

New Program Proposal Form  
For BPE Authorized Institutions

Associate of Applied Science in Funeral Service

To Be Offered by Mid-America College of Funeral Service at Mid-

America College of Funeral Service

Degree Award Level<sup>2</sup>: 03 Associate Degree

Mode of Delivery (In-person or Online<sup>3</sup>): In-person, Online, and Hybrid

Career Relevant/Out-of-Classroom Experiences<sup>4</sup>: Capstone Exam(s)

Suggested CIP Code<sup>5</sup> for Program: 12.0303

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Date the Form was Prepared (Use date last revised): 08/22/2023



INDIANA COMMISSION *for*  
HIGHER EDUCATION  
[che.IN.gov](http://che.IN.gov)





**PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Total Course Hours: 98

Check one: Quarter Hours X

Semester Hours         

Clock Hours         

Tuition : \$33,120

Length of Program: 88 weeks

Special Fees: \$0

**SPECIALTY COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
COR 220	Embalming I	3
COR 230	Restorative Art I	3
COR 201	Funeral Service Essentials	4
COR 242	Microbiology for Funeral Service	2
COR 222	Embalming Lab I	1.5
COR 232	Restorative Art Lab I	1.5
COR 205	Cremation & Disposition Options	4
COR 210	Pathology I	2
COR 209	Funeral Service Communications	3
COR 224	Embalming II	3
COR 234	Restorative Art II	3
COR 207	Funeral Directing	4
COR 212	Pathology II	2
COR 211	Funeral Service Management	2
COR 217	Ethical Applications in Funeral Service	2
COR 226	Embalming Lab II	1.5
COR 236	Restorative Art Lab II	1.5
COR 203	Funeral Service Merchandising	3
COR 215	Funeral Service Psychology	3
LAW 203	Practical Issues in Business Law	2
LAW 223	Law in Funeral Service	3
COR 228	Embalming III	3
COR 238	Restorative Art III	3
COR 213	Funeral Service Sociology	4
CAP 290	Capstone: Arts	2
CAP 292	Capstone: Science	2
CAP 294	Capstone: Pathway (Elective)	2
MGT 101	Small Business Management	4



**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>CourseTitle</u></b>	<b><u>Course Hours</u></b>
MAT 100	Mathematics for Business	3
ENG 100	English Grammar and Composition	3
INT 100	Preparing for Professional Success	3
TEC 101	Introduction to Technology	4
SCI 102	Introduction to Social Sciences	2
SCI 100	Introduction to Natural Sciences	4
SCI 222	Introduction to Microbiology	2
SCI 202	Anatomical Foundations	3



Number of Credit/Clock Hrs. in Specialty Courses: 74 / 98 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 24 / 98 Percentage: 24%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 0 / 98 Percentage: 0%

**2. LIBRARY: Please provide information pertaining to the library located in your institution.**

**a. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The library is located next to the front entrance of the building and is open to all students at anytime that the building is open for operations. The campus also utilizes a digital library called LIRN that can be accessed by students at any time.

**b. Number of volumes of professional material:** See Appendix A: Campus Library Book Count

**c. Number of professional periodicals subscribed to:** 8 subscriptions

**d. Other library facilities in close geographical proximity for student access:** See Appendix B: Library Info



**1. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Associate of Applied Science curriculum at Mid-America College of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. It fulfills the requirements of accreditation and approval agencies. The curriculum offers both theoretical and practical fundamentals of funeral service.

This program is updating its courses and curriculum to today's standards and will replace the current and in-place Associate of Applied Science program; a teach out will be implemented upon the approval and start of this program at Mid-America College of Funeral Service.

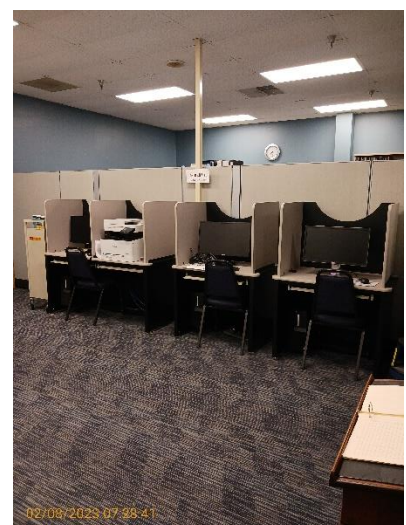


## Campus Library:

The W.H. Pierce Library exists to provide a relevant quality collection of learning resources that will support the educational needs of students and support the instructional programs of Mid-America College of Funeral Service. The library contains a solid core of reference books and other literature directly pertaining to the funeral service profession, including professional periodicals and journals. Books on literature, business management, restorative art, psychology, ethics, health science, law, history, philosophy, comparative religion and customs, mortuary science, and nature, complement the professional holdings and provide the student of funeral service with a wide variety of choices for study. You may access the library inventory and check out books thru Follett Destiny at <https://mid-america.follettdestiny.com> (NOTE: Books can only be checked out by On-Campus students).



Computers are available in the library for academic searches. Through the College's online library resources and through our subscription to the Library & Information Resources Network (LIRN). Students and faculty have access to several research databases such as: Gale Cengage, Credo, and ProQuest to provide access to content from eBooks, e-journals, e-magazines, and e-news sources covering topics relevant to general education, applied science, and funeral services supporting all components of curriculum objectives. Students & faculty can access the online LIRN resources 24/7 and may access via the LIRN Portal in the Learning Management System(Blackboard).





## CIRCULATION TYPES

CAT.#	DEWEY #	CATEGORIES	TITLE	COPIES
			TOTALS	BOOKS
5	000	COMPUTER, ENCYC.	10	61
6	100	PHILOSOPHY, PSYCH,GRIEF	90	93
7	200	RELLIGION	25	29
8	300	SOCIAL SCIENCES, ECON., FUNERAL SERVICEAND BUSINESS	120	127
9	400	LANGUAGE, DICTIONARIES	19	19
10	500	NATURAL SCIENCE, MATH	21	27
11	600	MEDICINE, HEALTH, FORENSICS,DISEASES	87	90
12	700	THE ARTS, SPORTS, BODY RESTORATION	12	20
13	800	LITERATURE	37	40
14	900	HISTORY, GEOGRAPHY	79	81
4	921	BIOGRAPHIES	28	28
2	F	FICTION	9	9
16	SC	STORY COLLECTION	8	9
3	REF	REFERENCE	49	52
21	RARE	COLLECTION OF OLDER FUNERAL MATERIAL	3	18
26	DVD	RECORDED MATERIALS	7	7
31	CD	RECORDED MATERIALS	2	2
40	GRIEF	CHILDREN'S BOOKS/GRIEF	23	25
25	LOST	MATERIALS MARKED AS LOST	3	3
TOTAL			629	737



## **Local Libraries:**

Clarksville Public Library  
1312 Eastern Blvd.  
Clarksville, IN 47129  
812.285.5640

Hours:

Monday-Thursday	9:00 AM – 8:00 PM
Friday-Saturday	9:00 AM – 5:00 PM
Sunday	Closed

Jeffersonville Township Public Library  
211 E. Court Avenue  
Jeffersonville, IN 47130  
812.285.5630

Hours:

Monday-Thursday	9:00 AM – 8:00 PM
Friday-Saturday	9:00 AM – 5:00 PM
Sunday	Closed

Sellersburg Public Library  
430 N. Indiana Avenue  
Sellersburg, IN 47172  
812.246.4493

Hours:

Monday-Thursday	9:00 AM – 8:00 PM
Friday-Saturday	9:00 AM – 5:00 PM
Sunday	Closed

Floyd County Public Library  
180 W. Spring Street  
New Albany, IN 47150  
812.944.8464

Hours:

Monday-Thursday	9:00 AM – 8:00 PM
Friday-Saturday	9:00 AM – 5:00 PM
Sunday	Closed



**4. FACULTY: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	23	<b>Full-time:</b>	6	<b>Part-time:</b>	17
<b>Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)</b>					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned (M.S. in Mathematics)	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Barton, Scott	Associate of Applied Science-Airway Science Associate of Applied Science-Funeral Service Education Bachelor of Science-Zoology Bachelor of Science-Biology Master of Business Administration Doctor of Philosophy-Organizational Development and Leadership	21	6	14		X
Bauer, Philip	Bachelor of Science-Chemistry Doctor of Philosophy-Inorganic Chemistry	25	1	25	X	
Bode, Jacquelyn	Bachelor of Arts-Psychology & Communication Master of Arts-Communication Management	13	6	0		X
Brownfield, Geri	Bachelor of Science- Funeral Service					



	Bachelor of Science-Advertising and Public Relations	8	4	0		X
Lemme-Clark, Abigail	Bachelor of Science-Criminal Justice Bachelor of Science- Funeral Service	5	1	0	X	
Dart, Taylor	Associate of Mortuary Science Bachelor of Arts-History	13	3	0	X	
Davis, Dave	Bachelor of Science-Business Management Master of Science-Accounting	6	1	6		X
Dawson, Joseph	Associates of Arts Bachelor of Arts-Elementary Education Master of Science-Educational Administration/Leadership	37	5	23		X
Divido, Jared	Bachelor of Arts-Anthropology Master of Science-Anatomy and Advanced Forensic Anthropology Master of Arts-Instructional Design & Technology	8	5	8		X
Dollar, Audrina	Associates of Applied Science-Funeral Service Bachelor of Arts-Anthropology	4	1	0	X	
Dowers, Michaelene	Associate of Arts-Letters Arts Sciences Associate of Science-Mortuary Science Bachelor of Arts Master of Arts-	8	1	0		X



	Emergency Management Master of Arts-Thanatology					
Krafels, Sonia	Bachelor of Arts-Sociology/Criminal Justice Master of Arts-History	11	1	11		X
LaBaun, Meshell	Bachelor of Science-Zoology Bachelor of Arts-Education Master of Business Administration Master of Science-Management Doctor of Philosophy	11	2	0		X
Mashburn, Tara	Bachelor of Science-Kinesiology Master of Business Administration-Sports & Fitness Management Masters of Nutrition and Human Performance Doctor of Chiropractic	6	1	5		X
Penick, Paul Wesley	Bachelor of Arts-Biblical Studies Bachelor of Science- Funeral Service	5	4	0		X
Raymond, Brytani	Bachelor of Arts-English Master of Arts-English	3	1	3		X
Routh, Elissa	Bachelor of Arts-Human Services Master of Arts-English and Creative Writing Master of Arts-History	7	5	7	X	
Routh, Shaun	Associate of Science- Criminal	3	3	3		X



	Justice Bachelor of Arts- Criminal Justice Administration Master of Science- Justice Studies					
Rutan, Mary	Associate of Science-Mortuary Science Bachelor of Science- Management Master of Business Administration	18	4	10		X
Shubitz, Scott	Bachelor of Arts- History Master of Arts- History Doctor of Philosophy- History	7	1	7		X
Smith, Jacob	Associate of Applied Science- Mortuary Science Associates of Arts Bachelor of Arts- Anthropology Mater of Arts- Anthropology w/ Certificate in Disasters, Displacement, and Human Rights	8	5	7		X
Wilcox, Erin	Bachelor of Arts- English Literature Associate of Science- Mortuary Science Master of Arts- Educational Administration Doctor of Philosophy- Educational Research	17	5	13	X	
Williams, Azina	Associates of Science- Mortuary Science Bachelor of Science- Human Service Administration	19	5	0		X



	Master of Science- Marriage, Family, & Couples Therapist					
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## 5. Rationale for the Program

### a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- Why is the institution proposing this program and how does it build upon institutional strengths?

As a single purpose institution, the program enforces the institutional goal of strengthening the funeral industry with qualified graduates.

- How is it consistent with the mission of the institution and how does this program fit into the institution's strategic plan (please provide a link to the strategic plan)?

The mission statement of Mid-America College comes down to a core of providing quality education, training, and opportunity for licensure to those interested in a career in funeral service. To this end, as a single-purpose institution, all of our energy is invested into the student experience and preparation for the field as it presents in the State of Indiana. With the intense demand for licensed professionals, we provide an education based on the standards and growth of the industry.

### b. State Rationale: General

- How does this program address state priorities as reflected in the Commission's most recent strategic plan [\*Reaching Higher In a State of Change?\*](#)
  - Within the strategic plan, the guiding principles are being learner-centered, talent-driven and future-focused
    - Learner-Centered: The college is dedicated to meeting the students where they are at, and offer flexibility with the program. Students can utilize the online platform with digital resources that include online libraries and labs through LIRN and Labster. They can also select the on-campus experience to include hands-on learning opportunities in the community, and expert faculty in the field.
    - Talent-Driven: Students complete the practical portions of their education within the community, with business owners that serve their communities. The advisory board of the program also consists of community members from the industry, and the program is in open communication with national industry entities to ensure that the program is meeting the local and national needs of the industry.
    - Future-Focused: The face of the funeral industry is rapidly changing, with new alternatives to burial being introduced regularly. Education on burial alternatives, and the future of the



industry is at the heart of the curriculum, and the introduction of micro-credential pathways to the standard course of study will allow students to become experts in the most recent offerings, to ensure the community is offered the most qualified professionals in the field.

c. State Rationale: Equity-Related

- How does this program address the Equity section of [\*Reaching Higher In a State of Change\*](#) (see pages 15-17), especially with respect to considerations of race/ethnicity, socioeconomic status, gender, and geography?

Mid-America College of Funeral Service has established a Diversity, Equity and Inclusion Committee to include members of the institution's faculty, staff and administration as well as the student body represented. This committee reviews policies and curriculum to ensure that both are aligned with the needs of the community served in the State of Indiana

d. Evidence of Labor Market Need

- National, State, or Regional Need
  - Is the program serving a national, state, or regional labor market need? Please describe.

Funeral Directing and Embalming is a state, regional, and national need. The College is accredited through ABFSE, the only funeral service accreditor fulfilling requirements by states for licensure.

e. Placement of Graduates

- Please describe the principal occupations and industries, in which the majority of graduates are expected to find employment.

The principle industry is funeral service, while the occupations that graduates will be expected to find are funeral directors and embalmers.

- If the program is primarily a feeder for graduate programs, please describe the principal kinds of graduate programs, in which the majority of graduates are expected to be admitted.

N/A

f. Job Titles

- List specific job titles and broad job categories that would be appropriate for a graduate of this program.

Funeral Director



## **6. Information on Competencies, Learning Outcomes, and Assessment**

### **a. Program Competencies or Learning Outcomes**

- List the significant competencies or learning outcomes that students completing this program are expected to master, which will be included in the Indiana Credential Registry.
  - Our Institutional objectives are based on the recommendations of the American Board of Funeral Service Educations to include the following:
    - Enlarge the background and knowledge of students desiring to enter the funeral service profession.
    - Educate students in every phase of funeral service, and to help them to develop 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.
    - Qualify students for professional licensure examination.
  - Each course within the program has a list of objectives for those courses mapped back to the program objectives.
  - A student completing a program at Mid-America College of Funeral Service will be able to demonstrate the following:
    - Explain the importance of funeral service professionals in developing relationships with families and communities they serve.
    - Identify standards of ethical conduct in funeral service
    - 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 arts 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



a. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.
  - The student within the program is assessed based on the learning outcomes of the course and the program
  - The learning outcomes are mapped to assignments, exams, discussions, and hands-on laboratories that students are required to participate in
  - Each course is designed with a licensure check-point exam before credit is given for any course. This exam is designed to simulate the National Board Exam for funeral service licensure in the specific area targeted by that course.
    - Students who perform under a 70% on the check point exam will be required to attend tutoring in the areas that they are deficient in, followed by re-examination, until the desired results are obtained
  - Practical proficiencies are assessed with standardized rubrics by licensed faculty members in charge on instruction in those areas based on visual aesthetics, interpersonal approaches, technical proficiencies, and critical thinking

**7. Information on Composite Score, Licensure, Certification, and Accreditation**

a. Federal Financial Responsibility Composite Score

- Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.

The recent composite score is a 3.0, seen in Appendix C.

b. State Licensure

- Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Yes, there is a state license to practice funeral service in the State of Indiana, which the program does prepare the student to achieve.

- If so, please identify:
- The specific license(s) needed:
  - Funeral Service Licensee
- The State agency issuing the license(s):



- The Indiana State Board of Funeral and Cemetery Service

a. Professional Certification

- What are the professional certifications that exist for graduates of similar program(s)?  
Students are eligible to complete the state and national board exams for licensure in Funeral Service. Post licensure, students are eligible for certification as a Certified Funeral Service Professional as a continued addition to qualification
- Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?  
The program is designed to prepare students for their licensure exams to be legally allowed to practice in the state of Indiana
- If so, please identify
- Each specific professional certification:  
  
National Exam completion Certification and state licensure
- The national organization issuing each certification:  
National Board Exam is administered by the International Conference of Funeral Service Examining Boards
- Please explain the rationale for choosing each professional certification:  
These are the certifications required to practice in the state of Indiana, by law
- Please identify the single course or a sequence of courses that lead to each professional certification?  
The final two capstone courses are designed specifically for test preparation, which are the Arts Capstone course and the Sciences Capstone course. The entire sequence of courses in the program lead to the capstone course.

b. Professional Industry Standards/Best Practices

- Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?  
Yes.
- If so, please identify:
- The specific professional industry standard(s) and/or best practice(s):  
  
The curriculum addresses the legal and ethical aspects of funeral service specifically in the courses: Practical Issues in Business Law and Law in Funeral Service.



- The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

The legal courses are based on the outlines provided by the American Board of Funeral Service Education, and covers applicable federal laws as well as ethical considerations set forward by the ABFSE.

#### c. Institutional Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.

Mid-America College of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE). This 'new' program by their definition is not a 'new' program but a change from our current program and does not need to be accredited.

- Reason for seeking accreditation.

N/A

#### Specialized Program Accreditation

- Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

N/A

- If so, please identify the specialized accrediting agency:

N/A

#### d. Transferability of Associate of Science Degrees

- Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

- Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

- Yes

- If so, please list the baccalaureate degree(s):  
Baccalaureate of Funeral Service Management



**8. Student Records (*Institutions that have Previously Operated*) – **N/A****

- a. Are all student transcripts in a digital format?
    - If not what is the percentage of student transcripts in a digital format? –
    - What is the beginning year of digitized student transcripts?
    - Are student transcripts stored separately from the overall student records? –
  - b. How are the digital student records stored?
    - Where is the computer server located? -
      - What is the name of the system that stores the digital records?
  - c. Where are the paper student records located?
  - d. What is the beginning year of the institutional student record series?
  - e. What is the estimated number of digital student records held by the institution?
  - f. What is the estimated number of paper student records held by the institution?
  - g. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?
    - If so, what is the most significant format?
    - If so, what is the estimated number of student records maintained in that format?
  - h. Does the institution maintain a staff position that has overall responsibility and authority over student records?
    - If so, what is the name, title, and contact information for that individual?
  - i. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?
  - j. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?
- This Section Applies to All Institutions***
- k. Is there anything that the Commission should consider with regard to the institutional student records? N/A



- l. What is the digital format of student transcripts? PDF
- m. Is the institution using proprietary software, if so what is the name? Orbund – Student Information System
- n. Attach a sample transcript specifically for the program being proposed as the last page of the this program application. See sample transcript Appendix D

**9. Projected Headcount and FTE Enrollments and Degrees Conferred**

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.



Projected Headcount and FTE Enrollments and Degrees Conferred									
October, 2023									
Institution/Location: Mid-America College of Funeral Service									
Program: Associate of Applied Science in Funeral Service									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY2023	FY2024	FY2025	FY2026	FY2027	
Enrollment Projections (Headcount)									
	Full-Time			25	100	100	100	100	
	Part-Time			5	10	20	30	40	
	Total			30	110	120	130	140	
Enrollment Projections (FTE*)									
	Full-Time			0	25	100	100	100	
	Part-Time			0	5	15	20	25	
	Total			0	30	115	120	125	
Degrees Conferred Projections				0	0	10	30	30	
Degree Level: 03									
CIP Code: - 12.0303; State - 000000									
<b>FTE Definitions:</b>									
Undergraduate Level: 36 Quarter Hrs. = 1 FTE									



**Pierce Mortuary Colleges, Inc.**  
**Notes to Financial Statements**  
**December 31, 2021 and 2020**

**Note 7: Department of Education/Concentration of Risk (Continued)**

**Financial Responsibility**

ED regulations require the Colleges to maintain the following financial criteria to continue to participate in Title IV programs.

Composite score > 1.5	
Primary reserve ratio	1.2
Equity ratio	1.2
Net income ratio	0.6
Composite score	3.0

Maintain compliance with loan agreements and covenants	Not applicable
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Maintain current status on debt service	Not applicable
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If past due on debt service greater than 120 days, no creditor has filed for collection	Not applicable
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**Refund Information**

ED requires participating institutions to report the following information:

1. The average period of time between a student's withdrawal and the posting of the related liability is approximately 1- 45 days. The withdrawal records are reviewed on a monthly basis by the financial aid officer.
2. The Colleges had no obligations payable to ED as a result of any audits or program reviews.
3. All refund liabilities are paid within 45 days of their due date. There were no Title IV refunds due at December 31, 2021 and 2020.

The Colleges were in compliance with financial responsibility requirements at December 31, 2021 and 2020.

**Student Loan Default Rates**

Student loan cohort default rate may not exceed 30% for three consecutive years or 40% for one year. If a college's cohort default rate exceeds either of these thresholds it risks losing eligibility to participate in Title IV student loan programs.

The Colleges were in compliance with default rate thresholds for the current and two preceding years.



# Mid-America College of Funeral Service

3111 Hamburg Pike Jeffersonville, Indiana 47130

(812) 288-8878 (800) 221-6158 Fax: (812) 288-5942 [www.Mid-America.edu](http://www.Mid-America.edu)

MID-AMERICA  
COLLEGE  
OF FUNERAL SERVICE

The *Wilbert* Group

Student Name: test, Jimmy

Date of Birth: 1/1/1999

Social Security number: N/A

Original Start Date:

Course	Course Title	Attempted Credit Hours	Earned Credit Hours	Grade	GP	Course	Course Title	Attempted Credit Hours	Earned Credit Hours	Grade	GP
<b>Program: Associate of Applied Science</b>						Date Degree/ Diploma Awarded:					
<b>TERM:New Transcript test</b>											
CAP 300	Capstone: Arts	2.0	0.0	IP	0.00	***End of transcript***					
CAP 300	Capstone: Arts	2.0	0.0	IP	0.00						
CAP 301	Capstone: Science	2.0	0.0	IP	0.00	Authorized SignatureDate 06/05/2023					
CAP 301	Capstone: Science	2.0	0.0	IP	0.00						
CAP 302	Capstone: Science	2.0	0.0	IP	0.00						
CAP 302	Capstone: Science	2.0	0.0	IP	0.00						
COR 206	Funeral Service Essentials	3.0	0.0	IP	0.00						
COR 208	Business in Funeral Service	3.0	0.0	IP	0.00						
COR 210	Funeral Service Essentials	3.0	0.0	IP	0.00						
COR 216	Law and Ethics for Funeral Service	3.0	0.0	IP	0.00						
COR 218	uneral Director Management and Merchandising I	4.0	0.0	IP	0.00						
COR 220	Funeral Director Management and Merchandising I	4.0	0.0	IP	0.00						
COR 236	Funeral Service Psychology	2.0	0.0	IP	0.00						
COR 242	Restorative Arts III	4.0	0.0	IP	0.00						
COR 244	Restorative Arts Lab II	2.0	0.0	IP	0.00						
COR 246	Cremation	3.0	0.0	IP	0.00						
LAW 102	Practical Issues in Business Law	3.0	0.0	IP	0.00						
Total Credit Hours		46.0	0.0	GPA	0.00						
Associate of Applied Science				CGPA: 0.00							
Embalming Practicum Requirements:		Program Status: Inactive									
Funeral Directing Practicum Requirements:											

Mid-America College of Funeral Service is accredited by the American Board of Funeral Service Education ([www.abfse.org](http://www.abfse.org)). Approval by The Indiana Commission for Higher Education/The Indiana Board for Proprietary Education.

Legend: GP = Grade Point, GPA = Grade Point Average, TR = Transfer Credit, I = Incomplete, AW = Administrative Withdrawal, VW = Voluntary Withdrawal

School Seal