

## Articulation Agreement

### Between

**Dallas Institute of Funeral Service**  
3909 South Buckner Blvd.  
Dallas, TX 75227

### And

**Gupton-Jones College of Funeral Service**  
5141 Snapfinger Woods Dr.  
Decatur, GA 30035

**This Agreement is made this September 16<sup>th</sup>, 2024, between Dallas Institute of Funeral Service and Gupton-Jones College of Funeral Service for the purpose of establishing a seamless transition from the Associate's Degree program at Dallas Institute of Funeral Service to an applicable Associate's Degree program at Gupton-Jones College of Funeral Service.**

### I. Purpose

The purpose of this Articulation Agreement is to:

1. Facilitate the smooth transfer of students from Dallas Institute of Funeral Service's Associate's Degree programs to Gupton-Jones College of Funeral Service's Associate's Degree programs.
2. Provide guidelines and pathways for students to transfer without loss of credits or time toward the completion of their degree.
3. Support student enrollment, retention, and successful degree attainment through coordinated academic advising and transfer planning.

### II. General Terms

1. **Eligibility:** This agreement applies to students who have completed specified coursework or a partial Associate of Applied Science degree at Dallas Institute of Funeral Service with a minimum cumulative GPA of 2.0 or higher.

2. **Transfer Credits:** Gupton-Jones College of Funeral Service will accept all applicable coursework with a grade of “C” or higher from Dallas Institute of Funeral Service toward the completion of the Associate’s Degree, as specified in the Course Transfer Equivalencies and Program Alignment (Appendix).
3. **Degree Alignment:** Courses from Dallas Institute of Funeral Service will be mapped to Gupton-Jones College of Funeral Service’s Associate’s Degree program to ensure minimal disruption to a student’s progress. Specific degree program alignments will be listed in the Appendix.
4. **Maximum Transfer Credit:** Gupton-Jones College of Funeral Service will accept up to 70 credit hours from Dallas Institute of Funeral Service toward the Associate’s Degree at Gupton-Jones College of Funeral Service. Transfer credits may fulfill general education, elective, or specific program requirements as determined by Gupton-Jones College of Funeral Service’s Transfer Credit Policy.
5. **Student Benefits:** Students transferring under this agreement will have access to Gupton-Jones College of Funeral Service’s academic support services, advising, library resources, and other student services during their transfer process.
6. **Joint Advising:** Both institutions agree to provide coordinated academic advising to help students plan their transfer efficiently. Designated advisors from both Dallas Institute of Funeral Service and Gupton-Jones College of Funeral Service will collaborate to ensure students meet all degree requirements and make informed decisions about their academic pathway.

### III. Responsibilities of Dallas Institute of Funeral Service

1. **Student Advising:** Dallas Institute of Funeral Service will advise students on the courses and programs required for a successful transfer to Gupton-Jones College of Funeral Service under this agreement.
2. **Program Promotion:** Dallas Institute of Funeral Service will promote the benefits of this articulation agreement to current and prospective students.
3. **Course Quality and Alignment:** Dallas Institute of Funeral Service will maintain rigorous academic standards in its Associate’s Degree programs to ensure alignment with the expectations of Gupton-Jones College of Funeral Service.

#### IV. Responsibilities of Gupton-Jones College of Funeral Service

1. **Transfer Admission:** Gupton-Jones College of Funeral Service guarantees admission to students from Dallas Institute of Funeral Service who meet the eligibility criteria as outlined in this agreement.
2. **Credit Evaluation:** Gupton-Jones College of Funeral Service will evaluate and apply transfer credits based on the Course Transfer Equivalencies and Program Alignment (Appendix), ensuring that students are given proper credit toward the completion of their degree.
3. **Degree Completion:** Students transferring under this agreement will be on track to complete their Associate's Degree at Gupton-Jones College of Funeral Service, provided they meet the academic and program requirements specified.
4. **Scholarships and Financial Aid:** Gupton-Jones College of Funeral Service will provide information on scholarships, financial aid, and other financial support available to transfer students from Dallas Institute of Funeral Service.

#### V. Review and Amendment of Agreement

1. **Review Process:** This agreement will be reviewed annually by representatives from both institutions to ensure it remains effective and beneficial to students. Adjustments to the agreement may be proposed during these reviews.
2. **Amendments:** Changes to this agreement must be agreed upon by both institutions and formalized in writing. All amendments must be signed by authorized representatives of both colleges.

#### VI. Term and Termination

1. **Effective Date:** This agreement becomes effective on October 1<sup>st</sup>, 2024, and will remain in effect for five (5) years unless terminated earlier by either party.
2. **Termination:** Either party may terminate this agreement with 90 days' written notice. Students currently enrolled in the transfer process will be allowed to complete their degree path according to the terms of the agreement.

# GUPTON-JONES COLLEGE

**Gupton-Jones College of Funeral Service**  
5141 Snapfinger Woods Dr.  
Decatur, Georgia 30035  
770.593.2257 [info@gupton-jones.edu](mailto:info@gupton-jones.edu)

## VII. Signatures

**For Dallas Institute of Funeral Service:**

Erin Wilson

President

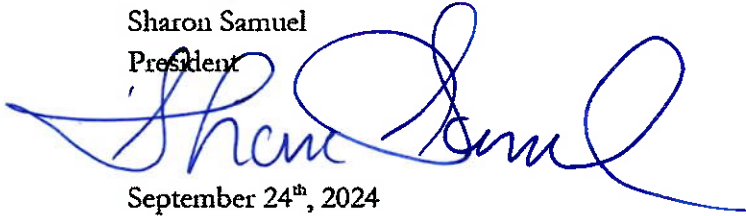


September 24<sup>th</sup>, 2024

**For Gupton-Jones College of Funeral Service:**

Sharon Samuel

President



September 24<sup>th</sup>, 2024