chemicals

In the event of a medical emergency, skin/eye contact with chemical or chemical spill, **stay calm** and notify the faculty member or preceptor supervising the clinical of the situation. All clinical sites are equipped with first aid equipment, drench showers, eye wash stations, phones, flashlights and spill kits. In the event that further medication intervention is needed, students are responsible for any incurred medical costs. We strongly recommend students maintain health insurance.

Clinical Embalming Grading (FNRL 250L)

Course grade is based on satisfactory performance and participation in the clinical laboratory. The student must achieve a final grade of “C” or better as a prerequisite of the next course. The student will receive a midterm and/or course grade of “F” if clinical and/or learning is unsatisfactory.

Observation Policy

A student only receives credit by completing the minimum tasks laid out by ABFSE. Those are: raising vessels, mixing fluid, injecting fluid, cavity treatment, suturing incisions and posing features. If there are 5 students embalming, all others can only observe and will not receive credit.

Clinical agency policies (dress, uniform, and transportation)

1. Students are required to keep their clothing neat and clean. You represent Vincennes University, your profession, and yourself, and a professional experience is expected.
2. Students will be required to travel to outlying clinical agencies. Students are responsible for the arrangement of their own transportation to all clinical experiences.
3. Grooming:
 - i. Use of cologne or scented lotions in the clinical area is not allowed. It is expected that the student be neat, clean and well-groomed.
 - ii. Students are allowed to wear scrubs when at clinical; however, students should have appropriate business dress with them to change into in the event the student is asked to go on a removal or work a service.
 - iii. Students must abide by the agency policy regarding smoking areas.
 - iv. Students who smoke must use breath deodorizers before returning to the laboratory and/or clinical setting.
 - v. Students having tattoos must cover them if the tattoo cannot be covered by clothing.
 - vi. Fingernails should be kept trimmed, rounded, clean and even with the tips of the fingers. Nail polish is not to be worn in the clinical area.
 - vii. Hair, including facial hair, should be kept clean and trimmed above the uniform collar. If the hair is long, it must be pulled up and secured above the collar at all times. Securing devices used for the hair are to be inconspicuous.
 - viii. No candy, soda, or gum is allowed in the laboratory and/or clinical setting. Discriminate use of mints or throat lozenges may be permitted if inconspicuous. The use of these items is permitted in appropriate designated areas.
 - ix. In terms of jewelry, the student may wear a wrist watch, a class ring, wedding and/or engagement ring. In fairness to both genders, no ear piercings will be allowed in the laboratory and/or clinical setting. Additionally, all visible body piercings must be removed.

Embalming Reports

The funeral service program and American Board of Funeral Service Education, require the completion of ten embalming procedures with one of those to be certification embalming be performed by the student under Program Chair supervision. Students are required to fill out embalming reports after each embalming, documenting everything they did through the course of the procedure. Students are encouraged to keep copies of their records. Students will be required to upload copies of their embalming reports to MorTraqr and submit a physical copy to the Program Department chair.

Professional Licensure

Licensure requirements vary by state. It is important to know the licensure requirements, including education, examination, resident training/internship and other requirements for the state in which you seek to practice. Licensure requirement information may be obtained through state licensing boards or agencies. The NFDA also maintains a list of links to state licensing websites at <https://www.nfda.org/careers/licensing-requirements>

AFFIRMATION

I affirm that I have received a copy of the Funeral Service Education Student Handbook. I have been instructed that the Funeral Service Education Student Handbook, the Vincennes University Student Handbook and the Vincennes University Catalog contain all policies pertaining to students. I have also been instructed regarding where to obtain copies of the Vincennes University Student Handbook and the Vincennes University Catalog. I further affirm that I:

- 1) agree to abide by established University and Funeral Service Education Program policies;
- 2) understand the standards of progression and graduation as stated in the Catalog, this handbook, and/or the course syllabi.
- 3) will be responsible for any medical expenses incurred that are related to program requirements and/or activities.
- 4) am aware I will be notified of any changes to the Program policies/handbook through a posting on the course Blackboard sites

Signature

printed name

Date

A copy of this signed affirmation will be kept on file in the Funeral Service Education Department Chair's office.

Bloodborne Pathogen Exposure Policy and Acknowledgement of Training

I hereby acknowledge and understand training I have received regarding bloodborne pathogens.

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I have had training regarding Bloodborne Pathogens. I have read and understand the above policy.

Student Signature

Printed Name

Date

