

Consortium Agreement Policy

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The Gupton-Jones College of Funeral Service participates in a consortium agreement with Dallas Institute of Funeral Service and Mid-America College of Funeral Service. This agreement allows Gupton-Jones College students to take certain approved courses at these partner institutions while remaining enrolled as degree-seeking students at Gupton-Jones College.

Student Status

Students always remain enrolled at Gupton-Jones College of Funeral Service as their home Institution. Coursework taken through a partner institution is treated as if Gupton-Jones College offered it. The only change students may notice is that the “course shell” may list the host institution. This does not affect financial aid, degree progress, or academic standing.

Financial Aid and Bursar

- Gupton-Jones College is responsible for processing and disbursing all Title IV financial aid.
- Credits earned at the host institution are included in enrollment status for aid purposes.
- Students will be billed by Gupton-Jones College for all tuition and fees, including consortium coursework.
- There are no additional costs associated with consortium participation.

Course Approval

- Courses taken at a host institution are approved as equivalent and applicable toward the students' Gupton-Jones College program of study through the Articulation Agreement(s).

Process

1. Gupton-Jones College identifies when a consortium course is required.
2. The Registrar's Office completes the **Consortium Student Addendum Form** and will send it to the student.
3. The student reviews and confirms the form.
4. Gupton-Jones College will make any enrollment and/or financial aid adjustments.

Academic Records & Progress

- Final grades are reported from the host institution to Gupton-Jones College.
- Approved credits are applied to the student's degree audit.
- Courses count toward Satisfactory Academic Progress (SAP) evaluation.

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Termination of Agreement

If the consortium agreement is terminated, Gupton-Jones College and its partners will honor the terms of the agreement for students currently enrolled in consortium courses until the end of that academic quarter.

Student Support

Students with questions about consortium courses should contact:

- **Academic Advising** for course planning.
- **Registrar's Office** for enrollment and transfer credit.
- **Financial Aid Office** for aid eligibility.
- **Bursar's Office** for tuition and fees billed.