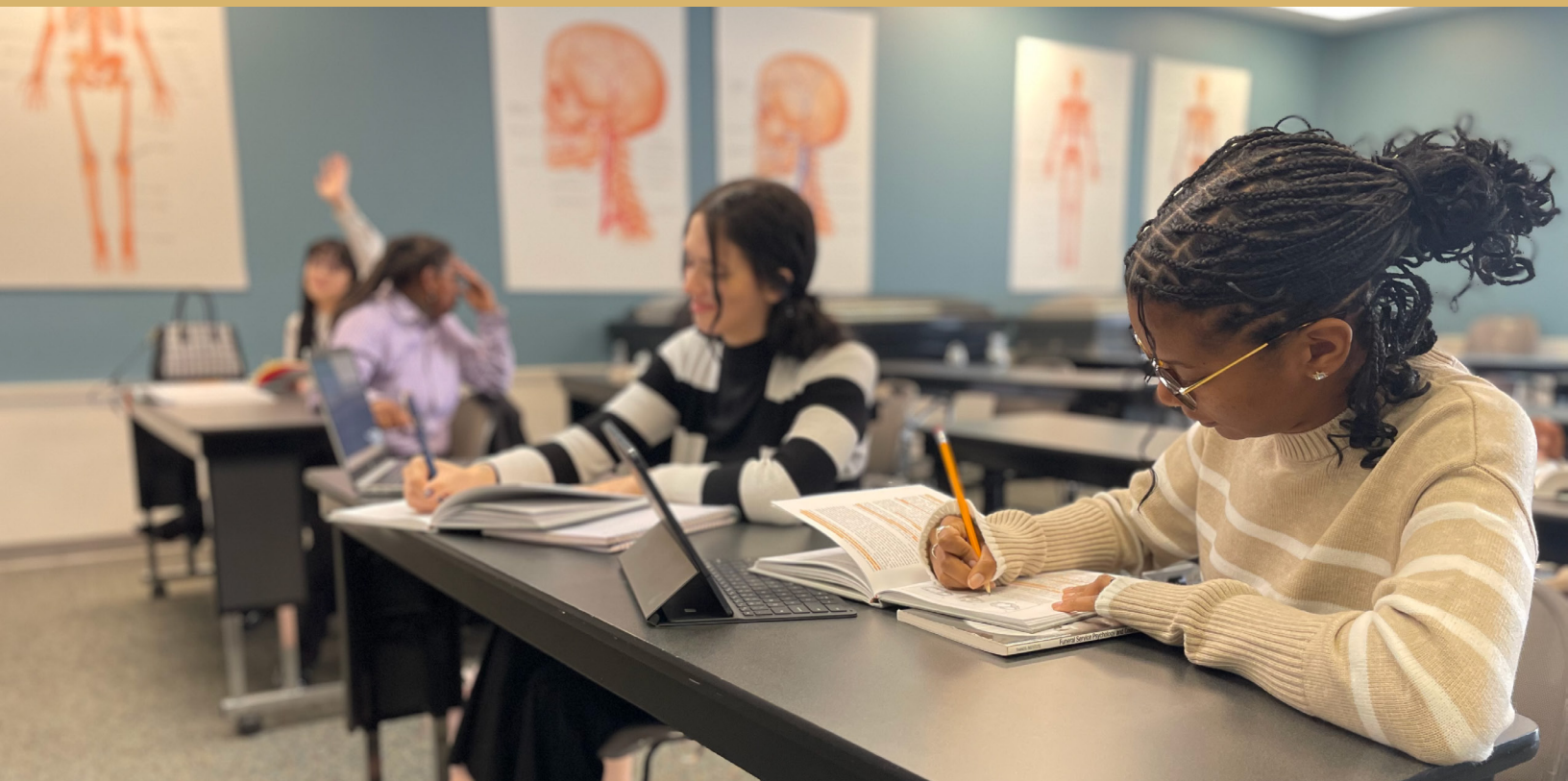


# STUDENT HANDBOOK

2025-2026



GUPTON- JONES COLLEGE OF FUNERAL SERVICE

# GUPTON-JONES

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## COLLEGE

OF FUNERAL SERVICE

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A non-profit institution dedicated to education and research for the funeral service profession

The information contained in this catalog is true and correct to the best of my knowledge

*Sharon Samuel*

Sharon Samuel  
President

### **Accreditation Statement**

**Gupton-Jones College of Funeral Service** and the Funeral Service associate degree program offered by Gupton-Jones College are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org)

### **State Approval**

Gupton-Jones College of Funeral Service, 5141 Snapfinger Woods Dr., Decatur, GA 30035, meets the requirements of the Georgia Nonpublic Postsecondary Education Commission to offer instruction in the programs listed on the GNPEC website, <https://gnpec.georgia.gov/>

### **Other Approvals**

State Approval for Veteran Training  
State Approval for Vocational Rehabilitation Training  
NC-SARA

### **Non-discrimination Statement**

In accordance with Title VI of the Civil Rights Act of 1964 (P. L. 88-32) we accept students without regard to race, color, sex, national origin, age, disability, marital status, or veteran status

*Note: The Student Rules, Catalog and Student Handbook, in all or in part, is subject to change without notice.*

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# STUDENT HANDBOOK

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### History of College

On June 8, 1920, the Gupton-Jones School of Embalming was founded by L. A. Gupton in Nashville, Tennessee, to teach the art and science of funeral directing and embalming. In the beginning, the school had two faculty members to teach the young men and women in the South the courses in mortuary science. Over these many years, the faculty and facilities increased. The old “castle style” home of the Gupton-Jones College on West End Avenue in Nashville was a landmark well known to many. Many practicing professional morticians in the South and Southeast today are alumni of this historic institution.

In March, 1954, the members of the Class at Gupton-Jones in Nashville and members of the faculty who chose to do so were transported to the campus of the Dallas Institute of Mortuary Science in Dallas, Texas, thus these two fine respected names in mortuary science education were merged. In June, 1969, the long dream to move to southeast Atlanta, Georgia, was accomplished and once again, Gupton-Jones College of Mortuary Science, as it was named at that time, was re-established as an individual, approved, and accredited school with all its rich history.

The first Atlanta home was a temporary one and the first class, enrolled in a night program, was made up of twenty-nine young people. In the projection of enrollment and growth, the board had anticipated only a few students to enter in the September Class, also a night program, but again, a record number of twenty-five matriculated into Gupton-Jones College of Mortuary Science.

With this reception of the Atlanta based school, the Board had to speed up the projected move into larger quarters, especially since the first regular daytime courses were to be enrolled. Early in 1971, Gupton-Jones College of Mortuary Science classes were held on the fifth floor of 1330 West Peachtree Street, a facility which offered larger quarters renovated for the purpose of mortuary science education. These facilities were anticipated to be sufficient for use for at least five years, perhaps longer.

It soon became apparent however that the move to a much larger campus would be necessary as enrollments continued to increase. In September, 1974, the Board of Trustees authorized the purchase of property at 280 Mt. Zion Road and I-75, on which was excellent parking and which was located in a semi-residential area, accessible to shopping, the Hartsfield International Airport, hotels, restaurants, etc., as well as to public transportation. It was the ideal new home location.

With the inclusion of many subjects in the social science area such as psychology, sociology, and counseling, the name was changed in 1980 to Gupton-Jones College of Funeral Service, thus reflecting the type and quality of education offered by the College. In 1982, authorization was awarded to the College to grant the Associate of Science Degree in Funeral Service. The authorization was granted by the Georgia Department of Education and with it, Gupton-Jones College of Funeral Service truly became a full service institution dedicated solely to the purpose of funeral service education.

## General Information

By the mid-1980's as a result of the continued growth of Gupton-Jones College of Funeral Service, it became clear that the existing facilities were fast becoming inadequate to meet the needs of the College family. In 1984, the facility at 280 Mt. Zion Road was extensively remodeled, adding a new library, classroom space and staff offices. The college enjoyed its newly enlarged facility for several years until, again it became obvious through continued growth that a new home for Gupton-Jones College was needed.

After an exhaustive search, a 3.4 acre property was purchased in the Snapfinger Woods Park of DeKalb County, Georgia. A beautiful new state-of-the-art facility designed by J. Stuart Todd, Inc. The Ground Breaking Ceremony for the new facility was held November 14, 1991. Construction began shortly thereafter, with the move to the new facility taking place August 26, 1992. On Sunday, October 4, 1992, the formal Dedication of the new Gupton-Jones College of Funeral Service took place during an afternoon Open House.

### **Welcome to Atlanta, Georgia!!!**

Gupton-Jones College of Funeral Service is located at 5141 Snapfinger Woods Drive – in southern DeKalb County. Within a few minutes of the College are new residential developments, numerous churches, shopping centers, apartments, restaurants, golf courses and excellent water sports recreational facilities. Numerous colleges and universities, including Georgia State University and Emory University, provide many community-based educational programs as well as additional opportunities for higher learning for the enterprising student.

The Atlanta, Georgia metropolitan area offers a unique living and educational experience for all students who attend Gupton-Jones College of Funeral Service. Atlanta, Georgia is Georgia's capital and largest city. Atlanta is a major southern financial and cultural force and the focus of a metropolitan statistical area that covers more than 8,000 square miles and includes more than 50 municipalities. People from all over the country, joined by immigrants from other lands, have flocked to Atlanta's mild climate, physical beauty, and job opportunities. Offering Old South graciousness blended with an ambitious zest for expansion and dominance, Atlanta has assumed an important position in national and international commerce. Ted Turner, one of the city's well-known citizens, has declared that Atlanta has "absolutely everything going for it—climate, location, great transportation, easy air access, and a government that's both cooperative and supportive." This is a judgment widely shared by both residents and visitors.

### **Mission Statement**

Gupton-Jones College of Funeral Service is dedicated to providing quality education through transformative experiences and applied training to prepare leaders in the funeral service profession.

### **Program Learning Outcomes**

The central objective of the College is to educate our students in every phase of funeral service to prepare them for their journey in the funeral service industry:

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

### National Board Exam Statistics

Gupton-Jones College of Funeral Service's National Board Examinations (NBE) scores the last three years are as follows:

Single Year	School Pass Rate	National Pass Rate	Single Year	School Pass Rate	National Pass Rate
2024 Arts	50%	78%	2024 Arts	45%	73%
2023 Arts	68%	78%	2023 Sciences	52%	69%
2022 Arts	60%	69%	2022 Sciences	61%	64%

*Contact the program directly for information regarding success of Distance Education graduates.*



Gupton-Jones College of Funeral Service is a learner-centered institution, whereas building intellectual inquiry and discovery into funeral service programs in a way that fosters knowledge and innovation and transforms wisdom into action. PMC provides leadership in teaching, learning, service, and is committed to enhancing the future of our students. To fulfill this purpose, a Code of Student Conduct (the Code) is necessary. The Code reflects the values of our community. It also defines clear behavioral expectations that help to ensure an orderly educational environment and encourage free inquiry and expression. The College encourages all students to embrace a commitment to ethical behavior that is positive, open-ended, and reflective of our mission as a funeral service College.

Because of these values, all individuals within the College community are expected to conduct themselves in a professional and civil manner in the College setting as well as in the community. Responsibility for fulfilling the obligations of the Code of honor is shared by the students, faculty, and every other member of the College community. These values include:

- Academic honesty
- Ethical conduct
- Fairness
- Integrity
- Personal responsibility
- Respect for others
- Trustworthiness

### Purpose

Gupton-Jones College expects students to maintain standards of personal and social behavior that uphold the mission and values of the institution. College students are expected to contribute to the development and sustenance of a community characterized by respect, care, and honesty.

The Student Code of Conduct encourages students to take responsibility for positively contributing to our living and learning community. The College affords certain rights to students and expects in return that students will conduct themselves in a mature and responsible manner that best represents the College, funeral service, and themselves. If, however, the behavior or conduct of a student infringes on other members of the College community or negatively affects the institution, the College reserves the right to address the behavior through the conduct process prescribed. The conduct process is not a formal grievance; see Formal Grievance Policy.

Students are responsible for being fully acquainted with all rules and regulations pertaining to students, and for complying with them accordingly.



By enrolling in Gupton-Jones College, students agree to assume the obligation to conduct themselves in a manner that is civil and compatible with the College's mission and function as an educational institution. Students agree that their rights can only be honored when they agree to honor the rights of other members of the campus community. Students who find their personal values incompatible with those of the College, and who are unable to respect the College's values, may wish to pursue their education at an institution, which is more in line with their own personal values.

### **Principles of Code of Conduct**

**Respect for Others** – One value of learning lies in understanding what knowledge can contribute to the community. It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. Members of the campus community must act out of mutual respect to establish an atmosphere of trust, without which there is no community. Therefore, the College expects its members to treat one another with sensitivity, consideration, understanding, tolerance, and active concern for the welfare of others. The College is particularly concerned that its members show respect for others regardless of race, color, age, veteran status, gender, national origin, religion, marital status, sexual orientation, gender identity, or presence of a disability.

**Respect for Property** – The mission we share depends upon the responsible use of all property, including such tangible goods as the building, library materials, equipment, and green space. Respect for property also involves helping to foster a well-maintained environment, a sense of security, tranquility, and accomplishment. This principle requires students to respect both personal and institutional property, both inside and outside the College community.

**Respect for Authority** – Authority derives legitimacy from the commitment to act on behalf of the common good. At Gupton-Jones College, that authority primarily resides in the administration, faculty, and staff – each of whom has been charged with responsibilities essential to the orderly operation of the College. They help to define the atmosphere that supports and fosters the College's shared mission. Additionally, these individuals provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop.

**Honesty** – The College's educational mission reflects a commitment to the development of the whole person. While at the College, students are expected to demonstrate the personal characteristic of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

### **Student Bill of Rights and Responsibility**

Gupton-Jones College students are both citizens and members of the academic community. As citizens, students enjoy the freedom of speech, and peaceful assembly. As a member of the academic community, they are subject to the obligations that are theirs by virtue of this membership. When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life.

## Student Behavior & Expectation

By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College Policies and Procedures. Students enrolling in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College's mission and function as an educational institution. In a community of learning, willful disruption of educational processes, destruction of property, and interference with the overall orderly processes of the College, or with the rights of other members of the College, cannot be tolerated. The College has the authority and responsibility to exclude those who find their personal values incompatible with those of the College, and who are unable to respect the College's values.

### Promulgation

Gupton-Jones College will provide all new members of the community with a copy of this document as a part of the Student Handbook. Students and employees can obtain a copy on the website.

### College Jurisdiction

Students are subject to all local, state, and federal laws. Conduct, whether on or off-campus which adversely affects the College's mission and purpose and/or potentially violates the Student Conduct Code will be subject to action through the College Student Discipline Process and, if warranted, careful consideration will be given to College disciplinary action in addition to whatever action civil authorities might pursue. The College may institute proceedings against students whose conduct is prohibited by the state, federal, or local laws and which occurs on or off-campus, when such conduct is also a violation of the Student Conduct Code, or College policies and regulations.

The Code of Student Conduct and the associated procedures cover all students (whether off-campus or on-campus). When alleged violations of the College regulations or local, state, or federal laws or statutes take place off-campus and come to the College's attention, the College reserves the right to take appropriate action. The Student Code of Conduct and the procedures through which it is implemented will also apply to distant learners and employees.

### Locations

Student Codes shall apply to conduct that occurs on College premises, at College-sponsored activities, in online social spaces, and to off-campus conduct that adversely affects the College Community and/or pursuit of its objectives.

1. **College Premises:** Student Codes apply to all lands, buildings, facilities, and other property in possession of, owned, leased, used, or controlled by the College, including all adjacent streets, sidewalks, and parking lots, as well as to any location where a student is engaged in a College activity. Examples of such coverage include, but are not limited to, College teams traveling to events off-campus, student organizations engaging in an event or activity off-campus, off-campus internships, locations where students are involved in College-sponsored community service projects, clinical locations, funeral homes, and all practicum requirements off campus, etc.

2. **Off-Campus Behavior:** Off-campus behavior that is detrimental to the College or its students, faculty, or staff in their roles as members of the College community is governed by the Student Codes. Gupton-Jones College reserves the right to take actions that address the violations through educational intervention or sanctions. The College President shall decide whether the Student Codes shall be applied to conduct occurring off-campus, on a case by case basis, in his/her sole discretion.
3. **Online Behavior:** Students are responsible for behavior consistent with the lawful purposes of the College, both on and off-campus, which includes use and behaviors while using social media, especially, but not limited to College affiliated pages, blogs, forums, etc. All students who interact and engage through social media are expected to comply with the Social Media Policy and Student Code of Conduct. Inappropriate content that is in violation of Student Codes will be referred to College President for conduct action. Students are responsible for knowing the policies of the College and academic programs in which they hold membership. Individuals and/or student organizations may be held accountable and will be asked to remove the content or shut down their social media account(s).

### Procedures in Reporting Violations of the Code of Conduct

Any individual from inside or outside the College community may file a report against a student suspected of violating College Regulations. A Code of Conduct report may be made in writing to the President of the College. We encourage any Code of Conduct violation to be submitted as soon as possible after the event takes place.

### Student Disciplinary Procedure

The conduct process is an educational tool that assists the College in determining responsibility for misconduct and provides a method to redirect behaviors toward patterns more acceptable to the College community. The conduct process and conduct conferences are not a formal grievance. See, Grievance Policy.

Upon receipt of reports or other information that alleges a potential violation of the Code of Conduct or other rules and regulations pertaining to students, the Dean/College President will conduct a preliminary review of the matter. Students will be referred to a conduct conference with the Dean and or/College President. During periods when timely conduct conferences cannot be conducted, alternative procedures may be adopted to efficiently and fairly resolve cases. Students should be advised that conduct violations which disrupt the academic endeavors of the institution, such as those occurring during final exam week, may result in the forfeiture of certain procedural protections in order to resolve the matter in a timely manner.

### Refusal or Failure to Participate/Appear

Students scheduled to be present at a conduct conference are expected to appear as scheduled. Students who fail to appear will be considered in violation of the Code of Conduct (Refusal or failure to respond to a request to report to a College Administrative Office or a conduct

## Student Behavior & Expectation

conference). A conference will be held in the student's absence, and the student will be notified in writing of the sanction(s) imposed.

### **Closed Proceedings**

All preliminary meetings, conduct conferences, are closed processes open only to the Dean and/or President or other assigned College member, the accused student(s), and relevant called witnesses. The disciplinary process serves an educational rather than legal purpose; therefore, students are not allowed legal representation during a conduct conference, relatives, or other parties.

### **Concurrent Civil or Criminal Action**

Disciplinary action may be initiated against a student charged with a violation of local, state, or federal law, which is also a violation of the Code of Conduct and/or other rules and regulations pertaining to students when both violations result from the same factual situation, without regard to pending civil litigation, criminal arrest, and/or prosecution. Conduct proceedings as set forth in this Code may be carried out prior to, simultaneously with, or following external civil or criminal proceedings.

### **Conduct Conferences**

Students accused of alleged violations will typically be referred to a conduct conference with the Dean and/or College President or other designee. Students will be provided with reasonable notice of a scheduled conduct conference. At such a conference, students will be provided with notice of the alleged violation and an account of the alleged misconduct upon which the violation is based. Students will be afforded the opportunity to offer a relevant response to the alleged violation and alleged misconduct. Accused students will be required to answer fully any questions asked of them by the Dean and/College President or other designee. During the course of the Conference, students are expected to uphold the Code of Conduct and be honest at all times. For a student to be found responsible for a violation of the Code of Conduct and/or any other rules and regulations pertaining to students, it should be determined that it is more likely than not that an alleged violation occurred. If the Dean and/or College President or designee does not believe additional investigation is warranted, a determination as to responsibility will be made, and if applicable, a sanction determined. The Dean and/ or College President or designee will provide the student with written notification of the outcome of the conduct conference.

Below are the procedural steps:

1. Notice of any scheduled conduct conferences
2. At such Conference, students will be provided with notice of the alleged violation and the account of the alleged misconduct upon which the violation is based
3. Opportunity to offer a relevant response to the alleged violation and alleged misconduct
4. To receive written notification of the outcome of the conduct conference

### Maintenance of Records

When a student is accused of violating the Student Code of Conduct, the file contains all the information pertinent to the situation in which a student has been involved. Each subsequent time a student is accused of violating the Student Code of Conduct, his/her prior record may be used within the Conduct Conference in determining sanctions. Such records shall be maintained until the graduation of the student or as deemed necessary.

### Sanction Information

The purpose of disciplinary sanctions is to redirect students' behaviors toward patterns more acceptable to the College community, if such redirection is feasible; and/or to protect the College community from possible harm or injury. This information is outlined to assure that students are aware of the potential consequences of their misconduct. Sanctions will be determined on a case to case basis, utilizing three main criteria:

1. The nature of the offense
2. The precedent, if any, established at the College for similar offenses, and
3. The previous disciplinary history of the student, if any, and the student's attitude and behavior throughout the disciplinary process

Students should be aware that if a student fails to comply with College directives and/or conduct sanctions or formal disciplinary, may have holds placed on the release of their grades, record and/or transcripts. More importantly, continuation or repetition of non-compliance will result in more serious penalties.

### Formal Disciplinary Sanctions

The College may impose any of the following sanctions on a student or group of students. A list of disciplinary sanctions that may be imposed in cases of violation of the Student Code of Conduct follows:

1. **Informal Action.** It means educating students about the behavioral standards expected of them as members of the College community and holds them accountable for inappropriate conduct. The issuance of an oral or written warning, educational sanction and/or use of disciplinary procedures may result if it is alleged that a student has engaged in inappropriate behavior
2. **Educational or Developmental:** Educational or Developmental sanctions are required activities intended to engage the student in a positive learning experience related to the student's inappropriate behavior. Positive actions should allow students to reflect upon their inappropriate behavior, to learn about the behavior in which they engaged, and to gain an understanding of why it is inappropriate or unacceptable. Such actions may include attending, presenting a program related to the implications, or writing a report related to the implications of the student's conduct, or engaging in a campus or community service project
3. **Warning.** Verbal or written notice that specific inappropriate conduct is unacceptable. A warning serves as a notice to a student, either written or verbal, that a failure to meet the College's expectations for student conduct has occurred. The warning serves to the student

## Student Behavior & Expectation

as a caution that the continuation or repetition of such behaviors will result in more serious penalties. The Dean may authorize a Warning to a student after approval of the President

4. **Reprimand.** An official written censure is required. A reprimand for inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, and notice that additional violations shall result in more severe sanctions
5. **Temporary Suspension.** The Dean may temporarily suspend any student when: (1) the student is ordered by an administrator or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Dean will present recommendations for a temporary suspension to the President. Only the President may approve a temporary suspension. The Dean may authorize a suspension only in the absence of the President
6. **Expulsion.** Mandatory immediate separation from the College with no promise of future re-admission. A student who has been received an expulsion is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges. In addition to forfeiting all tuition, the student suffers all the other losses and restrictions imposed upon the dismissed student. Suspension students additional forfeit all academic credit for all courses carried for the quarter in which the violation occurred. Only the President may authorize an expulsion
7. **Suspension.** Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges during the suspension. The student may re-enroll at the College when the suspension order has elapsed. In addition to forfeiting all tuition, the student suffers all the other losses and restrictions imposed upon the dismissed student. Suspension students additional forfeit all academic credit for all courses carried for the quarter in which the violation occurred. The Dean will present recommendations for a suspension to the President. Students who are arrested and/or jailed by a law enforcement agency for a serious crime are subject to immediate interim suspension from the College, pending a review of the case. Only the President may authorize a suspension
8. **Dismissal.** Dismissal is permanent expulsion from the College; it may be ordered as a result of very serious violations and/or repeated offenses. In addition to forfeiting all tuition, the student suffers all the other losses and restrictions imposed upon the dismissed student. Dismissed students additional forfeit all academic credit for all courses carried for the quarter in which the violation occurred; and are never again eligible to apply for readmission to the College at any time. A student who has been received a Dismissal is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges. The Dean will present recommendations for a Dismissal to the President. Only the President may authorize a Dismissal
9. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. A student whose actions deprive the owner of possession of, damage, deface, or destroy any College or personal property, or create a financial expense to address impacts of said behavior shall be required to restore said property by replacement or by monetary reimbursement, in addition to any other sanctions which may be imposed. Restitution charges will be placed on the student's accounts and must be paid in full immediately



### **Departure from Campus Following Expulsion, Suspension, or Dismissal**

Any student, who has sanctions of expulsion, suspension, or dismissal from the College for conduct or other reasons, must leave the premises immediately after being notified of such action.

### **Postponement of Activity, Participation, and Conferring of Honors and Degrees**

The College reserves the right to delay or postpone the involvement of a student in any College-related activity, or delay or postpone the conferring of any honor or degree while any student conduct investigations or procedures are pending.

### **Appeal Process**

When a student is formally notified of the findings from a conduct conference, the student has the right to appeal the finding or results of the hearing. All appeals should be directed at the College President. Such appeal request must be filed in writing no later than three (3) College business days after the date of the written results of the conduct conference. Appeals from students found responsibly will be granted on the following grounds:

1. The student was not afforded their procedural steps outlined in the Conduct Conference section within the Student Code of Conduct policies, and this significantly affected the student's ability to receive a fair conference
2. New and substantive information has become available since the initial Conference, which would have significantly altered its results

The College President will only review a written appeal request, the case file, and written findings from a Conduct Conference. A new conduct conference will be held. All sanctions assessed from a conduct conference will remain in effect during the appeal period and process, until such time as they are reversed or modified. The Appeals Conduct Conference results may be to void the decision, uphold the decision, or alter the sanctions. The decision in all appeals reviews will be reviewed by Corporate and are final.

### **Student Publications**

Publications of any kind regarding or referencing any material or persons of conduct relating to matters within the Student Code of Conduct Standards and Policies is prohibited. A student shall neither publish, nor cause or permit to be published, the terms and conditions of this Agreement/process, Conduct Conferences, Appeals Conference, decision results, Witnesses, College employees name(s), student name(s), the College name, or the like, in any press release, newsletter, newspaper, flyer, circular, social media site, like Facebook, Twitter, or Instagram, or other publication, online or offline. These actions will result in dismissal. This will result in more serious penalties.

### **Student Code of Conduct Standards**

This Student Code of Conduct outlines the standards of behavior expected of every student within the College and relates to all actions disruptive to the educational process. Violation of



## Student Behavior & Expectation

the standard of conduct herein stated will be considered as a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the college community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from the College, include, but are not limited to, those described below:

1. **Academic Dishonesty** – A violation may include cheating, plagiarism, any other misrepresentation of work, or other forms of academic dishonesty. All assignments submitted by a student must represent his/her own concepts, ideas, or must cite the original source. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade in their respective course and, depending on the circumstances, possible expulsion from the College
2. **Alcoholic Beverages** – The manufacture, distribution, sale, possession, use, or consumption of alcohol is prohibited on the campus of the College and at any college-sponsored activity
3. **Animals** – Animals are not permitted in or on the College property (including a car) unless they are service dogs or animals that are part of an approved course
4. **Arrest or Conviction of a Crime** – A felony offense conviction will lead to expulsion from the College
5. **Arson** – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the College or to the property of any other person
6. **Assault and/or Battery** – No student shall threaten or inflict bodily harm or discomfort on another. Fighting with another student (all parties involved – ZERO TOLERANCE), assault and/or battery upon a faculty member or employee of the College, or terroristic threatening of any member of the student body, administration, or faculty will lead to immediate expulsion from the College
7. **Breach of Peace** – Conduct or expression on college property, which disrupts the orderly functioning of the College or the delivery/reception of instruction, that is lewd, indecent conduct or obscene, or procuring another person to breach the peace is prohibited. Use of cellular telephones (beeping, vibrating, etc.) is prohibited in the classroom, labs, and library. All devices are prohibited during classes, labs, and examinations
8. **Children on Campus** – Because of potential disruptiveness to the learning environment, children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of the College building without adult supervision. No individual, adult, or children are allowed to sit in a class for which they are not a registered student. Supervised children who are taking part in an organized, scheduled activity/event are welcomed
9. **College-sponsored Activities and Events** – Use of College facilities must have prior approval by the President of the College
10. **Conduct System Abuse – including but not limited to:**
  - a. Failure to attend an appointment when directed to do so by a College official
  - b. Falsification, distortion, or misrepresentation of information before/during the conduct body

- c. Disruption or interference with the orderly conduct of a conduct proceeding.
  - d. Initiation of a conduct proceeding when one knows or reasonably should have known that the proceeding was without cause
  - e. Attempting to discourage an individual's proper participation in, or use of, the conduct system
  - f. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding
  - g. Harassment (verbal or physical) and/or intimidation of a member of a conduct body, complainant, or witness, prior to, during, and/or after a conduct proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code. A student who fails to complete any sanctions imposed upon her/him by the deadline imposed by the conduct body, is not eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts, (official or unofficial) until she/he complies with the terms of the original sanctions and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
  - i. Influencing or attempting to influence another person to commit an abuse of the conduct system
11. **Contracting or Representation in the Name of the College** – Students are prohibited from contracting in the name of the College and may not claim to be official representatives of the College. Students will not endorse a product in a manner that implies an official endorsement, logo, or brand by the College
12. **Damage or Destruction of Property** – No student shall take, possess, deface, or damage any property belonging to the College or any property, not her/his own. Accidental damage, vandalism or malicious damage to property belonging to the College or others may require restitution from the person responsible for such damage and/or disciplinary action
13. **Disorderly, Indecent Conduct** – Conduct that is deemed disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College
14. **Disruptive Behavior** – Behavior by any student, in class or out of class, which for any reason materially disrupts the classwork of others, involves a substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College. This includes, but is not limited to, the following:
- a. Disruption, or interference which impedes, impairs, or obstructs teaching, administration, conduct proceedings, other College missions, processes, or functions including public-service functions, off-site College program requirements, or other authorized College or non-College activities when the conduct occurs on College premises
  - b. Participation in a campus demonstration which disrupts the normal operation of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which

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- unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus
  - c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions
  - d. Conduct which is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College or members of the academic community
  - e. Instances where a student engages or threatens to engage, in behavior which poses an immediate danger of causing physical harm to others; or
  - f. Instances which cause significant property damage, or would directly and substantially impede the lawful activities of others; or
  - g. Instances where a student's behavior disturbs normal College operations, consumes an inordinate amount of College staff time and/or resources, or may interfere with the educational process and/or the orderly operation of the College
15. **Distribution or Sale of Literature or Goods** – Distribution or sale of literature or goods on the campus must be approved by the President of the College
  16. **Dress and Appearance** – Students are expected to maintain standards of personal appearance. See Dress Code
  17. **Failure to Comply** – Failure to comply with the direction of College officials or law enforcement officers acting in the performance of their duties
  18. **Failure to Pay Financial Obligations** – The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College
  19. **Falsification of Records** – Falsification of College records, including, but not limited to, admission, enrollment, disciplinary and health records, by forgery or other means of deception, is prohibited
  20. **Firearms, Weapons, Fireworks, Explosives, Ammunition, and Other Weapons** – While on college grounds or facilities or at college-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. Use or possession of firearms, ammunition, or other weapons, are prohibited in the College facility, on the property of the College, or at any College event. These include, but are not limited to; guns, BB guns, bows, arrows, knives, brass knuckles, or other devices used as a weapon or ammunition on or off college property. This may lead to immediate expulsion
  21. **Food and Drinks** – are permitted only in the student center
  22. **Funeral Service Profession** – Any conduct which, in the opinion of the College, is unbecoming a student of the Funeral Service profession may lead to immediate expulsion. This includes any type of harassment or discrimination
  23. **Gambling** – Gambling is prohibited on the campus

24. **Harassing, Bullying, Intimidation, or Stalking** – Harassing, bullying, intimidation, or stalking made either in person or through any electronic communication is prohibited on or off the campus
25. **Hate Crime** – Any conduct in which a member of the College intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief of perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief of perception is correct is prohibited on or off-campus
26. **Hazing** – Hazing in any form on campus or at any College-sponsored activity is prohibited
27. **Identification of Students** – Students are required to present proper identification when requested by College officials. Any misrepresentation, alteration, or misuse of identification is prohibited
28. **Improper Use of Cell Phone Cameras** – Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others. *See Recording Policy*
29. **Infliction, Threat, or Inciting Bodily Harm** – Infliction, threat, or inciting bodily harm while on or off college property is highly prohibited. Infliction of bodily harm upon any person or any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof may lead to immediate expulsion
30. **Illegal Drugs and Controlled Substances** – The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. Students are prohibited to possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol, or other controlled substances while present on campus or in attendance at any college-sponsored event on or off-campus. A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a college event will be sanctioned up to and including suspension or expulsion
31. **Intellectual Property Rights** – The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for the production of publications or class projects. Work created by a student employee during the course and scope of employment is an institutional work, and intellectual property rights to such creation belong to the College
32. **Misuse of Emergency Equipment** – Fire escapes, designated doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited

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33. **Nuisance With Noise** – Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, phone, or through other means in a way that is sufficiently loud enough to disturb other members of the college community is prohibited
34. **Obeying Reasonable Orders of College Officials** – Students are required to comply with reasonable requests or orders by College officials. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings
35. **Off-Campus Behavior** – Off-campus behavior that is detrimental to the College or its students, faculty, or staff in their roles as members of the campus community is governed by this Code. Pierce Mortuary Colleges reserves the right to take actions that address the violations through educational intervention or sanctions
36. **Outside Speakers** – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the President of the College
37. **Public Laws** – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off-campus, may establish a cause of legal and/or disciplinary action by the College
38. **Profanity and Obscene Language** – Persistent use of obscene or profane language may lead to disciplinary action
39. **Providing False Information** – No student shall knowingly give false, misleading, or perjured information in any College investigation or proceeding. No student shall knowingly give false information to a college official or show a reckless disregard for the truth
40. **Recognition of Student Groups** – In order to be classified as a student organization, established, recognized procedures must be met and approved by the President of the College
41. **Search and Seizure** – College officials, reserve the right to search personal property for a suspicious cause. If necessary, local law enforcement may be contacted for follow up
42. **Sexual Harassment, Discrimination, or Assault** – Sexual Harassment, discrimination, or assault are considered to be a serious offense. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off-campus is prohibited. This includes an intimate partner or domestic/dating violence or harassment. This may lead to immediate expulsion
43. **Smoking** – Smoking is prohibited in all enclosed facilities of the College. Smoking is ONLY allowed in designated/posted areas on any campus
44. **Social Media and Other Electronic Platforms** – Behavior conducted through social media and/or other electronic platforms that is detrimental or defamatory to the College, its students, faculty, or staff in their roles as members of the campus community is governed by this Code. Pierce Mortuary Colleges reserves the right to take actions that address policy violations through educational intervention or sanctions
45. **Terroristic Threats** – Terroristic threats are considered to be serious offense. Any involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests



endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of the College may lead to immediate expulsion

46. **Theft, Unauthorized Possession and/or Sale of Property** – Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, other) or by another person, without authorization or payment for such property, will be subject to college disciplinary action. It is recommended that students mark or label their belongings in order to assist with their return if they are lost
47. **Threat to any College Guest** – The active threat of violence against any member or guest of the College is strictly forbidden
48. **Unauthorized Use of College Facilities** – The unauthorized use of, or entry into, any college facility (i.e., classrooms, lab, office areas, or other) is prohibited
49. **Use of College Email or Mail Services** – Use of College email or mail services is limited to official business of the College or College-sponsored or approved College-related organizations
50. **Use of Vehicles** – Motorized vehicles are prohibited in areas other than designated parking areas
51. **Verbal Assault, Harassment, Intimidation, Bullying, Defamation, and Threatening or Abusive Behavior, and Extortion** – Verbal or written communication that is considered threatening or defamatory that could lead to extortion, expose an individual or group to hatred, or ridicule and thereby injures the person, property, or reputation of another is prohibited. Prohibited behavior can take a variety of forms and may include, but is not limited, to the following examples:
  - Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name-calling; using an individual or group as the butt of jokes
  - Verbal or physical conduct of a threatening, intimidating, or humiliating nature
  - Sabotaging or undermining an individual or group's work performance or educational experience
  - Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
  - Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner
52. **Violations of Law**– Federal and state law, respective county and city ordinances, and all college rules and regulations will be strictly enforced
53. **Violation of University policy** – Violation of any College policy, rule, or regulation published in hard copy or available electronically via the College website; and/or any attempt to commit prohibited activities defined herein; and/or enticing or inciting others to commit prohibited activities defined herein, and/or conspiring to perform any

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prohibited activities defined herein; and/or any other conduct which adversely affects the student's suitability as a member of the College community

### Disruptive Classroom Behavior Policy

Disruptive behavior is prohibited by the Student Code of Conduct. Disruptive behavior includes but is not limited to conduct that interferes with or obstructs the teaching or learning process. Civil expression or disagreement with the course instructor, during times when the instructor permits discussion, is not itself disruptive behavior and is not prohibited.

1. Temporary Removal of Student from Class or Other Educational Experience
  - When any student, acting individually or in concert with others, obstructs or disrupts, or attempts to obstruct or disrupt any teaching, or any other activity authorized to be discharged on behalf of the College or held on the College's premises, the student may be asked to stop the disruptive behavior by an instructor or staff of the College. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to immediately notify the Dean/President of the College, without any request to the student
2. Withdrawal of Student from Class or Other Educational Experience
  - When a student disrupts a class or other educational experience, or if the student's behavior or lack of preparation is detrimental to the educational experience of others, or if the student is compromising the learning environment, the instructor may take action to withdraw the student from the class or educational experience as a result of the significant and/or repeated behavior. To do this, the instructor shall confer with the Dean and College President
3. Referral of Student Conduct Issues to the College President
  - Instructors, faculty members, Deans, and/or staff are to report student conduct issues to the College President. This reporting ensures that any other student code of conduct related behavior is appropriately addressed with the student

### Special Administrative Evaluation

Gupton-Jones College reserves the right to deny admissions, continued enrollment, or re-employment to any applicant or student as a result of the College receiving information, or the applicant's or student's failure to disclose information, on the admission or employment application, regarding a student or employee whose personal history and background indicate that his or her presence at the College would endanger the health, safety, welfare or property of him/herself or members of the academic community, or interfere with the orderly and effective performance of the College's functions.

A student may be subject to special requirements or sanctions, including but not limited to; expulsion, suspension, or dismissal from the College, for actions not otherwise covered in the Student Code of Conduct if it is determined from the student's behavior that they:

1. Lack the capacity to understand the nature of the accusation against him/her, or to respond and participate in the disciplinary process



2. Poses a danger to him/herself or others, and/or
3. Has become gravely disabled (lacks the ability to care for himself/herself)

In such instances, the case will be referred to the President, or Dean, who may ask the student to get an appropriate medical and/or mental health care professional to receive an evaluation, prior to returning to school. Students must consent to evaluation as a condition of their enrollment or continued matriculation. The student will seek an independent medical or psychological evaluation (at their own expense), for purposes of this review. Any student who refuses to participate in any such evaluation may be dismissed or suspended as suspended by the President of the College.

The College reserves the right to adjust the Conduct Process as it determines necessary in order to assure fairness, order, efficiency, or the physical and emotional security of individuals.

### Behavioral Expectations

Your employer will expect you to arrive on time and be present to complete your responsibilities, therefore as a student:

- You are responsible for arriving on time for class. Any late arrival or early departure is a disruption
- Do not enter the classroom when one of your classmates is giving a presentation
- If you must leave early, let your instructor know in advance and sit as close as you can to the door that day
- Do not leave and reenter the classroom unless it is necessary

If you are in a meeting at work, you will be expected to give your full attention to the meeting and your co-workers will not expect to be interrupted or distracted by your electronic devices:

- Turn off all electronic devices except computers, if appropriate, when entering a classroom
- Do not use any electronic device for anything other than what is related to the class you are attending at the time you are attending it
- Do not make/answer calls or text messages during class (if it is necessary for you to take an emergency call, tell the instructor if there is a problem before class begins and leave the room to take the call)

In order to work as an effective team member, you will need to respect the people with whom you work, therefore as a student:

- Address instructors with the title “Dr.”, “Professor”, “Mr.” or “Ms.” as appropriate to their qualifications. It is inappropriate to call an instructor by his/her first name
- Demonstrate the kind of behavior toward your classmates that you expect to demonstrate to your co-workers
- Complete the portion of any team assignment you have agreed to accomplish.
- Develop the skill of respectful disagreement and logical argument

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The workplace will have nonnegotiable deadlines, therefore as a student:

- Assume that the due date and time for an assignment is as important as the due date/time for a workplace report
- Assume that the date and time assigned for your presentation is as essential as a due date/time for a presentation to a client

As an adult, you are responsible for the details that accompany your work products, therefore as a student:

- Present homework assignments in the required format
- Do not assume the instructor will provide staples, paper, folders, printing services or any other material required for your final work product
- On the day of an exam, bring pencils, calculators, and everything you will appropriately need to complete the exam

In the workplace, you are expected to edit written documents for correct word choice, grammar, sentence structure and spelling, therefore as a student:

- Do not expect to be able to prepare a written assignment without allowing ample time for review and revision. You should put all written assignments through several drafts, writing and rewriting over a period of time, before you consider them prepared in a professional manner for submission to your instructor

E-mail is a means of professional communication and the official communication of the college:

- Write e-mails to instructors and students in a professional format. Do not write in the same shorthand used in text messages. Language should be gracious and polite
- Address the recipient by name
- Use grammatically correct sentences
- Check your spelling
- Sign your complete name
- Include the title and section of the course, if appropriate

Improper dress is distracting in the workplace, therefore as a student:

- When you are attending class and, most importantly, when you are giving a presentation, your attire should be professional. Dress appropriately

The organizations for which you want to work will expect and promote ethical behavior, therefore as a student:

- Ensure that your work is indeed YOUR work. Do not plagiarize from written or electronic sources. Do not use the work of others with the intent to present it as your own

Even when you are in an entry-level position, colleagues and supervisors expect that your previous experience and education will influence your ability and potential to perform on the job. You will be responsible for your own learning:

- Take ownership of concepts learned in previous courses and be prepared to apply them to current coursework
- Acknowledge that your effort to acquire your previous academic skills (e.g. writing and math skills) will affect your performance in many of your courses

### **Dress and Personal Appearance Policy**

No dress code can cover all contingencies so students and/or staff must exert a certain amount of judgment in their personal appearance choices. If you experience uncertainty about acceptable attire, please ask the administration. The college reserves the right to decide what is or is not appropriate regarding the dress code. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to professional dress, specific occasions, and college activities are critical factors in the total educational process. It is important for all students, faculty, and staff to understand and employ these behaviors, which contributes to optimum morale as well as embellishes the overall campus image. The following dress code plays a major role in instilling a sense of integrity and an appreciation for values and ethics.

Students will be denied admissions to class and various functions if their manner of dress is inappropriate.

#### **Formal Dress Attire**

In a formal business environment, the standard of dressing for men and women is a suit, a jacket and pants or a skirt, or a dress.

In a formal business environment, clothing should be pressed and never wrinkled; clothing should not be tight or cling to your body. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. Visible body piercings and tattoos are also discouraged.

#### **Professional Dress Attire**

This is an overview of appropriate professional business attire. The lists tell you what is generally acceptable as professional business attire and what is generally not acceptable as professional business attire.

##### **1. Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include any that are too informal. This includes jeans, any pants that are not ankle length, sweatpants, exercise pants, shorts, bib

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overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking.

### 2. Skirts, Dresses, and Skirted Suits

Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate.

### 3. Shirts, Tops, Blouses, and Jackets

Shirts or dress shirts (with ties), sweaters, tops, and turtlenecks are acceptable attire if they contribute to the appearance of professional dress. Most suit jackets or sport coats are also desirable attire. Inappropriate attire includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; golf-type shirts; collarless or banded collar shirts; sweatshirts; and t-shirts.

### 4. Shoes and Footwear

Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable. Athletic shoes, tennis shoes, flip-flops, slippers, sandals without a heel and any casual shoes are not acceptable.

### 5. Accessories and Jewelry

Tasteful, professional ties, scarves, belts, and jewelry are encouraged. Jewelry should be worn in good taste, with limited visible body piercings and/or tattoos.

### 6. Makeup, Perfume, and Cologne

A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some people are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

### 7. Hats and Head Covering

Hats are not appropriate in the building. Head covers that are required for religious purposes are allowed.

## Business Casual Attire

At Pierce Mortuary Colleges, business casual attire is similar to professional dress attire with the exception being to shirts, tops and/or blouses. For business casual, collared shirts including banded collars and polos are acceptable.

### "Dress Down" Attire

Certain days can be declared dress down days, generally Fridays. On these days, ankle-length jeans, t-shirts with sleeves and a school logo, athletic shoes or business casual attire is acceptable.

### Unacceptable Attire

The following is a description of appearance that is **NEVER** acceptable at Gupton-Jones College:

1. Attire with anything derogatory, controversial, or vulgar thereon. Reference, whether in the form of text or pictures to alcohol, drugs, or sex. Suggestive, startling, unusual, or immodest attire of ANY sort
2. Any pants less than ankle-length (NO SHORTS or CAPRIS) jeans, sweatpants, exercise pants, shorts, bib overalls, leggings, athletic clothing and any spandex or other form-fitting pants such as people wear for exercise or biking
3. Body or muscle shirts, tank tops, halter tops, etc. Any shirt or blouse that allows for bare midriff or is sleeveless
4. House shoes, house slippers, athletic shoes, tennis shoes, sandals without heels, or flip flops
5. Clothing with tears, rips, or holes, including jeans
6. Sunglasses worn inside the building
7. Hairstyles and hair colors of a non-conservative nature
8. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses
9. Tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; golf-type shirts; collarless or banded collar shirts; sweatshirts; and t-shirts

Please note: Faculty and staff, as well as your fellow students, notice your appearance and compliance with the dress code throughout the entire year. One's ability to use the college as a reference in the years to come may be hindered by appearance and personal hygiene which does not comply with school policy.

### Conclusion

If clothing fails to meet these standards, as determined by the administration, the person will be asked not to wear the inappropriate item again. If the problem persists, the Gupton-Jones College disciplinary action procedure will begin and could lead to administrative withdrawal.

### Grievance Policy

This policy applies to all students, faculty, and staff. It also covers grievances involving contractors or third parties associated with the College. It excludes complaints covered by other internal procedures.

- Former employees may file grievances within two weeks of resignation. Employees terminated for cause may file grievances within two weeks of separation but may not use this process to contest termination.

### Definition of Grievance

A grievance is a formal complaint alleging a violation, misapplication, or discriminatory enforcement of college policy or procedure. It must contain a substantial issue and not merely reflect personal dissatisfaction.

### Grievable issues include:

- Academic freedom violations
- Unsafe work assignments or conditions
- Misapplication of College policies
- Discriminatory or harassing treatment based on protected categories (e.g., age, race, disability)

Academic judgment itself is **not** subject to grievance.

### Confidentiality & Non-Retaliation

All grievance proceedings are confidential and restricted to those with a legitimate need to know. Retaliation against any participant is strictly prohibited and subject to disciplinary action.

### Student Publications

Students may not publicize grievance matters—including names, decisions, or details—via any medium. Violations may lead to **dismissal**.

### Burden of Proof & False Grievances

- The complainant must prove their case by a *preponderance of the evidence*.
- Knowingly filing a false grievance may lead to disciplinary action.

### Process for Grievance Resolution

#### 1. Informal Resolution

##### Step 1: Direct Discussion

Grievant must attempt to resolve the matter directly with the other party within **14 days** of the incident.

### **Step 2: Appeal to College President**

If unresolved, a written request should be submitted to the President or if the grievance is against the President, a designee within **5 business days**. The President or their alternate may recommend resolution or declare the grievance lacks merit.

### **Step 3: Mediation**

If still unresolved, the Grievant may request mediation within **5 business days**.

Mediation will involve all parties and be coordinated by the President (or designee). This suspends the process for up to **30 days**.

## **2. Formal Resolution**

### **Step 1: Filing a Formal Grievance**

Must be submitted in writing within **5 business days** of failed mediation. The complaint should include:

- Grievant's and Respondent's names and contact info
- Description of the grievance and supporting documentation
- Summary of informal efforts and outcomes
- Desired resolution
- Names/contact of up to **5 witnesses**
- Hand-signed document (not emailed)

### **Step 2: Grievance Hearing Panel Formation**

Within 14 days, the President (or designee) appoints a five-member Hearing Panel and notifies key personnel. To ensure fairness, the President may include employees from Pierce Mortuary Colleges, Inc. or their institutions.

### **Step 3: Initial Review by Panel**

The Panel determines if the complaint qualifies under the policy. If not, a written decision is issued. If so, a formal hearing is scheduled.

### **Step 4: Hearing Process**

- Both parties may present up to **5 witnesses**
- Cross-examination and panel questioning permitted
- A support person may attend but not participate
- A majority vote determines outcome
- Findings and recommendations sent to the President (or designee).

**Step 5: Final Decision** The President (or designee) reviews the recommendation and issues a final decision within **14 days**.

## **Appeals**

### **1. Appeal of Grievability Decision**

If the panel finds the issue non-grievable, the Grievant may appeal to the President or designee within **5 business days**. The President's or designee's decision is final.



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### **2. Appeal of Final Decision**

If either party contests the hearing outcome, they may appeal to the President or designee within **5 business days**. The final written decision will be issued within **14 days**.

### **Online and Distance Learners**

Grievances involving off-campus or online individuals may be resolved through virtual means (e.g., Microsoft Teams). Coordination rests with the President or a designee.

### **Timelines**

All steps must follow the specified timelines. Extensions may be granted due to academic calendars or exceptional circumstances, subject to Presidential approval.

### **Arbitration**

If grievance is not resolved through the procedures outlined above, the matter shall be submitted to binding arbitration. The resulting decision will be final, binding, and not subject to appeal, except in cases involving good faith applications for injunctive relief, which may be brought before a court.

All parties agree that any dispute related to this policy will be arbitrated in accordance with the Rules of the American Arbitration Association. Each party will bear its own costs and attorneys' fees.

A panel of three arbitrators will conduct the arbitration at a location mutually agreed upon by the Grievant and the Institution, within 25 miles of the Institution's physical location. The Grievant and the Institution will each select one arbitrator. A third arbitrator will be jointly agreed upon by legal counsel for both parties.

### **Distance Education Grievances – SARA Compliance**

This section applies to all students enrolled in distance education courses under the State Authorization Reciprocity Agreement (SARA). These students are entitled to specific complaint procedures outlined under SARA policies, in addition to the College's standard grievance process.

### **Stepwise Grievance Process for Distance Learners**

#### **1. Institutional Resolution Required First**

All students enrolled in SARA-covered distance education must exhaust the College's internal grievance procedures outlined in this policy before elevating complaints to external SARA bodies.

#### **2. Institutional Policy Access Points**

To ensure accessibility and transparency, Pierce Mortuary Colleges, Inc. will publish its full grievance procedures in the following locations:

- The College Catalog;

- A clearly marked and searchable Distance Education/SARA webpage on the College's website.

### 3. **External SARA Complaint Resources**

If a distance education student's grievance is not resolved satisfactorily at the institutional level, they may file a complaint with the SARA portal agency using the following:

- **NC-SARA Student Complaint Policy and Procedures:**  
<https://nc-sara.org/sara-student-complaints-o>
- **GA-SARA Online Student Complaint Form:**  
<https://gnpec.georgia.gov/student-resources/student-complaints/ga-sara-online-student-complaint-form>
- **GNPEC Complaint Form:**  
<https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place  
Tucker, GA 30084  
(770) 414-3300

### Drug Abuse Prevention

The College in compliance with the Higher Education Act and its Amendments, offers drug abuse information for the purpose of educating and providing help in dealing with the nation-wide drug abuse problem. The program is provided to all students, faculty, and staff associated with the College.

The College recognizes the seriousness of drug abuse on campuses and in workplaces today. Drug abuse is defined not only as the use of controlled substances, but also as the abuse of alcohol or any mind/attitude altering substance. The following are grounds for administrative withdrawal from GJCFS:

1. Being found in possession of a controlled substance or alcohol while on-campus
2. Being found under the influence of a controlled substance or alcohol while on-campus
3. Being found in possession of a controlled substance or alcohol at any school sponsored event
4. Trafficking of a controlled substance with the intent to sell will result in immediate termination and the offender will be reported to proper authorities for legal sanctioning.

Disciplinary actions for being in violation of this policy, depending on the severity of the situation, are as follows:

1. *First Offense:* For suspicion of being under the influence of a controlled substance or alcohol at school or a school function, individual advising with the Dean or President will be mandatory.
2. *Second Offense:* For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in referral to applicable advising, treatment, and/or rehabilitation. It may also result in suspension from school or employment.
3. *Third Offense:* For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in termination of the student or employee.

Students or employees terminated after a third offense of this policy may be reinstated in school or employment upon the successful completion of a rehabilitation program and/or, through their individual merit, have illustrated they are well on their way to recovery.

### Drug and Alcohol Abuse Education Programs and Support

If you feel that you may have a drug or alcohol problem, there are numerous organizations in the Atlanta/Decatur, GA area that can help. Gupton-Jones College of Funeral Service does not employ professional counselors.

Local Agencies are available to assist:

Nursing and Behavioral Health Sciences  
4525 Flat Shoals Pkwy #401  
Decatur, GA  
(800) 214-2611

Alcoholics Anonymous  
4405 Hugh Howell Rd.  
Atlanta, GA  
(770) 938-7759

National Organizations are also available to be contacted for help:

- American Addiction Centers 1-855-286-0802 or <https://www.alcohol.org/treatment/hotline/>
- National Drug Abuse Helpline 1-844-289-0879
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-888-425-2666

The College cooperates with all law enforcement agencies in the prevention of drug abuse and drug trafficking. Persons caught in the possession of a controlled substance will be turned over to the appropriate legal authorities and may face severe consequences. Some of these, as prescribed by local, state, and federal law, are costly fines and/or incarceration. Before a problem becomes overwhelming, Gupton-Jones College of Funeral Service encourages its students and faculty to seek help from a qualified counselor with an appropriate agency.

### Security Policy

At Gupton-Jones College there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Convenience must sometimes be compromised in order to maintain security. The Gupton-Jones College community member must share in the responsibility to assure security for all members and property.

#### Key and Building Security Guidelines

Gupton-Jones College shall maintain a locking system for the protection of its community members, facilities, college property, and information. All locks, keys, electronic access key-fob/cards, and access codes are the sole property of Gupton-Jones College and will be issued to students and employees based on their need for access. The College reserves the right to change locks, keys, and access codes as needed.

#### Keys and Electronic Access Fob/Cards

1. Gupton-Jones College employees will be issued keys based upon their need for access
2. All keys and electronic access cards must be returned to the college upon termination of employment or enrollment

#### Code (combination) Locking Devices

1. The security code is changed on a periodic basis. Eligible employees and students are notified by college e-mail of the change. Each college, *at minimal*, must change the security code after each graduating class for all interior and exterior code locking devices
2. Security codes are changed upon termination of employees that had access
3. Code changes must occur upon termination of an employee, employee permanently leaves the college for any reason, or if the code has been lost or compromised
4. The college will maintain a record of code change dates and new code information
5. Office codes are given to employees only and must have be changed on a periodic basis
6. No students will be given a key to the building, classrooms, or offices

#### Loaning of Keys

1. College employees and students shall not transfer issued keys, access cards/key-fobs, or access codes
2. Anyone found in possession of another's keys, card, or code shall have the keys or card confiscated permanently by the president of the college
3. Individuals violating the policy on the loaning of keys will be subject to disciplinary action

#### Maintenance of Locking Systems

Maintenance and installation of Key-Fob/Card Access System and key and code combination locking systems is the responsibility of the president of the college.

**Key-Fob/Card Access System**

1. Colleges that have the Key-Fob/Card Access System must maintain a record of issue and name of student or employee
2. Colleges that have the Key-Fob/Card Access System must maintain a record of re-issuing of key-fob/card access and the termination of access of the key-fob/card when a student (or employee) has been terminated, graduated, or no longer is enrolled
3. See Fee Section for cost associated with Key-Fob/Card Access

**Smoking Policy**

There will be no smoking, use of smokeless tobacco or use of electronic cigarettes inside the facility; i.e. in hallways, lecture rooms, laboratories, restrooms, library, bookstore, storage areas, student center, offices, and the waiting area of the administrative offices or outside any unauthorized school entrances. Gupton-Jones College desires to provide the best and most healthful environment possible for all. Notwithstanding, designated smoking areas with appropriate disposal containers are provided.

**Suicide Prevention and Mental Health Resources**

Everyone can assist in preventing suicide. No matter the individual, what problems or situation you may find yourself in, hurting yourself is not the answer. Here at Gupton-Jones College, we want to ensure you can find the resources to provide you positive aspirations.

**Risk Factors**

Risk factors may make it more likely that someone will consider, attempt, or die by suicide. They do not cause or predict a suicide attempt, but they are important to be aware of. The following risk factors are important to be aware of:

- Mental disorders, particularly mood disorders, schizophrenia, anxiety disorders, and certain personality disorders
- Alcohol and other substance use disorders
- Hopelessness
- Impulsive and/or aggressive tendencies
- History of trauma or abuse
- Major physical illnesses
- Previous suicide attempt(s)
- Family history of suicide
- Job or financial loss
- Loss of relationship(s)
- Easy access to lethal means
- Local clusters of suicide
- Lack of social support and sense of isolation
- Stigma associated with asking for help
- Lack of healthcare, especially mental health and substance abuse treatment

## Campus Safety

- Cultural and religious beliefs, such as the belief that suicide is a noble resolution of a personal dilemma
- Exposure to others who have died by suicide (in real life or via the media and Internet)

### Warning Signs

Warning signs may bring awareness to you if a loved one is at risk for suicide, especially if the behavior is new, has increased, or seems related to a painful event, loss, or change. If you or someone you know exhibits any of these warning signs or other worrisome signs, seek help by calling the Lifeline at (800) 273-TALK or (800) 273-8255.

- Talking about wanting to die or to kill themselves
- Looking for a way to kill themselves, like searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or isolating themselves
- Showing rage or talking about seeking revenge
- Extreme mood swings

### How to Help

If someone in your life is thinking of or talking about suicide and you are unsure of how to handle the situation, the National Suicide Prevention Lifeline will assist you with your situation. At any time, call (800) 273-TALK.

### Contact a Lifeline Center

Calls to (800) 273-TALK are routed to the Lifeline center closest to your area code that can assist with local resources. Find Crisis Services [Here](#).

### Do's and Don'ts

- Be direct. Talk openly and matter-of-factly about suicide
- Be willing to listen. Allow expressions of feelings. Accept the feelings
- Be non-judgmental. Don't debate whether suicide is right or wrong, or whether feelings are good or bad. Don't lecture on the value of life
- Get involved. Become available. Show interest and support
- Don't dare him or her to do it
- Don't act shocked. This will put distance between you
- Don't be sworn to secrecy. Seek support
- Offer hope that alternatives are available but do not offer glib reassurance
- Take action. Remove means, like weapons or pills



- Get help from people or agencies specializing in crisis intervention and suicide prevention

### **Awareness of Suicidal Feelings**

- Can't stop the pain
- Can't think clearly
- Can't make decisions
- Can't see any way out
- Can't sleep, eat or work
- Can't get out of depression
- Can't make the sadness go away
- Can't see a future without pain
- Can't see themselves as worthwhile
- Can't get someone's attention
- Can't seem to get control

### **Local Mental Health Resources**

[Find a local therapist, resource, or support group](#)

Speaking to a therapist or attending a support group can help you work through your grief and improve your overall mental health. The following resources can help you find a psychologist, psychiatrist, or support group near you.

### **Online Mental Health Resources and Hotlines**

[National Suicide Prevention Lifeline](#)

[You Matter](#)

[Veterans Crisis Line](#)

Red Nacional de Prevencion del Suicidio  
(888) 628-9454

Veterans Suicide Prevention Hotline  
(800) 273-TALK (8255) and press 1

Lesbian Gay Bisexual Transgender or Questioning Youth (LGBTQ)  
Call The Trevor Hotline at (866) 488-7386

### **Support on Social Media**

[Support on Social Media](#)

Having a plan in place that can help guide you through difficult moments can make a difference and keep you safe.

### ADA Accommodations

Gupton-Jones College of Funeral Service is committed to providing equal access and opportunity to qualified individuals with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973. Discrimination against individuals with disabilities in any College program, service, or employment activity is prohibited.

The College will provide reasonable accommodation and academic adjustments to ensure equitable access to programs and services, so long as such accommodations do not fundamentally alter the nature of a program or impose an undue burden.

### Responsibilities and Documentation

Individuals seeking accommodation are responsible for:

- Self-identifying as a person with a disability when requesting accommodations.
- Submitting appropriate documentation from a licensed healthcare provider, establishing the disability and functional limitations.
- Engaging in an interactive process with the College to determine reasonable accommodations.

All medical and disability documentation will be kept confidential and handled in compliance with federal and state laws and institutional policy.

### Additional Reference Resources

For additional guidance on common accommodations and documentation standards, students and employees may consult the following College Board resources:

- Common Accommodations: <https://accommodations.collegeboard.org/how-accommodations-work/about-accommodations/other>
- Helpful Documentation Guidelines: <https://accommodations.collegeboard.org/request-accommodations/provide-documentation/frequently-requested>

### Accommodation Review Process

All accommodation requests must be submitted to the Accommodations Committee, which is responsible for reviewing documentation and determining appropriate reasonable accommodation. The committee will ensure that decisions are made fairly, consistently, and in compliance with legal obligations.

The Accommodations Committee will consist of the following members:

- Director of Academics
- CEO or designated representative
- One Dean
- One Academic Advisor
- One Full-Time Instructor

The committee will review each request and engage in an interactive process with the requesting individual as needed. The final accommodation plan will be communicated to the student or employee in writing.

### **Institutional Commitments**

The College will:

1. Ensure courses and facilities are accessible or provide suitable alternatives.
2. Make reasonable modifications to courses or academic environments to facilitate access.
3. Provide appropriate auxiliary aids and services (e.g., interpreters, alternate formats, assistive technology) for individuals with communication, sensory, or mobility impairments.

### **Limits to Accommodations**

Accommodation may be denied when:

- The individual poses a direct threat to the health or safety of others that cannot be mitigated through reasonable accommodation.
- The accommodation would fundamentally alter an academic program, testing environment, or essential requirements.
- The accommodation would impose an undue burden (i.e., significant difficulty or expense) on the institution.
- The individual does not meet essential eligibility requirements for program participation.

### **Essential Program Requirements**

#### **1. Embalming Program**

Applicants must be physically able, with or without accommodation, to:

- Perform disinfection, locate & raise circulatory vessels, insert arterial tubes, perform cavity embalming, perform other acts of embalming or demi-surgery as the case may require, suturing, and restoration of deceased remains in a timely and competent manner.

#### **2. Funeral Directing Program**

Applicants must be able, with or without accommodation, to:

- Understand and process incoming information from others.
- Effectively communicate that information to third parties.

Applicants needing accommodation should consult the Student ADA Coordinator (President/Dean) early in the admissions process. Additional documentation from a qualified provider may be required.

### Verification of Disability and Accommodations

To verify eligibility, students must:

- Submit documentation identifying a substantial limitation to one or more major life activities (e.g., walking, learning, reading, speaking, concentrating).
- Ensure documentation is submitted during the enrollment process, or if/when the limitation occurs.

The Student ADA Coordinator will review all documentation in compliance with the law and protect the confidentiality of disability records.

### Appeals Process for Accommodation Decisions

Students and employees have the right to appeal accommodation decisions. The formal process is as follows:

#### Steps to Appeal:

1. Submit a written appeal to the designated administrator (e.g., Dean, President, PMC Human Resources) within 10 business days of the decision.
2. The appeal should include:
  - A summary of the accommodation request.
  - Reason for the appeal.
  - Any supporting documentation or explanation.
3. The designated administrator will forward the appeal to the Accommodations Committee. The committee will convene with at least three (3) alternate members to review the appeal.
4. A final written decision will be issued within 15 business days of receiving the appeal.
5. This decision is final and will be retained in the student's or employee's ADA record.

### Key Definitions

To ensure clarity and compliance with federal law, the following terms are used in accordance with the ADA and Section 504:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities.
- **Qualified Individual:** A person who meets essential eligibility requirements for participation in a program, with or without reasonable accommodations.
- **Reasonable Accommodation:** A modification or adjustment to the environment or processes that enable equal participation without altering the fundamental nature of a program or incurring undue burden.
- **Undue Burden:** Significant difficulty or expense based on the College's resources and operations.
- **Fundamental Alteration:** A change that significantly modifies essential program elements.

- **Direct Threat:** A substantial risk to the health or safety of others that cannot be reduced through reasonable accommodations.

## Legal References

- **Americans with Disabilities Act (ADA)**, 42 U.S.C. §§ 12101–12213
- **ADA Amendments Act of 2008 (ADAAA)**, Pub. L. No. 110-325
- **Section 504 of the Rehabilitation Act of 1973**, 29 U.S.C. § 794
- **34 C.F.R. Part 104** (Implementing regulations for Section 504)

**28 C.F.R. Part 35** (Nondiscrimination on the Basis of Disability in State and Local Government Services)

## Embalming Clinical Policy – Student Pregnancy

The American Board of Funeral Service Education (ABFSE) Standards of Accreditation requires students to complete clinical embalming and demonstrate competency as a requirement to earn their degree. This clinical requirement cannot be waived. Failure to complete this requirement can halt progress in the student’s program of study and delay their graduation.

### Formaldehyde and Its Risks

Formaldehyde is a colorless gas with a pungent odor, widely used as the primary preservative in embalming. It is classified as a potential carcinogen, teratogen, and mutagen:

- **Teratogens** are substances that can cause birth defects or increase the risk of congenital disorders.
- **Mutagens** are chemical agents that alter DNA, potentially causing cellular damage, disease, or cancer.

Students who are pregnant or planning to become pregnant while performing clinical embalming will be exposed to formaldehyde vapor, which can pose significant risks, including pregnancy complications, congenital abnormalities, or miscarriage. Although some industry publications provide guidelines and best practices that can be used during pregnancy, these are editorial opinions and not peer-reviewed medical or scientific recommendations. As an institution, we prioritize the elimination of risk over its mitigation.

### Institutional Recommendation

Pregnant individuals or those seeking to become pregnant are strongly encouraged to consult with their primary care doctor or other medical professionals before enrolling in embalming classes. Pregnant individuals or those seeking to become pregnant should wear proper personal protection equipment as well as a formaldehyde vapor neutralizing mask to reduce the risk of complications.

### Options for Pregnant Students

Students who choose to defer participation in the embalming lab or clinical work due to pregnancy may be eligible for:

1. **Course Withdrawal:** A full refund of course tuition, if requested before the end of the Add/Drop period or proration after the Add/Drop period.

2. **Incomplete Grade:** Assignment of an Incomplete “I” grade allows the student to resume clinical work after the pregnancy and complete the clinical embalming requirements. **In order to qualify for an incomplete grade the student must complete all academic course work in the class and be passing the class.** Students who take an Incomplete cannot progress to any course where the Incomplete course is a prerequisite. The Incomplete “I” grade will be changed upon successful completion of all outstanding clinical requirements, subject to faculty approval and institutional policies.

### Sexual Misconduct and Discrimination

For information on sexual misconduct, discrimination, and harassment, please review the College’s Annual Security Report (ASR), located on our website here: <https://gupton-jones.edu/student-life/health-and-safety/>.



### Academic Advising

The goal of academic advising is to support students as they develop individualized paths through the funeral service curriculum and allowing students to meet their academic, personal, and professional goals. Academic advising is a very important part of the educational experience. The advising staff assist students with choosing to enroll full-time or part-time, provide guidance with academic and graduation requirements, and in deciding their preference in online or on-ground platforms. This team also assists students in determining which program available throughout Pierce Mortuary Colleges is the most appropriate for them, whether that be an associate, bachelor, or certificate program. Prior to enrollment, the Admission Advisors support students with academic related questions. After enrollment, the Academic Advisors serve as a primary point of contact, working in collaboration with faculty, campus partners, and other resources to support students' academic success.

The College desires to see all students achieve their life goals. For advising related questions, please contact [admissions@gupton-jones.edu](mailto:admissions@gupton-jones.edu) (prior to enrollment) or [registrar@gupton-jones.edu](mailto:registrar@gupton-jones.edu) (after enrollment) or call, (770) 593-2257.

### Academic Honors

A A CGPA of 3.5 or above and with no individual course average below a “C” (75%) entitles a student to Academic Honors. A student who has been placed on disciplinary probation anytime during the year is ineligible for this award.

### Awards

Other than the awarding of scholarships throughout the time spent at Gupton-Jones College, students are also recognized with the presentation of several awards at the graduation ceremony.

These awards represent the diligent and hard work that funeral service education students must do to prepare for their future in the industry.

**Valedictorian** – The Valedictorian award is given to the student who has achieved the highest overall grade point average. This student receives the highest academic honor.

**Salutatorian** – The Salutatorian award is given to the student who has attained the second highest grade point average overall.

**Cum Laude** – The Cum Laude honors award is given to the student who has maintained a grade point average (3.5 – 3.69) over the length of the program.

**Magna Cum Laude** – The Magna Cum Laude honors award is given to the student who has maintained a grade point average (3.7 – 3.89) over the length of the program.

**Summa Cum Laude** – The Summa Cum Laude honors award is given to the student who has maintained the highest-grade point average (3.9+) over the length of the program.

## Academic Information

**Mu Sigma Alpha** – The Mu Sigma Alpha award is given to students within the top 10% of academic achievement. With this award, the student will receive a certificate and a key.

**Exemplary Attendance** – This award is a high achievement that shows great dedication and responsibility.

**Dean's List** – Students are placed on the Dean's List when they receive a 3.5 – 3.89 grade point average at the end of each quarter.

**President's Circle** – Students are placed on the President's Circle when they receive a 3.9+ grade point average at the end of a quarter.

**Bill Pierce Award** – The Bill Pierce Award has been presented by Pierce Mortuary Colleges at commencement exercises since 1972. The award recipient is a graduating student who is selected as the most representative of a funeral service practitioner using the following criteria:

- Personal neatness and integrity
- Dedication to Funeral Service
- A high degree of student fellowship
- An ambition and a desire to succeed
- A special all-around attitude which would qualify this recipient as an outstanding professional in Funeral Service

### Attendance

The College views non-attendance as an academic issue and as an individual student responsibility. Students are expected to attend classes, labs, and required off campus activities. For campus classes, the instructor records attendance at the beginning of each class, lab session, or field trip on the daily attendance record, and it is transcribed to the Master Attendance Record. For online learning classes, instructors take attendance based on submitted assignments two times a week.

The College encourages students who miss a class, lab, field trip, quiz, or exam due to illness, injury, or other justifiable reasons to notify the instructor prior to the class that they are unable to attend and to follow the instructions provided on the course syllabus. It is up to the instructor's discretion to identify alternative assignments or timelines to allow the student to fulfill their academic responsibilities while accommodating their approved absence. It is the student's responsibility to obtain any material or assignments missed because of any absence. The student is likewise accountable for scheduled exams to be held upon the student's return to school, if allowed.

In instances where students need extended absences, they should discuss options with their academic advisor.

### Minimum Class Size

To maintain a quality educational experience and balance fiscal responsibility, class enrollments that do not meet the established minimum class size for a quarter may be canceled or only

offered in a specific modality. Moreover, workload inequities among faculty can occur when the same low-enrolled classes are allowed to continue over time.

This policy establishes clear and consistent guidelines for determining appropriate minimum class sizes and outlines exceptions to ensure transparency and fairness. It also recognizes the value the institution places on class offerings and ensuring degree progress for our students.

### Minimum Class Size

Except for the cases discussed below, the college will cancel classes with fewer than 12 students in undergraduate programs (100 through 400 level courses). Enrollment in certificate programs must be high enough to break even financially, as determined by institutional financial guidelines.

Low-enrollment sections of multi-section classes should be canceled when sufficient seats are available in other sections to accommodate expected enrollment needs. The Registrar and Academic Dean will collaborate on low-enrollment sections prior to the start of the quarter to balance enrollment across sections, ensuring course size consistency. Classes with fewer than 12 students will be canceled at least five (5) calendar days before the start of the quarter unless they meet one of the outlined exceptions.

### Exceptions to Minimum Enrollment Guidelines

College and educational priorities permit the following exceptions to the minimum enrollment guidelines:

1. **Degree Progress:** Cancellation of the class would likely delay or impede the enrolled students from making sufficient progress toward their degree, and other alternative classes or arrangements are demonstrably not possible. If the course is available in an online modality, students are expected to take the course in that modality.
2. **Small-Class Intensive Experiences:** Students are provided a unique opportunity for a small-class, intensive experience in capstone courses and embalming and restorative arts labs. These classes must comply with ABFSE standards and be of a size that fosters engaging discussions and interactions. Approval for these exceptions must be obtained from both the Campus President and Executive Vice President.

All exceptions must be documented, including the rationale and approval from designated authorities, to ensure transparency and accountability.

### Class Cancellations

Classes that do not meet the minimum enrollment criteria and do not qualify for an exception will be canceled at least five (5) calendar days before the start of the quarter. The Academic Dean is ultimately responsible for canceling classes and ensuring timely communication of the cancellation to the students enrolled and the instructor assigned to the course. These tasks may be delegated to appropriate staff as needed.

### Family Educational Rights and Privacy Act (FERPA)

**The Family Educational Rights and Privacy Act (FERPA)** affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- **The right to inspect and review the student's education records within 45 days after the day the College (“School”) receives a request for access.**

A student should submit to the registrar, dean, president, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**Record of Disclosures:** The school maintains a record of all requests for and disclosures of student education records, except as provided by law. Students have the right to inspect and review this record of disclosures, which is kept with their education records by the Registrar’s Office.

- **The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.**

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures, including the hearing process and the appeals process, will be provided to the student when notified of the right to a hearing.

- **The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Gupton-Jones College of Funeral Service in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Gupton-Jones College of Funeral Service who performs an institutional service of function for which the school would otherwise use its own employees and who is under

the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Gupton-Jones College of Funeral Service.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Gupton-Jones College of Funeral Service to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

- **FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.**  
Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information (PII) from the education records without obtaining prior written consent of the student:
  - **To other school officials, including teachers, within the Gupton-Jones College of Funeral Service whom the school has determined to have legitimate educational interests.** This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
  - **To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer,** subject to the requirements of §99.34. (§99.31(a)(2))
  - **To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities,** such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their

authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- **In connection with financial aid for which the student has applied or which the student has received**, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- **To organizations conducting studies for, or on behalf of, the school**, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- **To accrediting organizations to carry out their accrediting functions.** (§99.31(a)(7))
- **To parents of an eligible student if the student is a dependent for IRS tax purposes.** (§99.31(a)(8))
- **To comply with a judicial order or lawfully issued subpoena.** (§99.31(a)(9))
- **To appropriate officials in connection with a health or safety emergency**, subject to §99.36. (§99.31(a)(10))
- **Information the school has designated as “directory information” under §99.37.** (§99.31(a)(11))

**Directory Information:** The Gupton-Jones College of Funeral Service has designated the following items as directory information: student name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Students have the right to refuse to let the school designate any or all of these types of information about them as directory information by notifying the Registrar in writing within a specified time period after receiving this notice.

- **To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense**, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- **To the general public, the final results of a disciplinary proceeding**, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- **To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance** if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))



**Eligibility for Re-Entry**

Students may apply for re-entry under the following conditions:

- Completion of any mandatory leave period (e.g., one academic quarter following dismissal).
- Demonstrated readiness to resume academic responsibilities.
- Resolution or effective management of the issue that led to the withdrawal or leave.
- Compliance with any college-specific conditions for re-entry (e.g., documentation, academic planning, etc.).
- Establish a payment arrangement or satisfy any prior outstanding balance with the college before re-entry.
- Coordinate with the Financial Aid and Bursar Offices to ensure that all current and future charges are reviewed and paid in a timely manner.

**Categories of Re-Entry****a) Academic Dismissal**

Students dismissed for academic reasons must:

- Wait at least one full academic quarter before applying for re-entry.
- Submit appeals packet including appeals letter and supporting documentation for possible return.
- Provide transcripts of any coursework completed at another institution (if applicable).
- Meet with an academic advisor to review their current academic advising plan and any stipulations with Satisfactory Academic Progress (SAP).

**b) Medical Leave**

Students who took medical leave must:

- Coordinate any accommodation(s) through the appropriate office.
- If the leave extends beyond the originally approved timeframe, the student must submit an updated letter from a licensed healthcare provider. This letter must verify that the student is medically cleared to return and is able to fully participate in academic and campus life.

**c) Personal/Voluntary/Financial Leave**

Students returning from voluntary leave must:

- Meet with an academic advisor to confirm course availability and re-registration.
- Review returning academic standing with academic advisor.
- Establish a payment arrangement or satisfy any prior outstanding balance with the college before re-entry.

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- Coordinate with the Financial Aid and Bursar Offices to ensure that all current and future charges are reviewed and paid in a timely manner.

### Evaluation of Previously Completed Coursework

Students returning to the college after an extended period may have their previously completed coursework reviewed for relevancy and applicability toward current degree requirements. Specifically:

- Courses completed more than four (4) years prior to the re-entry date may be considered outdated depending on the course(s).
- The academic department reserves the right to require students to retake courses in which significant changes in curriculum, standards, or content have occurred.
- The applicability of older coursework will be assessed during the re-entry advising process.
- Final determinations are made on a case-by-case basis by the dean and/or program coordinator in collaboration with the Registrar's Office.

### Application Process

1. **Submission:** Complete and submit the college application, enrollment agreement, and pay the \$50 re-entry application fee.
2. **Supporting Documents:** Provide relevant documentation based on the category of leave and other documentation if applicable.

### Conditions of Re-Entry

Students approved for re-entry may be required to:

- Enroll part-time for the first quarter.
- Adhere to an individualized academic plan.
- Establish a payment arrangement or satisfy any prior outstanding balance with the college before re-entry.
- Attend regular check-ins with an assigned advisor or staff.
- Coordinate with the Financial Aid and Bursar Offices to ensure that all current and future charges are reviewed and paid in a timely manner.

### Support Services

Returning students are encouraged to access support services, including:

- Academic Advising
- Tutoring
- Financial Aid

### Contact Information

For questions or to begin the re-entry process, students should contact their Admissions Office.

### Copyrighted Materials

It is the policy of the College to adhere to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the “Copyright Act”) including; ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible sources under the fair use doctrine are not exceeded. Accordingly, all students, faculty, and staff of Gupton-Jones College should adhere to the following policy guidelines:

1. Only copyrighted materials are subject to the restrictions in this Policy Statement. Non-copyrighted materials may be copied freely and without restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, **most works (except those authored by the United States Government) should be presumed to be copyright protected**, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. With regard to works published prior to March 1, 1989, a copyright notice generally is required in order for them to be copyright protected.
2. Copyrighted software may be copied without the copyright owner’s permission only in accordance with the Copyright Act. Section 117 of the Act permits the making of a single archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user “permission” to make copies of the software in excess of the single archival copy permitted by the Copyright Act. Each software license agreement is unique, and its terms and provisions will vary from product to product and from company to company. As a result, the extent of the user’s rights to copy licensed software beyond that which is permitted under the Copyright Act cannot be determined without reference to the user’s license agreement with the software copyright owner. It is the policy of Pierce Mortuary Colleges that any copying or reproduction of copyrighted software on Pierce Mortuary College computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, faculty, staff, and students may not use unauthorized copies of software on Pierce Mortuary College owned computers or computers housed in any Pierce Mortuary College.
3. Copyrighted materials may be copied without the copyright owner’s permission where such copying constitutes “fair use” under the Copyright Act. Section 107 of the Act identifies four factors to be considered in determining whether a use is fair. While this statutory “balancing test” is the ultimate test of fair use, Congress has endorsed certain guidelines that provide more concrete guidance to educators as to the boundaries of permissible copying. Generally, copying is permissible as fair use to the extent it is permitted by the guidelines set forth in Fair Use. In some cases, copying not within the guidelines nevertheless may constitute fair use; however, before proceeding on that assumption, the appropriate administrative office may need to request legal advice.
4. In order to copy materials including software where:
  - a. the materials are copyrighted, and
  - b. copying extends beyond what is permitted by license of the boundaries of the guidelines in Fair Use, permission should be obtained from the copyright owner

5. The faculty, staff member or student will be personally responsible for the defense of an action for copyright infringement.

### **Penalties for Copyright Infringement**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense.

### **Using the Four Factor Fair Use Test**

Most people think that the fair use test is difficult. Actually, it is not so much difficult as it is uncertain – susceptible to multiple interpretations. Two people can review the same facts about a proposed use and come to different conclusions about its fairness. That is because one must make many judgments in the course of weighing and balancing the facts.

Attorneys read the “judgments of judges” to learn how to make judgments ourselves, but judges see things differently (one from another) too. Because “reasonable minds can disagree” about fair use, perhaps it is unrealistic to try to predict what a judge would think about a proposed use. But that is just what this test is about.

#### *How it Works*

With a particular use in mind

- Read each question and the comments about it
- Answer each question about your use
- See how the balance tips with each answer
- Make a judgment about the final balance: overall does the balance tip in favor of fair use or in favor of getting permission?

#### *The Four Fair Use Factors*

1. What is the character of the use?
2. What is the nature of the work to be used?
3. How much of the work will you use?
4. What effect would this use have on the market for the original or for permissions if the use were widespread?

**Factor 1: What is the character of the use?**

**Nonprofit**  
**Educational**  
**Personal**

**Criticism**  
**Commentary**  
**News Reporting**  
**Parody**  
**Otherwise “transformative” use**

**Commercial**

Uses green tend to tip the balance in favor of fair use. The use red tends to tip the balance in favor of copyright owner – in favor of seeking permission. The uses in blue, if they apply, are beneficial; they add weight to the tipping force of uses in green and subtract weight from the tipping force of a use in red.

Imagine that you could assign a numerical weight to each use. A nonprofit educational use *other than uses in blue*, for example, making a copy of a journal article for a university class, might weigh five in favor of fair use. But a nonprofit educational use that is also criticism, for example, the inclusion by a faculty member of a quote from another’s work in a scholarly critique, would weigh even more in favor of fair use; about six or seven. That is because the uses in blue are “core” fair uses; the ones most dearly protected.

Even if they are for-profit, the core fair uses weigh in favor of fair use. That is why they subtract from the weight against fair use of a commercial use. A commercial duplication of an article from a journal might weigh five against fair use. But a commercial commentary or quotation would barely tip the scale, if at all.

This is not to suggest that fair use can be precisely quantitatively analyzed. Numbers are just a tool to illustrate how the facts interact and affect each other. Actually, numbers would not make the analysis any easier; copyright owners and users would have just as much trouble agreeing on any other judgment about fair use.

**Factor 2: What is the nature of the work to be used?**

**Fact**  
**Published**

**Fact and Imagination**

**Imaginative**  
**Unpublished**

Again, uses in green tip the balance in favor of fair use. Uses in red tip the balance in favor of seeking permission. But here, uses in blue tend to have little effect on the balance.

Which way is your balance tipping after assessing the first two factors?

**Factor 3: How much of the work will you use?**

**Small Amount**

**More than a small amount**

This factor has its own peculiarities. The general rule holds true (uses green tip the balance in favor of fair use; uses in red tip the balance in favor of asking for permission), but if the first factor weighed in favor of fair use, you can use more of the work than if it weighed in favor of

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seeking permission. A nonprofit use of a whole work will weigh somewhat against fair use. A commercial use of a whole work would weigh significantly against fair use.

For example, a nonprofit educational institution may copy an entire article from a journal for students in a class as a fair use, but a commercial copy shop would need permission for the same copying. Similarly, commercial publishers have stringent limitations on the length of quotations, while a student writing a paper for a class assignment could reasonably expect to include lengthier quotes.

Which way does your balance tip after assessing the first three factors? The answer to this question will be important in the analysis of the fourth factor.

**Factor 4: If this kind of use were widespread, what effect would it have on the market for the original or for permissions?**

**After evaluation of the first three factors, the proposed use is tipping towards fair use**

**Original is out of print or otherwise unavailable**

**No ready market for permission**

**Copyright owner is unidentifiable**

**Competes with (takes away sales from) the original**

**Avoids payment for permission (royalties) in an established permissions market**

This factor is a chameleon. Under some circumstances, it weighs more than all the others put together. Under other circumstances, it weighs nothing. It depends on what happened with the first three factors.

*Here is why*

This factor asks, “If the use were widespread, would the copyright owner be losing money?” Well, actually, it asks “If the use was widespread, **and the use was not fair**, would the copyright owner be losing money? After all, if the use was fair, the copyright owner would not be entitled to any money at all, so he could not “lose” what he never would have had to begin with.

When you include in your assumptions the very conclusion that you are trying to reach (you **assume** a use is not fair in the process of trying to figure out **whether it is** fair), you violate a principle of logic – you engage in “circular reasoning”.

Courts deal with this propensity of the fourth factor to encourage circular reasoning by looking at the first three factors before evaluating the fourth. If the first three factors indicate that the use is likely fair, courts will not permit the fourth factor to convert an otherwise fair use to an infringing one. On the other hand, if the first three factors indicate that the use is likely not fair; courts are willing to consider lost revenues under the fourth factor. In this case they do not have to assume the conclusion in order to reach it. They reach the conclusion based on good evidence that the use is not fair. This means that if a use is tipping the balance in favor of fair use after the first three factors, the fourth factor should not affect the results, even if there is a market for permissions, even if the owner would lose money because of the use.

On the other hand, if a use is tipping the balance in favor of asking for permission one need not “assume” it is not fair. The first three factors show that it is not. Add to that an active permissions market and the fourth factor will decisively tip the balance. Forget fair use. Get permission.

The facts in blue illustrate circumstances that also support fair use, as they indicate a lack of harm to the owner’s economic incentive.

Does the balance for your use tip in favor of fair use or in favor of getting permission after consideration of all four factors?

### Student Policy for Proctored Exam

#### Objective

This policy outlines the expectations for proctoring and examination security for students during online exams, ensuring fairness and academic integrity.

#### Standards

Examinations are a critical tool in assessing student learning. Cheating on exams undermines academic integrity and is a violation of the Code of Conduct, as outlined in the Student Handbook.

#### Process

Honorlock proctoring is used for students taking online exams in both online and campus-based courses, as directed by faculty.

1. **Identity Verification:** Students are required to establish their identity by providing a valid photo ID during the authentication process.
2. **Technical Preparation:** Students must ensure their system is functioning properly before the exam. If any issues arise, students are encouraged to contact Honorlock for troubleshooting. If problems persist, students must notify their instructor or the college’s technical support team immediately.

#### Test Environment Requirements

1. **Choose a Distraction-Free Location:** Ensure you are in a quiet, secure space where you will not be interrupted during the exam.
2. **Complete a Room Scan:** Perform a complete room scan as required by Honorlock. [Click here](#) for detailed instructions on how to complete a proper room scan.
  - A successful scan includes showing the entire workspace, ensuring no prohibited materials are present.
3. **Verify Technology Requirements:** Ensure your system meets the technology requirements for online proctoring and have a backup external webcam available in case your built-in webcam fails.

#### System Requirements:



- Operating System: Windows 10, Windows 11, MacOSX 10.14 or higher, ChromeOS
- Browser: Google Chrome (version 120+)
- Internet Speed: 1.5 Mbps download, 750 Kbps upload
- 4. **Turn Off and Remove Other Devices:** All other devices, including tablets, phones, secondary computers, and additional monitors, must be turned off and removed from the examination area.
- 5. **Remove Prohibited Items:** Headphones, hats, and smartwatches must be removed and put away during testing.
- 6. **Clear Your Desk:** Remove all unauthorized materials, such as books, papers, or other devices, unless specifically permitted by your instructor.
- 7. **Understand Time Constraints:** Ensure you are aware of the allotted time for the exam and have enough time to complete it in one sitting.
- 8. **Remain at Your Computer:** Stay at your computer for the entire duration of the exam unless a pre-approved accommodation is provided.
- 9. **Secure Your Device:** Place your device on a firm surface (such as a desk or table) to prevent movement during the exam.
- 10. **Avoid Tilting the Screen:** If using a built-in webcam, do not tilt the screen after the initial setup to maintain a clear camera view.
- 11. **Ensure Proper Lighting:** Take the exam in a well-lit room and avoid sitting with your back to a window or other sources of bright light.

### Additional Requirements

In some cases, instructors or the institution may have specific exam instructions or additional requirements. Be sure to review your course syllabus or exam description for any extra guidelines.

### Prohibited Actions During Proctored Examinations

1. **Talking Aloud:** Unless otherwise permitted by accommodation, talking or whispering aloud during the exam is not allowed.
2. **Being Out of Camera View:** Your face, from chin to forehead, must remain visible in the camera frame throughout the entire exam.
3. **Wearing Obstructive Headwear:** Head coverings that obscure the face, such as hats or caps, are not allowed during the exam unless religious or medical accommodations are provided.
4. **Presence of Others:** No one else is allowed in the room where the exam is being taken.
5. **External Noise:** Avoid any additional noises or conversations with others during the exam.
6. **Off-Screen Viewing:** Keep your eyes focused on the screen throughout the exam. Off-screen viewing without permission can be flagged as suspicious behavior.
7. **Unauthorized Materials:** Use only the materials explicitly allowed by your instructor.
8. **Taking Pictures or Screenshots:** Photographing or screenshotting the exam is prohibited and will be considered academic dishonesty.

9. **Copying and Pasting:** Copying and pasting exam content is not allowed and is considered academic dishonesty.
10. **Virtual Machines:** The use of virtual machines is prohibited and can be detected during the pre-exam system check.
11. **Secondary Monitors:** Only one monitor attached to one computer is allowed during the exam.

### Emergency Situations

If an emergency occurs during the exam (e.g., technical failures, family emergencies), students must notify their instructor and/or the institution's technical support team immediately. Instructors may allow the student to retake the exam if a valid emergency is confirmed.

### Accommodations for Students with Disabilities

Students who require accommodations due to disabilities must contact the appropriate office to arrange the necessary support prior to the exam. Assistive technologies and special exam setups must be approved in advance.

### Consequences of Academic Dishonesty

Exam recordings are reviewed by the course instructor and the Academic Dean. If cheating is identified, the student will be subject to disciplinary action, which may include failure of the exam, failure of the course, or dismissal from the college, in accordance with the Student Handbook.

Students have the right to appeal any disciplinary actions through the process outlined in the Student Handbook.

### Checklist Before Starting the Exam

- Identity verification complete.
- Room scan performed.
- System and technology checked.
- Unnecessary devices removed.
- Desk cleared of prohibited items.
- Exam environment distraction-free.
- Time constraints understood.
- Exam instructions reviewed.

By adhering to these guidelines, students help create a fair, secure, and honest testing environment.

### Balance Due and Debt Collection Policy

Gupton-Jones College recognizes its role in fostering personal initiative, planning, and responsibility in financial affairs as an integral part of the educational process. The administration believes each student has the primary responsibility for arranging financing and payment of his or her charges. Each student will, therefore, be held responsible for payment of all charges incurred at the College. The College maintains an Office of Financial Aid to make every effort possible to provide financial aid to any deserving student eligible to attend the College. Further, the College provides assistance to help the student as much as possible in his or her application for funds available.

#### Basic Standards and Controls

In general, charges shall be due and payable by the first day of the quarter. Charges that are incurred after the first day of the quarter shall be due when the charge is placed on the student's account. In any event, campuses shall establish timely billing processes consistent with this policy. Moreover, all policies and procedures established at each campus shall contain basic standards and controls to ensure maximum and timely collection, as noted below.

#### College Regulations

Academic regulations require students attending the College to make adequate arrangements to pay any debts that arise from their tuition by the College. Students are responsible for the payment of all charges incurred at the College. Students who have not paid their financial obligations for the prior term by the end of registration for the next term may be entered into the collection process.

Students with outstanding debts of current tuition or greater may make arrangements with the College for paying the debt while continuing enrollment. The payment period for the collection of the past due amount shall not exceed the enrolled quarter. Students with outstanding balances of current tuition must pay the entire balance prior to being allowed to re-enroll.

In addition, the College holds the right to withhold credits, educational services, issuance of all official transcripts, and academic records from any person whose financial obligations to the College (including delinquent accounts, deferred balances, and liability for damage) are due and remains unpaid.

#### Internal Controls: Action on non-payment of any tuition fees

The College should make all efforts possible to collect debts owed to the College by any person. After reasonable attempts have been made to collect a debt, the College should use all methods available outlined, including a collection agency.

#### Step 1

**Account Due:** Prior to the beginning of *each quarter*, the College will **send an invoice** to those that have balances due.

### Step 2

**Warning Notice: Within thirty (30) days of the start of each quarter**, the College will send an invoice to those enrolled that have accounts which are past due. Every thirty days a report will be generated to find those that are behind in payments who have not made payment plans (or are not following the payment plan). The College will send a letter notifying students to make satisfactory arrangements for the payment of their debt. A letter will be sent to these students to inform them to make satisfactory arrangements within ten (10) days. (*Debt-Warning Letter*)

### Step 3

**Final Notice: At the sixtieth (60) day**, the College will provide a list of all the students who have not paid all of their financial obligations nor made a satisfactory response to request for payment. A letter will be sent to these students giving them fourteen (14) days to pay in full. (*Pre-Collection Letter*)

### Step 4

**At the ninetieth (90) day**, the College will produce a list of students who have failed to pay or make satisfactory arrangement for the payment of their debt. This list is then submitted to the collection agency and to accounts receivable.

### Financial Appeals

Students who believe that the inability to pay off their previous promissory notes is due to a rare, extraordinary circumstance (e.g., unexpected major medical emergency and expense) may appeal to the administration for additional time to pay off their balance.

In exceptional circumstances the president may allow a student to be re-admitted on the subsequent receipt of all outstanding monies.

### Exceptions

There shall be no tuition or fee liability established for a student who withdraws to enter military service prior to the end of an academic term for those courses in which the student does not receive academic credit.

Note: The term "military service" means full-time active duty in the Army, Navy (including Marine Corps), Air Force, Coast Guard of the United States, or qualifying National Guard duty during a war, other military operation, or national emergency as defined in Section 5 of the Higher Education Relief Opportunities for Students (HEROES) Act (Public Law 108-76).

Enlistment under a delayed enlistment plan does not constitute "full-time duty" until the student is required to leave school on the effective date of active duty as stated in the student's orders.

A student who is a member United States National Guard or the United States Reserve that is not called up for duty as defined above, is entitled to a refund only, if in the judgment of the campus president, the student is unable to attend classes due to hardship beyond the student's

control and the student has made bona fide efforts to permit continued class attendance. Documentation of membership on active duty in the military service shall be provided to and retained by the campus. In the event that a refund is granted to a student in National Guard or reserve status, documentation of the reasons for such action shall be in writing and retained by the campus.

### **Return to Title IV (R2T4)**

Title IV financial aid funds are awarded under the assumption that a student will attend school for the entire quarter in which the aid was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The return of funds (R2T4) is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds the student will have earned at the time of the withdrawal. Thus, a student who withdraws in their second week of classes has earned less of their financial aid than a student who withdraws in their fifth week. Once more than 60% of the quarter is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

### **When is R2T4 Required?**

If a student's enrollment status changes for an entire quarter, (i.e. official, unofficial, and administrative withdrawals) the College must recalculate the student's financial aid award to determine the amount the student will have earned based on the date of withdrawal.

If a student does not begin attendance in all their classes, the College must recalculate the student's financial aid awards based on the lower enrollment status. For example, a student enrolls in a full-time course load (15 credit hours) but only attends three courses (10 credit hours); in this case the student's financial aid awards must be recalculated on the lower enrollment status (10 credit hours).

### **When a Student Fails All Classes**

If a student fails to earn a passing grade in every course during a quarter (i.e. transcript shows F or W grades), the student is considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the College. As a result, a federal withdrawal calculation will be performed to determine if any Title IV funds need to be repaid.

### **When is R2T4 not Required?**

If you withdraw from one or more courses during a quarter but remain enrolled in a class(es), a R2T4 is not required. Withdrawing from one or more courses may however affect your Satisfactory Academic Progress (SAP) and in turn your financial aid eligibility for future quarters.

### Timeliness of R2T4

The Financial Aid Office must determine the amount of financial aid that was earned and how much was unearned. The unearned aid is returned to the U.S. Department of Education by the College on the student's behalf. The College is required to recalculate Title IV funds within 30 days from the date of withdrawal. If funds need to be returned, the College is required to return funds within 45 days from the date of withdrawal.

*Note: The amount of unearned aid will be returned to the U.S. Department of Education. Since the institutional refund policy is different than the R2T4 Policy, any return of funds may result in a balance due to the College. This is posted on your student ledger card, your student account, and must be repaid immediately.*

### How is the R2T4 Calculation Completed?

The Financial Aid Office must first determine the number of calendar days in the quarter, as well as the number of calendar days a student attended class. The percentage of earned Title IV financial aid is calculated based upon the number of days a student attended class, compared to the number of calendar days in the quarter.

Institutional charges are calculated and the amount that must be returned to each Title IV Program is determined. Funds are then returned to the programs according to regulatory requirements. Financial aid awards are adjusted as needed, which may result in charges due to the College.

### Post-Withdrawal Disbursements

If you did not receive all the funds that you earned prior to your date of withdrawal, you may be due a Post-Withdrawal Disbursement (PWD). If your PWD includes loan funds, the College must get permission before it can disburse them by collecting a Post-Withdrawal Disbursement Authorization Form. You may choose to decline some or all the loan funds so that you do not incur any additional debt. The College may automatically use all or a portion of your PWD grant funds for tuition and fees charges (as contracted with the college).

### Order of Return of TIV Funds

If Title IV funds are required to be returned, they are based on the following order of return:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. Other TIV Programs

### Withdrawal Date(s)

If you officially withdraw from the College, the withdrawal date (last date of attendance) used to determine your financial aid eligibility will be:

- The date that you last attended a course, as reported by your instructor(s), or
- The date that you last participated in an academically related activity.

If you unofficially withdraw by abandoning all your classes, the withdrawal date used to determine your financial aid eligibility will be:

- The date that you last attended a course, as reported by your instructor(s), or
- The date that you last participated in an academically related activity.

### State Refund Policy

A full refund of all monies paid by the student will be made if the student cancels enrollment within three (3) business days (excluding Saturdays, Sundays, and legal holidays) after signing an enrollment agreement and making an initial payment.

Students who officially withdraw from Gupton-Jones College of Funeral Service in accordance with the College's formal withdrawal procedures may be eligible for a prorated refund of tuition and refundable fees, as outlined below.

- **Prior to the first day of classes:** 100 % of any tuition and refundable fees paid will be refunded.
- **Application Fee:** A non-refundable application fee of \$50 will be retained by the College.
- **Other Non-Refundable Charges:** Fees for third-party goods or services—such as textbooks, uniforms, insurance, or background checks—are non-refundable once the service has been rendered or materials issued to the student.

### Refund Calculation

Refunds are based on the total tuition and refundable institutional fees, less any approved non-refundable fees, and are prorated according to the percentage of the quarter completed at the time of official withdrawal.

- If a student withdraws before completing 50% of the quarter, the College will retain tuition and refundable fees in proportion to the percentage of the quarter attended.
- If a student withdraws after completing 50% or more of the quarter, 100% of tuition and fees are considered earned, and no refund will be issued.

Refunds will be processed and issued within forty-five (45) days following the student's official withdrawal date, as determined by the College. Discontinuing attendance without formal withdrawal does not constitute official withdrawal and may affect both refund eligibility and financial aid obligations.



### General Student Information

1. Please keep your CURRENT address and telephone number registered with the administrative office
2. All official class activities must be planned with the faculty sponsor or staff member
3. Parking places provided for student use are located on the sides and rear of the building. Most of the front area parking spaces are primarily for guests or faculty. Please park in the designated areas only
4. If a student is having a problem with a subject or subjects, frequent advisory sessions should be arranged with the instructor of the course or some member of the college faculty. Students are encouraged to discuss any matter of concern with a faculty or staff member of the college
5. The Administration asks the cooperation of the student body in keeping the vestibule and entrance hall clear, to be used for visitors and guests of the school. (Due to the frequent presence of guests and visitors to our campus, the students are asked not to lie down or sit on the floor in the hallways, especially since visitors are toured throughout the building)
6. A student should be in his or her seat in the classroom at the designated start time for class. The student should remain in their seat and attentive until the instructor has indicated that class is dismissed
7. Students are to come into the business and administrative offices only on business matters. Business hours are 7:00 AM – 4:00 PM, Monday through Friday. Entrance to the administrative area should ONLY be by way of the main front door. If a staff member managing the front desk in the business office is busy with a visitor or tending to business over the telephone, access to the office may be delayed momentarily. Your patience and courtesy is requested and appreciated
8. Check your student bulletin board (located in the student center) often; it is provided for the posting of items of interest to the general student body
9. The student is held responsible for the breakage of laboratory or other equipment he or she is using. Students using any of the school property will be responsible for the articles used and must make restitution for damages or losses. Students are asked not to sit on desks or tables anywhere in the building or the counter-tops in the labs, the computer lab or kitchen areas. Lab chairs or chairs in the Student Center or Library are not to be removed from these areas without permission
10. Students MUST NOT bring guests to class, including children, without prior approval of the administration. The conduct and well-being of the guest(s) will be the responsibility of the student host. Children MUST be accompanied by an adult at all times and are NOT to be left unattended. The school does not assume any liability for any student's guest(s) or family members while on campus
11. A class schedule is given to each student at the beginning of each quarter and is posted in each classroom. Occasionally, changes to the schedule may be necessary. When this occurs, a revised schedule will be posted in advance in the classroom and announced as soon as possible. Students should be aware of the daily schedule. Any absence from class can cause difficulty especially when important schedule announcements are made
12. Gupton-Jones College of Funeral Service does NOT guarantee transferability of any of your credits completed at this institution. You must contact the registrar of the school to which

you want to transfer as to acceptance of credits earned at any other school. Your Gupton-Jones College of Funeral Service credits are measured in quarter hours and if you should be able to transfer any credits to a semester hour institution, the accepting institution will determine the equivalence of the hours transferred

### 13. Emergency Information

#### a. In Case of Fire, Explosion, Tornado, or Bomb Threat

The office should be notified as soon as possible. The building has smoke alarms that will sound, located throughout the hallways. In the event of a fire, an emergency alarm will sound as continuous ringing of the alarms. All students and personnel of the college should leave the building via the marked exit doors as quickly as possible. Only the designated school official will be responsible for contacting the Fire Department in the event of an emergency. Fire drills will be held as necessary to acquaint the students with proper procedures. Students and personnel should note all emergency exits

In the case of any other emergency, the administration of the college will notify all students and faculty of the emergency. In cases of tornado threat, all personnel will move to the enclosed rooms that are protected from the outside with neither outside doors nor windows

#### b. In Case of Injury or Sudden Illness

Immediately notify the business office of the college as to the person injured and location. The administration will determine the appropriate action that needs to take place. Depending on the nature of the injury or illness, emergency professionals will be notified and the proper action will be taken including the calling of 911 or the transporting of the person to the emergency room at Dekalb Medical Hospital – Hillandale, 2801 Dekalb Medical Parkway, Lithonia, Georgia 30058, if necessary. Nights, weekends, and holidays: 24 Hour emergency services at Dekalb Medical Hospital – Hillandale, 2801 Dekalb Medical Parkway, Lithonia, Georgia 30058; Telephone Number (404) 501-8000; website: [www.dekalbmedicalhillandale.org](http://www.dekalbmedicalhillandale.org)

#### c. Procedures for School Closing Due to Inclement Weather

In the event of inclement weather that poses a risk to safe commuting for students, faculty, and staff, the President and/or his/her assignee will close the school. Notification will be made through your school assigned e-mail. Additional announcements may also be made using other methods

## Use of Facilities

### Student Center

1. The Student Center is for student use and enjoyment; please help to care for it and keep it clean
2. A student who will be responsible for a guests' conduct must accompany guests using the student center
3. There is NO SMOKING, DIPPING, or E-CIGARETTES in the Student Center or anywhere in the school
4. Please place cups, paper wrappers, and trash in the containers provided
5. Please do not move or remove furniture without permission

6. Please do not sit on any of the tables
7. Any group using the kitchen facilities in the Student Center is responsible for any cleanup and putting away of all materials used. Failure to do so will cause the group to lose its kitchen privileges

### Library

The library should be a quiet place where students can go to study and do their work especially around heavy testing periods. Please help to maintain a proper library atmosphere at all times for the benefit of everyone:

1. No loud or boisterous talking
2. No smoking in the library
3. No marking, writing, or scratching on the furniture or in books. Please help maintain our fine facility
4. After using a book, please check it in with the proper person. ANY faculty or staff member will be glad to assist you. Please do not re-shelve any books
5. Reserved books and periodicals are to be used ONLY in the library
6. Students are encouraged to use the library reference books freely
7. Books may be checked out from the library. Grades may be withheld if books are not returned before the end of the quarter. Books lost, stolen, or damaged must be paid for prior to release of grades
8. Some funeral merchandise suppliers send monthly or quarterly booklets for the students to take and are available in the library. For example, the *Dodge Magazine* may be taken by students
9. Other professional magazines and journals are to be read and left in the library for use by others
10. Students are encouraged to contact local libraries, including other university or college libraries if additional resources are needed

Library hours: 7:00 AM to 4:00 PM – Monday through Friday to check out books and for study purposes.

### Computer Lab

The use of the computers at Pierce Mortuary Colleges is a privilege. Users are subject to compliance with certain principles designed to assure that all users have reasonable access to computer equipment and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. The use of college computing equipment for purposes that violate College policy, are illegal, and/or other unethical uses may result in temporary or permanent loss of privileges, criminal penalties, and/or other disciplinary action.

### Computer Use Policies

1. The computers are available for use by students currently enrolled at the College and other individuals granted special access by College officials. Persons who are not affiliated with the College are not permitted to use these computing facilities and services (the resources)

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2. Each computer in the Computer Lab is equipped with Microsoft Office. These programs include Word, Excel, and PowerPoint. Although it is not required that an individual use the computer lab for class assignments, it is recommended that one use Microsoft Office products for any work produced outside of the lab if you wish to correct, or print your papers
3. The computers are to be used for educational purposes. Users may not exploit these resources for commercial purposes, or for personal financial gain
4. Each student user shall be responsible for proper usage and are subject to both state and federal laws pertaining to such activity
5. All materials created, sent, received, or downloaded are the sole property of Pierce Mortuary Colleges
6. Users will treat as confidential and as private property, all information and software which may accidentally become available. No copying, retaining, modifying, or disseminating any part of such material.
7. Users will not use evasion or attempted evasion of security mechanisms
8. Understand that the College may, at any time, monitor any use of the resources either for reasons of system maintenance or to ensure compliance with regulations, laws, and rules of the College
9. Users will not use the resources in such a way that the work of other users, the integrity of the computing equipment, or any stored programs or data may be jeopardized. Settings should not be changed on any computer except by college personnel
10. Users are not to download or install any programs from the Internet, a privately owned disk, or any other source unless specific permission has been obtained from the College officials. Any program besides those already on the computer may result in damage, corruption, or loss of information. Recovery of lost material is usually not possible
11. Users are not to utilize the resources to visit, view, download, or obtain materials of any pornographic or unsuitable nature
12. Users will not engage in any illegal acts such as, but not limited to plagiarism and copyright infringement
13. Users will not remove equipment or supplies from the computer lab
14. If use of the resources contravenes any provision in this agreement, or is in breach of any rules in force, the College may withdraw access to the resources. Any dispute arising from such action by the College, or arising from other provisions of this agreement will be handled under the appropriate disputes and appeals procedure within the College
15. When finished using the computers, all students must properly shut down or log off of the computer and neatly place the keyboard and mouse in the proper position in front of the monitor
16. Student users will NEVER
  - a. Bring food or drink into the computer lab
  - b. Violate any software license agreements or copyrights, including copying or redistributing copyrighted computer software or data
  - c. Save work on computer hard drives unless directed to do so by an instructor or the administration of the College. Personal data storage devices should not be removed until all work has been saved and the program closed
  - d. Delete or copy files from college computer hard drives

- e. Load or run personal software programs or games on college computers
- f. Deliberately crash or attempt to crash a system
- g. Install a virus of any type, destructive or non-destructive
- h. Transmit messages containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
- i. Leave a PC you are working on unattended. The College is not liable for loss of student property or loss of work
- j. Treat any of the material in a manner that could be potentially damaging, dangerous, or disruptive
- k. Engage in personal or generalized attacks, harassment, or bullying
- l. Send messages, using electronic means of any kind that contain false, defamatory, or menacing information or content
- m. Skip classes to use the computer lab

### **Assumption of Risk**

1. The College makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system
2. The College accepts no responsibility for the malfunctioning of any equipment or software, nor failure in security or integrity of any stored program or data
3. No claim will be made against the College, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act or neglect of the College, its employees or agents
4. This agreement is supplemental to the general practice and regulations of the College

The computer lab is available to students whenever the school is open: Monday through Friday from 7:00 AM to 4:00 PM. Any questions regarding the use of or a problem with the computers in the lab should be directed to the administrative offices of the college.

### **Hallways**

1. The hallways should be kept clear of any materials that may impede a person's access to other rooms in the building
2. Sounds including talking should be kept at a low level to help promote an environment conducive to learning. This is especially true during class session
3. Students are reminded not to throw objects inside the building
4. Willful destruction, damage or defacement of the college's or fellow students' property may subject the accused to the conduct policy

### **Classrooms**

1. Classrooms should facilitate an environment conducive to learning on all levels
2. Cheating, aiding or abetting another student in cheating will not be tolerated
3. Students are reminded not to throw objects inside the building
4. Willful destruction, damage or defacement of the college's or fellow students' property may subject the accused to the conduct policy

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5. Possessing, appropriating or stealing property that belongs to another or to the college will not be tolerated. It is recommended that students mark or label their belongings in order to assist with their return if they are lost
6. Use of sounding (beeping, vibrating, etc.) of electronic devices such as cell phones in classrooms is NOT PERMITTED. No devices are allowed to be in view during classes, labs or examinations unless prior approval has been requested and given by the instructor
7. Students are to be respectful of both the instructor and the fellow students. If conduct rises to an intolerable level the instructor may ask the student to leave and report to the administrative offices
8. Students shall address concerns first to the individual instructor and then follow the grievance policy contained in this document

### Parking Policy

Adequate parking has been provided for student use. Students are required to use only these areas. There are, however, certain Restricted Areas where student parking is not permitted:

1. No parking in spaces designated as reserved, faculty, staff, visitor, or handicapped parking (without a permit)
2. No parking in front of any doors
3. No parking in fire lanes

### Personal Electronic Device Policy

The use of cell phones, personal computers, MP3 Players, or any other personal electronic devices in the classrooms, labs, or library is strictly prohibited. All such devices should be powered off and put away out of sight during class or lab time and at all times when using the library. Violation of this policy could result in confiscation of the device. The device will be eligible for retrieval at the end of the school day. Students are reminded that if there is a type of emergency for which they must be contacted during class hours, it is perfectly acceptable to contact the school office and a staff member will deliver the emergency message immediately.

If approved by the instructor, the student may use a device to record classroom or lab lectures. Another exception to the above would be the use of a computer. Students should refer to the syllabus for each class to determine if the instructor allows the use of a computer in the classroom. A computer may be used for taking notes during classes and in the library for research or other school-related activities. All personal computer use should be reserved for between classes.

**The use of a personal electronic device or cell phone during a quiz, test, or exam may result in a “zero” on that particular assessment.**

### Surveillance Camera Guidelines

This policy applies to all College personnel. Gupton-Jones College is using security cameras to monitor public areas in order to deter crime and to assist in security and safety of individuals and property of the College community. Video monitoring of public areas for security purposes at the College is limited to uses that do not violate the reasonable expectation of privacy.



Surveillance camera monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. All information and/or observations made in the use of surveillance cameras are considered confidential and can only be used for official College and law enforcement purposes.

### **Scope**

Surveillance cameras do not guarantee that someone on college property is safe from crime. There should not be an expectation that the surveillance cameras are being monitored 24 hours, seven days a week and that the College is going to observe and respond to a crime in progress. Security cameras serve to deter crime and do not imply prevention of crime.

### **Purpose**

Gupton-Jones College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a security plan is the utilization of a surveillance camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the College. These guidelines address the College's safety and security needs while respecting individual privacy of those attending, working or visiting our college.

### **Installation Procedures and Locations**

The use of surveillance cameras is limited to uses that do not violate a person's "reasonable expectation of privacy", as that term is defined by law. All surveillance cameras will only be installed with the advance approval of the president of the college. The College's use of surveillance cameras for monitoring or recording must be used in a professional, ethical, and legal manner consistent with all existing College policies. Although not legally required to do so, the College will inform student/personnel when surveillance cameras are utilized. Surveillance cameras will not view private bedrooms, bathrooms, or offices.

### **Viewing**

Only authorized personnel, as determined by the president of the college, will view surveillance camera footage whether live video feed or recording, or have access to surveillance monitoring. The president of the college will ensure that personnel involved in live camera monitoring or recordings will perform their duties in a legal, responsible and ethical manner. PMC personnel viewing camera footage will not discuss any information contained within or regarding the footage to any individual outside of the college or to personnel that have not been authorized by the president of the college.

### **Retention and Release of Information**

Images obtained through surveillance monitoring or recording will be retained for a length of time deemed appropriate for the purpose of monitoring. Those images that are being used for a criminal and/or judicial investigation must be kept until the case has been officially closed.



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College personnel are prohibited from using or disseminating information acquired from surveillance cameras except for official purposes. All information and/or observations made in the use of surveillance cameras are considered confidential and can only be used for official College and law enforcement purposes. Information and results obtained through surveillance monitoring or recording will only be released when authorized by the president of the College.

All requests from sources external to the College for the release of information and results obtained through surveillance monitoring or recording must be submitted to the president of the College.

### E-Mail Policy

E-mail is a critical mechanism for communication at the College. Its e-mail system and services are a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of the College.

#### Official Communication

Official e-mail communication is intended only to meet the academic and administrative needs of the College community. The College uses e-mail as the official means of communication with faculty, staff, and students. E-mail communication may include policy announcements, schedule changes, emergency notifications, financial aid, and billing data, college deadlines, important campus news, events and updates, and other information of a critical or timely nature. Faculty, staff, and students may not opt-out from receiving a College e-mail account or e-mail communications.

#### Purpose and Scope

The purpose of the e-mail communication policy is to establish an official mode of College communication with faculty, staff, and students. Each faculty, staff, and students have been provided with an .edu e-mail account for official College communication. Electronic and computing resources are the property of the college and shall be used for legitimate instructional, administrative, research, public service, and other approved purposes.

#### E-mail Account Responsibilities

Each College faculty and staff member receives an .edu e-mail account upon their hiring or enrollment. Personal e-mail accounts are prohibited from being used for official college e-mail communications. Students of the College are responsible for receiving and reading all College communication sent to them via their College assigned e-mail accounts in a timely fashion. Students have the responsibility to recognize that certain communications may be time-critical. E-mail automated forwarding to other e-mail accounts is not supported by the College. Only the College provided e-mail account is to be used when conducting College communication through e-mail. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded e-mail are not acceptable excuses for missing official College communications.

E-mail access is controlled through individual accounts and passwords. It is the responsibility of each user to protect the confidentiality of their account and password information, and be the

only user of the account. E-mail access will be terminated when the e-mail account holder terminates his or her association with the College. This will normally occur within a 1-month period.

### Office 365

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to students who are currently attending Gupton-Jones College. Office 365 Education includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites.

You must be an active full-time or part-time student and have a school-specific e-mail address provided by the college as well as internet access. You can use the plan for six months after you graduate or are no longer enrolled. Your student eligibility may be re-verified at any time.

When your Office 365 Education plan expires:

- If you are using the full, installed Office applications, the Office applications will enter a reduced-functionality mode, which means that you can view documents, but you cannot edit or create new documents
- Online services associated with the school e-mail address—for example, Office Online and OneDrive—will no longer work

This OneDrive account is associated with the school and should be used for school-appropriate content, such as homework and schoolwork. Permissions and access can be changed by the school's IT administrator at any time. All of Office 365 Education is licensed for use only by the individual student. You may not share it with others.

### Recording Policy

The purpose of this policy is to set forth expectations regarding the recording of classes, meetings or other conversations at the College, offsite at College organized events, funeral homes, clinical cases, and over the phone between members of our community. The intent of this policy is to strike a balance between the legitimate uses of audio and visual recordings, and concerns, including compliance with the law, privacy, and protection of intellectual property. In an effort to promote the freedom to share ideas and to respect the privacy of community members, the secret recording (in all forms) of meetings or other conversations is prohibited. Classes may be audio recorded by the instructor, or by a student in the class (the student must submit a request in writing), with the prior written consent of the College President, set forth in the policy.

#### Policy

It is expected that faculty, students, and staff, will respect the privacy of other individuals in the workplace and educational setting. Consequently, the secret recording (audio or video) or photographing of classes, meetings or other conversations, including telephone calls, is prohibited. The College does not condone recording of any College activities when participants

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are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. No employee, student, or those who are listed on the student's release form, may use a device to observe, or record the activities of another which occur in any private place, meeting, telephone conversation, public view, funeral home property, preceptor location, organized event, clinical cases, and out of the public view unless the person making the recording gets the consent of all the persons observed.

Audio recording (audiotaping), photorecording (or photographing), video recording (videotaping) and/or digital recording in any format is prohibited of any setting which has a deceased body, may have the deceased near, or within the proximity is strictly prohibited.

Audio recording (audiotaping), photorecording (or photographing), video recording (videotaping) and/or digital recording in any format, including cell phones, of lectures, lecture/assessment material, laboratories, laboratory material, clinical settings, especially embalming labs, is prohibited without the written permission of the instructor(s), preceptor(s), faculty, or College President. All requests for such recordings (tapings) must be submitted to the instructor(s) or faculty member(s) in writing prior to the lecture, laboratory, or clinical experience, and approved by the College President. If approved, the student must be present while recording (taping), unless there are previously approved extenuating circumstances. All such recordings (tapings) are for the exclusive use of the student who has been given permission to record (tape), and cannot be distributed to other students without the written permission of the College President. Distribution of recorded (taped) lectures or lecture materials in any format or venue without written permission will result in disciplinary action. In any event, no recording may be shared or distributed outside of the College without the written permission of the President.

Audio recording (audiotaping), photorecording (or photographing), video recording (videotaping) and/or digital recording in any format of meetings with instructors, faculty and/or administrators is strictly prohibited. Unauthorized recordings (tapings) are unprofessional and will result in disciplinary action. The **Meeting Form** must be completed and signed prior to conducting the meeting.

Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace, including any classroom or other educational setting, or conversations or meetings on-campus or offsite that deal with workplace or educational matters is prohibited. Employees are also prohibited from arranging for others to record conversations, telephone calls, or other work or educational activities, unless specifically permitted by all participants with the approval of the College President. It is also a violation of this policy to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the instructor or College President has agreed in writing to such action and the recording is a recording of the instructor's class or other approved circumstances). All written consents must be submitted to the College President and placed within the HR record, or student record, for record maintenance purposes.

ADA students who have approved accommodations for class recordings may record class lectures. Qualified ADA individuals with documented disabilities, who have College approved accommodations, may have the appropriate auxiliary aids to enable them to participate effectively in the educational program. In all circumstances, class recordings by students may not be downloaded to another's computer, uploaded to the internet, or otherwise shared, transmitted or published without the further, prior written consent of the College President.

Video recordings present additional privacy concerns, and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood, submitted in writing, and approved by the College President. Students are not permitted to video record of any kind unless a student has been previously approved due to a disability. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the College President. Instructors may record their own lectures, using a College-owned and sanctioned technology, and make such recordings available to students in the closed Learning Management System environment, for purposes of private or group study, tutorials, training, educational resources, or for recorded lecture purposes.

Classes may be audio recorded by the instructor, or by a student in the class (the student must submit a request in writing), for only the purpose of studying with the prior written consent, approved by the College President. In all circumstances, class recordings by students may not be downloaded to another's computer, uploaded to the internet, or otherwise shared, transmitted or published without the further, prior written consent of the College President.

Photography of any kind is prohibited in College labs, funeral homes, preceptor locations, during clinical cases, or the like.

Surveillance cameras/equipment and software is placed on-campus by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official College investigations into criminal activities or violations of campus policy.

Violation of the law may lead to criminal sanctions and/or exposure to civil liability. Within Gupton-Jones College, violation of this policy by a student may lead to disciplinary action. Violation of the policy by an employee may lead to disciplinary action up to possible termination.

## Social Media

### Introduction

Gupton-Jones College welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to our broader community. Our diverse use of social media allows us to share, in a public way, the many qualities and strengths of our academic institution. Gupton-Jones College uses social media to build relationships with important constituencies like prospective and current students, donors, and alumni. Social media are powerful communications tools that have a significant impact on organizational and professional reputations. It is important to remember that we are subject to the same laws,

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professional expectations, Code of Conduct, and guidelines when interacting online as we would in-person with students, parents, alumni, donors, and the media.

### **Social Media Policy Scope**

This policy applies to all use of social media by the College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources. "Social media" is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. The popular venues are numerous and include social networking sites, such as, without limitation; texting, blogs and propriety platforms such as Twitter, Facebook, iTunes, Pinterest, Instagram, LinkedIn®, My Space, YouTube and Flickr®. The lack of explicit reference to a specific social media site does not limit the extent of the application of this policy.

### **Faculty and Staff Social Media Policy**

Gupton-Jones College seeks to promote free and open discussion on social media sites, subject to its existing codes and policies. While all members of the community, students, staff and faculty are expected to adhere to codes of conduct reflective of the values of the college, both on and off line, the College Student Social Media Policy recognizes that employees of the College are governed by personnel policies that may use different guidelines for using social media.

### **Account Administrators**

All social media accounts officially recognized by the College must always have a faculty or staff member as an administrator. Should a College employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is the President's responsibility to designate another employee to be an account administrator prior to removing himself or herself from that role. College employees identified as administrators of accounts are held responsible for managing and monitoring the content of their officially recognized accounts. Administrators are responsible for removing content that may violate the College's Conduct Policies. All user names and passwords must be stored, kept, and maintained by the President of the College.

### **Student Social Media Policy**

Gupton-Jones College seeks to promote free and open discussion on social media sites, subject to its existing codes and policies. This policy applies to all College students, faculty, and staff who use social media to represent or discuss any matter concerning the College, whether or not such use involves the College's network or other computer resources. The use of social media at or concerning the College is governed by the same laws, policies, and rules of conduct and etiquette that apply to all other activities at or concerning the College. Activities of a private nature conducted away from the College can subject you to disciplinary action if those actions reflect poorly on the College or interfere with the conduct of College business.

All members of the community, students, staff, and faculty are expected to adhere to codes of conduct reflective of the values of the College, both on and offline. The following guidelines govern student communications administered on social media sites as well as those sites which lead to a complaint:

1. The Student Code of Conduct and other College policies apply online just as they would offline. Individual students and student organizations are expected to abide by the Student Code of Conduct. Students may be accountable to the College for acts on personal social media site(s) that violate the Student Code of Conduct.
2. Concerns about conduct online should be reported to the Dean or President of the College.
3. Posting of any kind by an individual that relates to the program clinicals, preceptor, funeral home, or practicum is strictly prohibited.
4. Livestreaming with any platform within and on the property of the College is strictly prohibited. Livestreaming off-campus must abide by the same rules within the Social Media Policy, Student Code of Conduct, and College Catalog.
5. The College has no duty to monitor and will not take on the duty to monitor any social media sites, including, but not limited to, those administered by College personnel.
6. Notwithstanding this, the College reserves the right to take down posts on pages administered by College personnel when considered to be necessary, including, but not limited to, violations of the College's codes and policies.
7. The College also reserves the right to block individuals' access to social media sites administered by College personnel when they have been found to have engaged in violations of the College's codes and policies on such sites.
8. Conduct online, including on social media sites, otherwise can be subject to discipline in accordance with the College's codes and policies.
9. It is prohibited from using the College's name or image to endorse an opinion, product, cause, business, or political candidate or otherwise holding yourself as a representative of the College when you are not.
10. Post must be consistent with the mission of the College. Post on social media sites should protect the College's institutional mission and voice. Appropriate etiquette includes using language that is professional in tone, taste, and content.
11. Take responsibility and use good judgment. Incomplete, inaccurate, threatening, harassing posts or profanity on postings are strictly prohibited, including but are not limited to written posts and emoji symbols. Students can receive sanctions by the College for commentary, content, recordings, videoing, or images that are defamatory, proprietary, harassing, libelous, or that create a hostile work or learning environment, or that contravenes the College's Student Code of Conduct or Ethics.
12. It is inappropriate to use social media sites as a venue for venting. Written, video, or photographic posts directed toward a student, institutional, or faculty/staff as well as environmental surroundings, are strictly prohibited. Example: A student posts on Facebook about his frustration with a course instructor (or preceptor) after he is given feedback. The instructor is not identified by name but is identified by title (my



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- course instructor, or my preceptor), with negative or derogatory comments. Another example is posting photographs of facilities or any component within a facility with or without comments.
13. Negative or derogatory posts that may affect the program's ability to operate are strictly prohibited.
  14. Anonymous posts will be thoroughly researched to identify the corresponding IP address.
  15. All laws governing copyright and fair use of copyrighted material must be followed.
  16. The College name and College email addresses may not be used on social media sites and online forums for personal communication.
  17. Any attempt by a member of the College community to obscure his/her identity as a means to circumvent the prohibitions listed herein by representing himself/herself as another person, real or fictitious, is strictly prohibited
  18. Posting any student records on social media by any individual within the College community is strictly prohibited under the FERPA regulations.
  19. Should a student be found in violation of misconduct online, they may be charged, and a sanction(s) determined.

*Failure to follow the above-stated guidelines may be considered a breach of appropriate professional behavior, Student Code of Conduct Policies, and the Social Media Policy, and are subject to discipline, up to and including dismissal from the Program.*

### **Legal Liability**

Students are legally liable for anything they write, present, or submit online. Nothing published on the internet is confidential. Students can receive sanctions by the College for commentary, content, recordings, videoing, or images that are defamatory, proprietary, harassing, libelous, or that create a hostile work or learning environment, or that contravenes the College's Student Code of Conduct or Ethics. Students may be subject to legal action by any individual, agency, or organization that views their commentary, content as defamatory, proprietary, harassing, libelous, or that creates a hostile work or learning environment, or as contravening their right to privacy and confidentiality.

### **Non-Compliance/Breach of Policy**

Violations of this policy will result in a review of the incident and may include action under appropriate College discipline processes. Corrective action may involve a verbal or written warning, suspension or dismissal and/or termination of the College, the Program, employment, or privileges with College. This section does not preclude disciplinary action for conduct that involves social media, and that also violates other College policies. See the Student Code of Conduct.

### **Technology Requirements**

Students attending Gupton-Jones College of Funeral Service must adhere to the following technology requirements to ensure success in their program. Students should possess basic



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skills in accessing and sending emails, conducting research on the internet, and using word processing software for paper and project creation. Please note that **Chromebooks, cell phones, and tablets are not compatible** with many of the college's required software programs.

Below are the minimum specifications for the required technology:

Category	Specifications
<b>Operating System</b>	<b>Windows Users:</b> Windows 10 11
	<b>Mac Users:</b> iOS 10.14 or higher (no iPads)
<b>Processor</b>	Intel i5, i7, or i9 / AMD Ryzen 7 or Ryzen 9 (Quad Core for Desktops)
<b>Memory</b>	8 GB
<b>Hard Drive</b>	160 GB (SSD recommended); at least 20 GB of available space
<b>Webcam</b>	External USB Webcam required for proctoring services.
	Devices not compatible with proctoring services include iPads, tablets, Amcrest Cameras, Walmart/Onn Branded Cameras, Nexigo Camera, Chromebooks, cell phones
<b>Word Processor</b>	Microsoft Office 365 (provided after enrollment)
<b>Browser</b>	Google Chrome (required)
<b>Browser Plug-Ins</b>	Java, Adobe Reader
<b>Multimedia</b>	Speakers/Headphones; Windows Media Player for Windows 10, Media Player for Windows 11; QuickTime Player for Mac
<b>Internet</b>	High-Speed (wired connection preferred for stability)

### Additional Requirements for Proctored Examinations

#### Webcam Setup:

Students are required to have an **external USB webcam** for proctoring services to ensure compliance with examination protocols.

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- **Suggested Accessories:**

- A **tripod or gooseneck mount** to position the webcam at an appropriate angle for exams, ensuring stability and adjustability.
- A **USB extension cable** to allow flexibility in webcam placement for optimal positioning and convenience.

### **Testing Area Setup:**

- Students must conduct exams in a **private, well-lit, and distraction-free environment.**
- The testing area must be separate from pets, other individuals, and noise to maintain examination integrity.

### **Support:**

- Students are responsible for ensuring their equipment meets all requirements and for verifying compatibility with Honorlock or other proctoring platforms **prior to their examination date.**
- Any technical issues must be resolved in advance to avoid disruptions during testing.