

GUPTON-JONES

COLLEGE OF FUNERAL SERVICE

SUPPLEMENT TO THE CATALOG

2015



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FACULTY AND ADMINISTRATION



WALTER L. CROX, JR., CFSP, President

B.A., M.B.A., Ottawa University; A.A.S., Mid-America College of Funeral Service; Member, Pi Sigma Eta; Licensed Embalmer and Funeral Director.



JAMES A. HINZ, Administrative Assistant

B.S., M.B.A., Michigan State University; Graduate, Gupton-Jones College of Funeral Service; Member, Pi Sigma Eta; Licensed Embalmer and Funeral Director; Instructor in Microbiology, Anatomy and Pathology.



DAVID J. HERBERT, Instructor

B.B.A., West Georgia College; Graduate, Gupton-Jones College of Funeral Service; Licensed Embalmer and Funeral Director; Instructor in Accounting, Business Law, Funeral Service Law/Ethics, and Small Business Administration.



KATHERINE K. CAMPBELL, Librarian

B.S., University of Tennessee, M.S. Georgia State University; Member, Pi Sigma Eta; Instructor in U.S. History, English Composition and English Literature.



DENNIS R. FLAHIVE, CFSP, Instructor

B.S.M. Shorter College; M.B.A., Brenau University; A.S. Gupton-Jones College of Funeral Service; Licensed Embalmer and Funeral Director; Member, Pi Sigma Eta; Instructor in Mortuary Administration, History of Funeral Service, and Sociology of Funeral Service.



DUANE H. PIEL, Instructor

B.S., Emory University; M.S., University of Georgia; A.S. Gupton-Jones College of Funeral Service; Licensed Social Worker; Member, Pi Sigma Eta; Instructor in Computer Applications, Business Math, General Psychology and Counseling.



GILL A. RAHMING, Instructor, Financial Aid

B.A. National Louis University; A.S., Gupton-Jones College of Funeral Service; Member Pi Sigma Eta; Instructor in Communication Skills, Licensed Embalmer and Funeral Director, Instructor in Chemistry & Business Communications.



FELICIA R. SMITH, Registrar

A.S., Gupton-Jones College; Member, Pi Sigma Eta.

ENROLLMENT DATES

Spring Class, 2015	March 9, 2015
Spring Class, 2015	April 6, 2015
Fall Class, 2015	October 6, 2015

SCHOOL HOURS

OFFICE: Monday through Friday
7:00 a.m. – 4:00 p.m.

FINANCIAL ASSISTANCE

This institution participates in the United States Department of Education Title IV Federal Financial Assistance Program. A student may be eligible for a PELL Grant, a Stafford Subsidized Loan, a Stafford Unsubsidized Loan, and/or a PLUS loan. Information on these and other types of financial assistance is available from the office of the Financial Aid Director, at our website, www.gupton-jones.edu, or the Federal website, www.fafsa.ed.gov.

CALENDAR

2015			
1/6	Quarters 2, 4 & 6 Continue	6/19	Spring Quarter Ends
1/19	Martin Luther King, Jr. Holiday – No Classes - College Offices Open	6/22	Spring Quarter Grades Due
2/10	Quarter 6 Last Day of Classes	6/22 - 7/3	Quarter Break - No Classes (All Students No Classes)
2/11-13	Quarter 6 Final Exams	7/6	Orientation/Registration – Re-enrollees
2/17-25	Comprehensive Exams	7/7	Quarters 4 & 6 Continue
2/23-25	Quarters 2 & 4 Final Exams	7/7	Summer Quarter First Day of Classes
2/25	Winter Quarter Last Day of Classes	7/8	Late Registration Ends
2/26	Winter Quarter Grades Due	7/8	Last Day to Withdraw with Full Refund of Tuition
2/26	Commencement Rehearsal	8/11	Quarter 6 Last Day of Classes
2/27	Commencement	8/12	Summer Quarter Midterm Grade Reports Due
2/26-3/6	Quarters 3 & 5 Quarter Break	8/12-14	Quarter 6 Final Exams
3/7	Open House	8/15	Open House
3/9	Quarters 3 & 5 First Day of Classes	8/17-25	Comprehensive Exams
4/3	Easter Holiday - No Classes – College Offices Open	8/27	Commencement Rehearsal
4/6	Orientation/Registration – New Gen. Ed & Transfer Students	8/28	Commencement
4/6	Tuition Due	9/2-4	Quarter 4 Final Exams
4/6	Late Registration Begins	9/4	Quarter 4 Ends
4/7	Spring Quarter First Day of Classes	9/4	Summer Quarter Grades Due
4/7	Quarters 3 & 5 Continue	9/7	Labor Day Holiday - College Closed
4/8	Late Registration Ends	9/8-11	Quarter 5 Quarter Break
4/8	Last Day to Withdraw with Full Refund of Tuition	9/14	Quarter 5 First Day of Classes
5/13	Spring Quarter Midterm Grade Reports Due	9/15	Summer Quarter Last Day of Classes
5/20-22	Quarters 3 & 5 Final Exams	9/16-18	Summer Quarter Final Exams
5/22	Quarters 3 & 5 Last Day of Classes	9/18	Summer Quarter Ends
5/22	Spring Quarter Grades Due	9/21	Summer Quarter Final Grades Due
5/25	Memorial Day Holiday - College Closed	9/21-10/2	Fall Quarter Break - No Classes Quarter 5 in Session
5/25-29	Quarters 4 & 6 Quarter Break	10/5	Fall Quarter Begins
6/1	Quarters 4 & 6 First Day of Classes	10/5	Orientation/Registration - New Gen. Ed. & Transfer Students
6/16	Spring Quarter Last Day of Classes	10/5	Tuition Due
6/17-19	Spring Quarter Final Exams	10/5	Late Registration Begins
		10/5	No Classes
		10/6	Fall Quarter First Day of Classes

TUITION AND APPLICATION FEES

Tuition for the on-campus programs is \$ 3,700 per quarter, which includes laboratory supplies, activities fees, and graduation fee, [the National Board Exam Fee for first-time takers will be reimbursed if taken and passed within 60 days of last Comprehensive Exam]. Students pursuing less than a full quarter of courses will be charged \$250.00 per quarter hour or \$3,700.00, whichever is less. A non-refundable Application Fee of \$50.00 must accompany the Application for Matriculation.

TEXTBOOKS - Tuition for all on-campus students includes all required textbooks for the quarter's studies they are first used.

TEXTBOOKS: Tuition for all online students DOES NOT include all required textbooks. Distance Learning students may purchase textbooks online when paying tuition. There will be an additional shipping fee of \$15.00 for textbooks.

REFUND POLICY

Students who follow the formal withdrawal policy of this college may be eligible for a refund of tuition. Prior to the beginning of classes the full amount of any tuition paid will be refunded. A student may cancel his or her enrollment at any time before the beginning of the quarter. A student who does not request cancellation by the beginning of the quarter will be considered as enrolled. It is to be noted that the Application fee is non-refundable. A student who is dismissed or withdraws in compliance with the formal withdrawal policy of the catalog will be refunded tuition on the following quarterly basis:

During the first week.....	90% of tuition
During the second week.....	75% of tuition
During the third week.....	75% of tuition
During the fourth week.....	50% of tuition
During the fifth week.....	50% of tuition

There will be no refund after the end of the fifth week of classes within a given quarter. Tuition refunds will be made within thirty days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.

In compliance with the requirements of Title 45, Code of Federal Regulations, Public Welfare, Section 177.64, provision of information to prospective students: This institution maintains survey results regarding employment following graduation.

65% of graduates obtained full-time employment in the funeral service field within a reasonable period of time following graduation.

Gupton-Jones College of Funeral Service, in accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) accepts students without regard to race, color, sex, creed, disability, or national origin.

The Funeral Service Program and Gupton-Jones College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph MO, 64506. (816) 233-3747. Web: www.abfse.org

National Board Examination scores for this and other ABFSE-accredited programs are available at www.abfse.org To request a printed copy of Gupton-Jones College's scores go to www.gupton-jones.edu or contact the registrar's office or by phone 800-848-5352.

NOTE: This bulletin in all or in part is subject to change without notice.