2026-2027 College Catalog

Graduating Professionals of Distinction

gupton-jones.edu
(770) 593-2257

Gupton - Jones College
Of Funeral Service

5141 Snapfinger Woods Dr,
Decatur, GA 30035

GUPTON-JONES

COLLEGE

OF FUNERAL SERVICE

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

Joseph Finocchiaro

Joseph Finocchiaro
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

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.

Revised as of January 2026

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COLLEGE CATALOG

Message from the President

Welcome to Gupton-Jones College of Funeral Service.

It is an honor to serve as President of this distinguished institution and to welcome you as you begin a meaningful and transformative journey into the funeral service profession. You have chosen a path defined by service, integrity, and compassion, and we are proud to walk alongside you as you prepare for this important work.

At Gupton-Jones College, our commitment to academic excellence and professional preparation remains at the heart of everything we do. Our curriculum is thoughtfully designed to provide a strong foundation in both theory and hands-on practice. Guided by experienced faculty who are dedicated educators and seasoned professionals, you will gain the knowledge, technical skills, and confidence needed to succeed in this field.

Beyond the classroom, we are devoted to cultivating a culture grounded in respect, empathy, and ethical responsibility. Funeral service is more than a career—it is a calling to support families during some of their most difficult and personal moments. Our responsibility is to ensure you graduate not only as capable professionals, but as individuals who lead with compassion and uphold the highest standards of care.

Your time here will challenge you, inspire you, and prepare you for a rewarding future. I encourage you to fully engage in your education—ask questions, embrace hands-on learning opportunities, and build strong relationships with your peers and mentors. Our faculty and staff are committed to your success and stand ready to support you throughout your journey.

Thank you for choosing Gupton-Jones College of Funeral Service. We are privileged to be part of your professional development and look forward to the contributions you will make to the communities you will serve.

Sincerely,

Joseph Finocchiaro

Joseph Finocchiaro, President
Gupton-Jones College of Funeral Service

Academic Calendar	2026	2027
New Years Day Holiday - College Closed	Jan 1	Jan 1
Winter Quarter Begins - First Day of Classes	Jan 5	Jan 4
Tuition Due	Jan 5	Jan 4
First Installment of TIP Due	Jan 5	Jan 4
Add/Drop Period	Jan 5-11	Jan 4-10
Last Day to Withdraw with Full Refund of Tuition	Jan 11	Jan 10
Martin Luther King, Jr. Holiday - College Closed	Jan 19	Jan 18
Second Installment of TIP Due	Feb 1	Feb 1
Open House On-Campus and Virtual	Feb 6	Feb 6
Presidents' Day Holiday – College Closed	Feb 16	Feb 15
Third Installment of TIP Due	Mar 1	Mar 1
Bootcamp Review - Sciences	Mar 5	Mar 4
Bootcamp Review - Arts	Mar 6	Mar 5
Last Quarter Final Exams	Mar 9	Mar 8
Last Quarter Grades Due by 1 PM	Mar 13	Mar 12
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations and Restorative Art Lab	Mar 16-17	Mar 15-16
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Mar 16-17	Mar 15-16
Quarter Final Exams for all continuing students	Mar 16-19	Mar 15-18
Winter Quarter Last Day of Classes	Mar 19	Mar 18
Winter Quarter Final Grades Due by 1 pm	Mar 20	Mar 19

Quarter Break - No Classes	Mar 23-Apr 4	Mar 22-Apr 2
Orientation for New Spring Quarter Students	Apr 1	Mar 31
Spring Quarter Begins - First Day of Classes	Apr 6	Apr 5
Tuition Due	Apr 6	Apr 5
First Installment of TIP Due	Apr 6	Apr 5
Add/Drop Period	Apr 6-12	Apr 5-11
Last Day to Withdraw with Full Refund of Tuition	Apr 12	Apr 11
Second Installment of TIP Due	May 1	May 1
Open House On-Campus and Virtual	May 1	May 8
Commencement Ceremony	May 8	May 21
Memorial Day Holiday - College Closed	May 25	May 31
Third Installment of TIP Due	Jun 1	Jun 1
Bootcamp Review - Sciences	Jun 4	Jun 3
Bootcamp Review - Arts	Jun 5	Jun 4
Last Quarter Final Exams	Jun 8-11	Jun 7
Last Quarter Grades Due by 1 PM	Jun 12	Jun 11
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations	Jun 15-16	Jun 14-15
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Jun 15-16	Jun 14-15
Quarter Final Exams for all continuing students	Jun 15-18	Jun 14-17
Spring Quarter Last Day of Classes	Jun 18	Jun 17
Juneteenth Holiday - College Closed	Jun 19	Jun 18
Spring Quarter Final Grades Due by 1 pm	Jun 19	Jun 18

Quarter Break - No Classes	Jun 22-Jul 3	Jun 21-Jul 2
Orientation for New Summer Quarter Students	Jul 1	Jun 30
Fourth of July Holiday - College Closed	Jul 3	Jul 5
Summer Quarter Begins - First Day of Classes	Jul 6	Jul 6
Tuition Due	Jul 6	Jul 6
First Installment of TIP Due	Jul 6	Jul 6
Add/Drop Period	Jul 6-12	Jul 6-12
Last Day to Withdraw with Full Refund of Tuition	Jul 12	Jul 12
Second Installment of TIP Due	Aug 1	Aug 1
Open House On-Campus and Virtual	Aug 7	Aug 7
Third Installment of TIP Due	Sep 1	Sep 1
Bootcamp Review - Sciences	Sep 3	Sep 2
Bootcamp Review - Arts	Sep 4	Sep 3
Labor Day Holiday - College Closed	Sep 7	Sep 6
Last Quarter Final Exams	Sep 7-10	Sep 6
Last Quarter Grades Due by 1 PM	Sep 11	Sep 10
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations	Sept 14-15	Sept 13-14
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Sept 14-15	Sept 13-14
Quarter Final Exams for all continuing students	Sep 14-17	Sep 13-16
Summer Quarter Last Day of Classes	Sep 17	Sep 16
Summer Quarter Final Grades Due by 1 pm	Sep 18	Sep 17
Quarter Break - No Classes	Sep 21-Oct 2	Sep 20-Oct 1

Orientation for New Fall Quarter Students	Sep 30	Sep 29
Fall Quarter Begins - First Day of Classes	Oct 5	Oct 4
Tuition Due	Oct 5	Oct 4
First Installment of TIP Due	Oct 5	Oct 4
Add/Drop Period	Oct 5-11	Oct 4-10
Last Day to Withdraw with Full Refund of Tuition	Oct 11	Oct 10
Indigenous Peoples' Day - No Classes - College Offices Open	Oct 12	Oct 11
Second Installment of TIP Due	Nov 1	Nov 1
Open House On-Campus and Virtual	Nov 6	Nov 6
Veteran's Day Holiday – College Closed	Nov 11	Nov 11
Thanksgiving Holiday – College Closed	Nov 26-27	Nov 25-26
Third Installment of TIP Due	Dec 1	Dec 1
Bootcamp Review - Sciences	Dec 3	Dec 2
Bootcamp Review - Arts	Dec 4	Dec 3
Last Quarter Final Exams	Dec 7	Dec 6
Last Quarter Grades Due by 1 PM	Dec 11	Dec 10
On Campus End of Program Requirements – Teachout Program		
Clinical Embalming Proficiency Observations	Dec 14-15	Dec 13-14
On Campus Laboratory Requirements – New Program		
Embalming & Restorative Art Laboratory On Campus Experiences	Dec 14-15	Dec 13-14
Quarter Final Exams for all continuing students	Dec 14-17	Dec 13-16
Fall Quarter Last Day of Classes	Dec 17	Dec 16
Fall Quarter Final Grades Due by 1 pm	Dec 18	Dec 17

Quarter Break - No Classes	Dec 21-Jan 1	Dec 20-Jan 7
Christmas Holiday - College Closed	Dec 25	Dec 24
Orientation for New Winter Quarter Students	Dec 31	Dec 30

College Information

Accreditation

Accreditation is a voluntary activity initiated by the institution that requires a rigorous self-evaluation and an independent, objective appraisal of the overall educational quality by peers. Accreditation emphasizes quality assurance and a commitment to continuous quality enhancement.

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.

The ABFSE is an agency recognized by the United States Department of Education.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

Board of Directors

Gupton-Jones College of Funeral Service is a member of Pierce Mortuary Colleges, Inc. It is a non-profit IRS 501(c)(3) corporation. The Board of Directors, in its responsibilities for Pierce Mortuary Colleges, is committed to the fulfilment of the College's mission and strategic plan. The Board defines the vision, oversees the financial planning, develops and advances the College's mission and goals, and determines the broad policies.

Joseph U. Suhor, III
Current Chairman of Pierce Mortuary Colleges Board of Directors

Mark Bates
Current Member of Pierce Mortuary Colleges Board of Directors

Timothy R. Borden
Current Member and Treasurer of Pierce Mortuary Colleges Board of Directors

Jay D. Dodds, CFSP
Current Member of Pierce Mortuary Colleges Board of Directors

Pierce Mortuary Colleges Staff

Joseph Finocchario, EJD, CFSP
College President and CEO

Tyler Wright, MBA
Executive Vice President and COO

Billie Wilson, MBA-HRM DEI
Vice President & Chief Human Resources Officer

Torie Sutton, CPA
Vice President and Chief Finance Officer

Cynthia Garde, MBA
Chief Information Officer

DeDe Willis
Program Compliance Specialist

Jason Kessinger
Director of Marketing

Victoria Hedrick
Director of Admissions and Training

Kendra Firek
Directors of Academics

Audrina Dollar
Dean of Curriculum

Cody Walker
Dean of Assessment

Brian Mullins
Associate Dean of Assessment

Tifarah Dial, Ed.D.
Distance Learning Coordinator

Faris Jafar
Director of Finance and Budgets

Susan Weaver
Financial Accounting & Reporting Manager

Berjamin Beituni
Accounting Clerk

Dan Williams
Accountant

MaLisa Williams, PHR, SHRM-CP
HR Manager

Gupton-Jones College of Funeral Service Staff

Joseph Finocchario, EJD, CFSP
Campus President

Khadijah McDaniel
Dean

Admissions Department
Website: https://www.gupton-jones.edu/admissions
Email: admissions@gupton-jones.edu

Financial Aid Department
Website: https://www.gupton-jones.edu/admissions/aid-scholarships/financial-aid
Email: financialaid@gupton-jones.edu

Registrar Department
Email: registrar@gupton-jones.edu

Veterans' Affairs Department
Website: https://www.gupton-jones.edu/admissions/aid-scholarships/veterans-benefits
Email: financialaid@gupton-jones.edu

Student Accounts/Bursar Department
Email: bursargj@gupton-jones.edu

Instructors
Our team of instructors may be found here.

College Facilities

Building

Gupton-Jones College of Funeral Service operates and maintains a physical facility that appropriately serves the needs of the College's educational programs, support services, and other mission-related activities for the students of funeral service. The classrooms, Restorative Art Lab, library, student lounge, administrative and faculty offices are housed in a modern higher education facility of almost 17,000 square feet. Ample parking is provided on the campus for the convenience of the student body, staff, and faculty and college visitors. The college meets ADA requirements.

Hours of Operation

Gupton-Jones College of Funeral Service is committed to responsiveness and timely service to our students. Our college is open Monday through Thursday from 7:00 a.m. to 4:00 p.m. Eastern Time Zone.

Teaching Aids

In the instructional areas of the college, the lecture classrooms are equipped with visual aids designed specifically to assist the student during the course of study. LCD projectors are provided in each class room. By preparing complicated study material like diagrams as presentation and projecting using LCD projectors, teachers are able to engage multiple learning styles. The use of teaching aids allow the students to understand cycles, flowcharts, structures and diagrams, which ultimately increases students visual impact and improves students' focus. Instructors are provided with interactive learning collaboration tools to use in their classroom. In addition, the Restorative Art Laboratory is fully equipped with casts, molds, waxes, modeling instruments, cosmetics and cosmetic masks, as well as other

materials used for instruction in the practice of Restorative Art, including modeling techniques and applied cosmetology. Extensive visual aids are used in this laboratory to assist the student in achieving technical and practical proficiency in this important aspect of their professional training.

Library

The Russell M. Millison Library exists to provide a relevant quality collection of learning resources that will support the educational needs of students and support the instructional programs of Gupton-Jones College of Funeral Service. Cooperatively selected by faculty, students, and the College librarian, these learning resources are designed to help develop the whole student. The library contains a solid core of reference books and other literature directly pertaining to the funeral service profession, including professional periodicals and journals. Books on literature, business management, restorative art, psychology, ethics, health science, law, history, philosophy, comparative religion and customs, mortuary science, and nature, complement the professional holdings and provide the student of funeral service with a wide variety of choices for study. The library provides adequate and functional facilities in which users can find comfort in studying and exchanging ideas with fellow knowledge seekers. Through the College's online library resources and services through consortium membership and subscriptions with the Library & Information Resources Network (LIRN), students and faculty have access to several resources. Subscriptions to research databases from Gale Cengage, Credo, and ProQuest to provide access to content from ebooks, e-journals, e-magazines, and e-news sources covering topics relevant to general education, applied science, and funeral services supporting all components of curriculum objectives. Students & faculty can access the online library resources 24/7. To connect to the online library, access the LIRNPortal via the Learning Management System. The College is supported by a team of Librarians through the Librarian" link on the right side of the LIRNPortal page and complete the help request form. Librarians can follow-up via email, phone call, or screen-share as applicable.

The Library is open daily during the normal operating hours of the college for student use and to funeral service practitioners for reference and research.

Admissions

Procedures

An application for enrollment can be found on our website, https://gupton-jones.edu/apply/. The application should be completed as far in advance of the enrollment date as possible to allow for proper processing of the application.

Educational Licensing Requirements

Educational requirements are prescribed by statute as well as rules and regulations of the funeral service licensing board of the state in which a student desires to obtain licensure following graduation from Gupton-Jones College of Funeral Service. It is essential that an applicant be familiar with these requirements before enrollment. Licensing criteria vary considerably from state to state so it is strongly recommended that the applicant contact the state licensing board or the Admissions Office to insure compliance in advance of graduation; students may also visit https://gupton-jones.edu/academics-overview/licensure/. The minimum requirement for admission in all cases is high school graduation or its equivalent.

Many states require fingerprinting and a background check upon application for professional licensure. Additionally, many funeral homes require a background check as well as drug testing prior to employment. Individuals who possess a criminal record or history of bad character may be denied licensure in certain states because of the wording of their rules and laws even though a student successfully completes mortuary school.

Application and Acceptance

The application for matriculation should be completed online at https://gupton-jones.edu/apply. In addition, the following items are required for admission and acceptance to the College:

1. A completed application for the program desired;
2. The $50.00 non-refundable application fee;
3. Applicants must complete a set of enrollment documents through Docusign for the desired program;
4. A high school transcript certifying graduation or a GED certificate and scores sent directly to the college from the certifier, or an equivalency is required;
5. Official transcripts from all other educational institutions previously attended by the applicant should also be sent directly to the college from the certifier;
6. A recent photograph for ID purposes only;
   a. A driver's license or state identification card is preferred

The college reserves the right to refuse admission to any applicant when it is in the best interest of the College, staff, faculty, students and the funeral service profession.

When the application and required admissions documentation have been submitted to the Admissions Office, your application will be processed, and an admissions decision will be made. Should there be any missing documents, you may be contacted via Email to provide them prior to an approval of acceptance.

Admission of International Students

At Gupton-Jones College of Funeral Service, we celebrate the great diversity of our College. We are also excited that you are considering our College for your funeral service education. Our admissions office provides support for international students seeking admission to our institution, maintaining federal compliance and promoting a better understanding of the regulations that pertain to a student's immigration status. Our office strives to create an open and inclusive environment where we can serve as a referral source for our College's international community as well as our various campus partners. Gupton-Jones College of Funeral Service is SEVIS F-1 Approved – Homeland Security.

International admission applicants are held to the same admissions standards and application steps. Upon acceptance into the program, the applicant must complete additional steps in order to obtain the proper immigration documentation.

For more information regarding International Services and admissions, please contact our admissions@gupton-jones.edu or call 770-593-2257.

Transfer Credits

Gupton-Jones College of Funeral Service values the academic achievements of students transferring from other institutions and is committed to facilitating a seamless transition. This policy outlines the criteria and procedures for the acceptance of transfer credits from regionally accredited institutions, ensuring both academic integrity and the relevance of transferred coursework.

General Transfer Credit Acceptance

Transfer credits are accepted for the following courses, regardless of the time elapsed since their completion:

- ENG 100: English Grammar and Composition
- MAT 100: Mathematics for Business

Transfer credit for these courses will be granted based on official transcripts that indicate a minimum grade of "C" or its equivalent.

Time-Sensitive Transfer Credits

For the following courses, transfer credit acceptance is contingent upon the following conditions:

- The course must have been completed within the four (4) years preceding the transfer to the College.
- The official transcript must reflect a minimum grade of "C" or its equivalent.

Time-Sensitive Courses:

- SCI 100: Introduction to Natural Sciences

- TEC 101: Introduction to Technology
- SCI 202: Anatomical Foundations
- SCI 222: Introduction to Microbiology
- MGMT 101: Small Business Management
- SCI 102: Introduction to Social Sciences
- LAW 203: Practical Issues in Business Law

Non-Transferable Courses

Due to the specialized nature of the curriculum, transfer credits will not be accepted for any Funeral Service Core (COR) courses or Capstone (CAP) courses.

Retake Requirement

Students who have completed any time-sensitive course(s) more than four (4) years prior to transferring must retake the course(s) at the College to receive credit. This retake requirement does not apply to ENG 100 or MAT 100.

Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), Gupton-Jones College of Funeral Service is fully committed to providing educational services to all individuals, regardless of disabilities they may have. To accommodate individuals with disabilities, it is the policy of Gupton-Jones College of Funeral Service to:

1) Administer educational courses in facilities that are accessible to individuals with disabilities or to make alternative arrangements; and
2) Make such modifications to its courses and curriculum as are necessary to ensure that the place and manner in which the course is given are accessible to individuals with disabilities; and
3) Provide appropriate auxiliary aids and services for persons with impaired sensory, manual or speaking skills.

However, Gupton-Jones College of Funeral Service will not admit any individuals to its programs or offer modifications and auxiliary aids to such individuals if any of the following conditions apply:

1) If the individual poses a direct threat to the health or safety of others, or
2) If the modification in the course or the provision of the auxiliary aid or service requested will fundamentally alter the course of study or result in an undue burden to Pierce Mortuary Colleges, or
3) If the individual cannot meet the basic eligibility criteria set forth below or elsewhere in the admissions policies and requirements of Gupton-Jones College of Funeral Service.

Add/Drop Policy

The add/drop period is the time at the beginning of the quarter when students can enroll, change, or drop courses without penalty. Gupton-Jones College of Funeral Service offer students

the opportunity to add or drop a course through the first seven (7) calendar days of the quarter.

For students who add or drop a course(s), tuition will be billed or refunded in accordance with the Tuition & Fees, Cancellation, and Refund policies.

Dropping or adding course(s) may impact a student's financial aid eligibility. A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds. It is a student's responsibility to discuss the impacts on financial aid eligibility with the financial aid team prior to submitting the request to add or drop a course(s).

To add or drop a course(s), a student consults with the Registrar's Office for current processes and procedures and completes all necessary steps before the deadline stated above.

*The add/drop period may be adjusted due to holidays, inclement weather, or other mitigating or unforeseen circumstances.

Military and Veteran Fee Waiver

At Gupton-Jones College of Funeral Service, we honor the valuable contributions of our military and veteran students. We recognize the unique strengths you bring to our campus community, as well as the distinct challenges you may face. To support your educational journey, we offer an application fee waiver for eligible U.S. military service members and veterans.

Eligibility for Application Fee Waiver

The application fee is waived for:

- Active-Duty U.S. Military personnel
- Members of the Individual Ready Reserve (IRR)
- U.S. Military Veterans who have been honorably discharged from Active Duty or IRR

Our Admissions and Financial Aid staff are committed to assisting active-duty members, veterans, IRR participants, and military family members.

Approved Military Branches and Statuses

Eligible individuals must have served or be currently serving in one of the following:

Air Force

- Active Duty
- Reserves (IRR)
- National Guard (IRR)

Army

- Active Duty
- Reserves (IRR)
- National Guard (IRR)

Coast Guard
- Active Duty
- Reserves (IRR)

Marine Corps
- Active Duty
- Reserves (IRR)

Navy
- Active Duty
- Reserves (IRR)

Required Documentation

To receive the waiver, applicants must submit one or more of the following:

For Veterans:

- **DD Form 214** – Certificate of Release or Discharge from Active Duty (must indicate *Honorable Discharge*)
- **DD Form 256** – Honorable Discharge Certificate (National Guard or Reserves)
- **DD Form 257** – General Discharge Certificate (National Guard or Reserves)

For Active Duty or IRR Members:

- A signed statement from your unit commander verifying current status and standing
- A current Leave and Earnings Statement (LES)

Fee Waiver Approval Process

1. All documentation will be reviewed by the VA Certifying Official (SCO) for approval.
2. If the SCO is unavailable, the College President may perform this function.
3. Once approved, the waiver will be processed, and the application fee will be officially credited from your account.

Distance Learning

Gupton-Jones College's distance learning program allows its students the opportunity to complete their programs and/or their courses off campus.

Distance learning classes are delivered to the student through the internet, allowing the student to forego the time he or she would normally spend in the classroom. To be successful in a distance learning course, excellent time management skills are necessary as distance learning courses still require study time and commitment.

What programs are available through distance learning?

The Associate of Applied Science is available through distance learning. You may find more information on this program here:

- Associate of Applied Science Online

Textbooks

Textbooks that have an electronic version available will be provided to students in the electronic form. The electronic version does provide students with the opportunity to download the textbook to an electronic device which allows students to make notations/highlights for their own use. Students who prefer physical copies can elect to purchase textbooks through 3rd-party vendors when available.

What are grading and testing procedures?

The grade of a student in any course represents all the work of the student in the course, including assignments and examinations, combined in such proportion as the instructor in charge of the course may decide. Course assignments and discussions are completed online. Exams may be completed online. Make-up of incomplete course work will be solely at the discretion of the instructor.

The College maintains complete records of the academic progress of all students. The students will be given access to their grades at the end of each academic quarter.

How do distance learning programs/courses compare to programs/courses on-campus?

Attending a distance learning program, a student receives the same quality education as those in a traditional face-to-face program. Our programs provide the same level of service found on-campus, the same quality of instruction, and a variety of learning options. Our online and distance learning programs are designed for individuals who are seeking an alternative to the on-campus experience yet expect the same rigorous course load and same prestigious degree.

Potential Challenges of Distance Learning

While distance learning offers flexibility and convenience, it also presents unique challenges that students should be prepared to navigate:

- **Limited Face-to-Face Interaction**: Students may find it difficult to build relationships with instructors and peers due to the absence of in-person communication. This can lead to a sense of isolation and may impact collaborative learning experiences.
- **Self-Discipline and Motivation**: Without the structure of a traditional classroom, students must be highly self-motivated and capable of managing their time effectively to stay on track with coursework.
- **Technology Requirements**: A reliable internet connection and access to a functional computer or electronic device are essential. Technical difficulties or a lack of familiarity with online platforms can hinder learning.
- **Delayed Feedback**: Communication with instructors and peers often occurs asynchronously, which can lead to delays in receiving feedback or answers to questions.
- **Learning Style Compatibility**: Not all students thrive in a digital learning environment. Those who prefer hands-on activities or direct instruction may find distance learning less effective.

By being aware of these potential hurdles, students can take proactive steps to ensure a successful online learning experience.

Auditing Courses

Auding a course applies to alumni and current students only. Students seeking to audit a course will contact the Registrar to register for the course(s) and must be added prior to the end of the add/drop period. Only courses that were previously completed at Gupton-Jones College of Funeral Service with a “C” grade or higher can be audited. No academic credit is earned for auditing a course. Students who have been dismissed from the College for academic or disciplinary reasons or are otherwise ineligible to attend classes, are not eligible to audit classes.

Auditing course(s) must be approved by the Academic Dean and is subject to class availability and is limited by students needing the course(s) for credit requirements. Students auditing courses are charged the current per credit tuition rate for the course in addition to any course materials deemed necessary by the instructor/College for the overall success of the course.

The grade “AU” reflects course audits on academic transcripts.

Advanced Placement

First-year students who have taken the College Board Advanced Placement Examination may be eligible for as many as 20 credits towards specific general education courses at Gupton-Jones College of Funeral Service. Students who wish to have their scores considered should request that the College Board send them directly to Gupton-Jones College of Funeral Service (GJCFS code: 6200). Scores of 3 and above may result in credit.

AP Exam	Score	Course Approved	Credit Hours
Precalculus	3+	MAT 100 – Mathematics for Business	3
Calculus AB	3+	MAT 100 – Mathematics for Business	3
Calculus BC	3+	MAT 100 – Mathematics for Business	3
Statistics	3+	MAT 100 – Mathematics for Business	3
English Language & Composition	3+	ENG 100 – English Grammar and Composition	4
English Literature & Composition	3+	ENG 100 – English Grammar and Composition	4
Research	3+	ENG 100 – English Grammar and Composition	4
Seminar	3+	ENG 100 – English Grammar and Composition	4

Articulation Agreements

Gupton-Jones College of Funeral Service strives to create and maintain articulation agreements between itself and other colleges and/or programs. Articulation agreements benefit the student in understanding the transferability of credits and courses.

Gupton-Jones College of Funeral Service articulation agreements may be found, https://gupton-jones.edu/academics-overview/articulation-agreements/.

Tuition & Fees

Tuition

Quarter Credit Hour Definition

Dallas Institute of Funeral Service defines a quarter credit hour as an instructional period consisting of:

- Lecture, recitation, or classroom instruction:
  One 50-minute session per week over an eleven-week quarter.
- Laboratory instruction:
  One quarter credit hour is awarded for each two hours of laboratory instruction per week.
- Clinical experience:
  One quarter credit hour is awarded for each three hours of clinical experience per week.

Tuition Charges

Dallas Institute of Funeral Service charges tuition on a quarterly basis according to the number of credit hours in which a student is enrolled.

For all students enrolling or reenrolling on or after July 2026, the tuition rate will be:

- $340.00 per quarter credit hour enrolled.
- Example: A new student entering the Associate of Applied Science degree program with no transfer credits (100 total credit hours) would pay approximately $34,000 in tuition over the course of the program.

Estimated Additional Fees

- Application Fee: $50
- Textbooks: approximately $2,000
- Technology Fees: approximately $2,000
- Practicum, Lab, and Supply Fee: $800

Fees

Application Fee: A non-refundable Application Fee of $50.00 must accompany the Application for Matriculation.

Applying and application process

Textbook Fee/Course Materials: A non-refundable textbook fee will be charged at the beginning of each quarter based on the following:

- If you are enrolled in 5.5 or less credits you will be billed a $125 textbook fee
- If you are enrolled in 6 or more credits you will be billed a $250 textbook fee

This fee may be covered by financial aid (TIV) and covers the following:

- Course textbook(s) and/or e-textbook(s)

- Shipping costs associated with textbook(s)
- Fees associated with ordering textbook(s) and/or e-textbook(s)
- Software associated with and incorporated within the course(s)
- Administrative Costs
- Other costs associated with textbook(s)/or e-textbook(s), or course materials

Note: *If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost.*

Technology Fee: A $250.00 per quarter technology fee is charged at the beginning of each quarter of a student's enrollment. The technology fee is a charge in addition to tuition costs that will be used to enhance the student's learning environment, protect the academic integrity of its educational programs, provide resources, and increase the College's capacity to meet the technological environment expectations. The technology fee is due at the beginning of each quarter the student is enrolled in.

Technology fees are non-refundable and can be covered by financial aid. This fee includes:

- Technical infrastructure – software and hardware
- Technology Maintenance & Upgrades
- Learning Management System (LMS)
- Online secured proctored examination
- McGraw-Hill Connect, Cengage, and other support services for course content
- DL Faculty and student resources & support
- Computer Lab and Deep Freeze
- Office 365
- Student Information System (SIS)
- Software for live and recorded lectures
- Student & Faculty Help Desk & technical assistance
- Library databases
- Faculty technology needs to support student learning and communication
- Content development, Course development, and Course design
- Training and professional development to create skills and materials integrating technology into the classroom
- Security solutions to protect student and institutional data
- NBE study question bank

Proctor Exam Fee: All students are responsible for scheduling proctored exams in advance. All proctored exams must be scheduled at least seven (7) calendar days prior to the exam date. Those who do not comply with that timeframe are subject to late scheduling fees. Students that fail to take scheduled proctor exam(s) or reschedule/cancel their exam within 48 hours of the exam are assessed a $25.00 rescheduling fee for each exam missed.

Proctor exam fees are non-refundable and not covered by financial aid.

Practicum, Lab, and Supply Fee: Associate of Applied Science Program (2024)
Students enrolling into the new Associate of Applied Science Program (2024), will be charged a

non-refundable fee of $800.00 when first enrolled in the "COR 232 Restorative Art (RA) Lab I course."

Associate of Science Program (prior to October 2024 curriculum update)
A non-refundable fee of $800.00 will be charged to all students in the quarter tied to the course "History of Funeral Service."

- Student Embalming Supplies
- Student Restorative Art Supplies
- Onsite and Offsite Lab Supplies
- Administrative On-Site Inspection and Recertification
- Inspector's Travel
    - This includes: taxi (or other), hotel, mileage, tolls, etc.
    - Meals
    - Airfare
- Funeral Home Business Verification (if applicable)
- Preceptor Training
- Certified Preceptor pay/cost
- Administrative Costs

Re-Admission Fee: A non-refundable $50.00 re-entry application fee is charged prior to re-entry into the program of study. This fee includes:

- Student demographic confirmation and updates
    - Student will meet with the admissions representative or Dean to update any demographics that may be out of date; such as: address, phone number, Email, etc.
- Re-entry documentation and updates
- Enrollment updates within NSLDS
- Financial aid updates
- Credit evaluation/re-evaluation

Returned Payment Fee: A returned payment fee of $30 will be charged to a student's account for any check dishonored by the drawee bank. Return payment fees are non-refundable and are not covered by financial aid. This fee covers administrative duties associated with the returned payment.

Payment:

- The returned payment must be paid by cash or money order

Waiving the Fee:

- The fee will be waived if the payment was returned in error, providing supporting documentation is submitted

Note: This Bulletin in all or in part is subject to change without notice

About Our Scholarships

Thanks to the generosity of our donors and many organizations, the College offers several scholarship opportunities. These gifts allow us to support the college's mission of recruiting and retaining high-achieving students who enrich and diversify the academic environment. Scholarships are available for both current and incoming students.

Each scholarship has specific criteria based on the donor's wishes. Examples of criteria include academic merit, financial need, department or major, special interests, organizational involvement, and classification. The college awards several undergraduate scholarships each year. All current and prospective students are encouraged to apply each year.

View our Scholarships and Grants page, https://gupton-jones.edu/admissions/scholarships/, and contact Gupton-Jones College of Funeral Service for more information.

Federal Financial Aid (TIV)

The Gupton-Jones College of Funeral Service's Office of Financial Aid is available to assist you in navigating the financial aid process and to provide you with a better understanding of what options and tools are available to assist you in paying for tuition and fees.

We will be happy to assist you and answer any questions or concerns you may have when working through the financial aid process in person, via phone, or via Email at financialaid@gupton-jones.edu.

Financial Aid Grants

Federal Pell Grant

Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's degree and who possess financial need as determined by the FAFSA. All students meeting eligibility are offered Federal Pell Grant.

Eligibility

- You must have a qualifying Expected Family Contribution (EFC) – see FAFSA
- Recipients must meet Satisfactory Academic Progress
- You are limited to receive eighteen (18) terms at full-time enrollment

Award eligibility varies based on enrollment status

Helpful Websites

- Free Application for Federal Student Aid (FAFSA)
- Student Aid

Federal Supplemental Educational Opportunity Grant (FSEOG)

Am I eligible to receive FSEOG funds?

- You must complete a FAFSA for the award year you are enrolled in
    - July 1st, 2026 – June 30th, 2027, is the 2026/2027 Award Year
- You must be a U.S. citizen or eligible non-citizen.
- You must be enrolled at least half-time in your program of study (undergraduate program)
- You must demonstrate exceptional financial need.
- You must not have a bachelor's or a professional degree.
- Meet Satisfactory Academic Progress

If I am eligible for FSEOG funds, how much am I eligible to receive?

You may receive up to $200.00 per quarter, depending on the following:

- Your financial need
- When you apply (complete FAFSA)
- The amount of other aid awarded
- Availability of funds at Gupton-Jones College of Funeral Service

What is the application process?

To receive FSEOG funds, you must file a FAFSA as part of the application process. Students who receive Federal Pell Grants and have the most need will receive FSEOG funds first. Gupton-Jones College of Funeral Service receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid.

FSEOG funds are limited; meeting the criteria is not a guarantee that you will receive this grant.

Helpful Websites

- Free Application for Federal Student Aid (FAFSA)
- Student Aid

Bureau of Indian Education (BIE) Higher Education Grant

The BIA Higher Education Grant is a federal grant program for Native American students.

Eligibility

- Must be a member of, or at least one-quarter degree Indian blood descendent of a member of an American Indian tribe which is eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs because of

their status as Indians. See the Tribal Leaders Directory at the following website: https://www.bia.gov/service/tribal-leaders-directory
- Must be accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the Associate of Arts or Bachelor of Arts or science degree.
- Must demonstrate financial need as determined by the financial aid officer of the collegiate institution.

Helpful Websites

- Bureau of Indian Affairs

Loans

Direct Subsidized

The Direct Subsidized Loan is awarded based on your financial need. You will not be charged interest prior to repayment or during authorized periods of deferment. During deferment, the federal government pays your interest on the loan until the time of your repayment. Payment is automatically deferred until you are no longer enrolled at least half-time. When you are no longer enrolled at least half-time, a six (6) month grace period begins prior to entering repayment.

Disbursements made on or after July 1st, 2012, and before July 1st, 2014 are not eligible for an interest subsidy during the six month grace period prior to entering repayment, and interest will accrue during this time period. Disbursements on or after July 1st, 2014, are eligible for an interest subsidy during the six (6) month grace period, and interest will not accrue during this time period.

Eligibility

- You demonstrate financial need determined by the FAFSA
- You are enrolled at least half-time at a Gupton-Jones College of Funeral Service
- You must maintain Satisfactory Academic Progress
- You do not exceed annual or lifetime aggregate loan limits – see Direct Loan Limits
- You may not have received Direct Subsidized Loans for more than 150% of the length of your academic program
    - Applicable to borrowers receiving their first disbursement on or after July 1st, 2013

Award eligibility varies based on enrollment status and dependency status.

Helpful Websites

- Student Aid

- Repayment Estimator

Direct Unsubsidized

The Direct Unsubsidized Loan is awarded based on your financial need. You will not be charged interest prior to repayment or during authorized periods of deferment. During deferment, the federal government pays your interest on the loan until the time of your repayment. Payment is automatically deferred until you are no longer enrolled at least half-time. When you are no longer enrolled at least half-time, a six (6) month grace period begins prior to entering repayment.

Disbursements made on or after July 1st, 2012, and before July 1st, 2014 are not eligible for an interest subsidy during the six month grace period prior to entering repayment, and interest will accrue during this time period. Disbursements on or after July 1st, 2014, are eligible for an interest subsidy during the six (6) month grace period, and interest will not accrue during this time period.

Eligibility

- You demonstrate financial need determined by the FAFSA
- You are enrolled at least half-time at a Gupton-Jones College of Funeral Service
- You must maintain Satisfactory Academic Progress
- You do not exceed annual or lifetime aggregate loan limits – see Direct Loan Limits
- You may not have received Direct Subsidized Loans for more than 150% of the length of your academic program
    - Applicable to borrowers receiving their first disbursement on or after July 1st, 2013

Award eligibility varies based on enrollment status and dependency status.

Helpful Websites

- Student Aid
- Repayment Estimator

Direct PLUS Loans

The Direct Parent Loan (PLUS) is available to the parents of dependent, undergraduate students. The parent may borrow up to the Cost of Attendance (COA) (excluding any other federal student aid). All funds are received electronically and will be posted to the student's account to pay for authorized tuition and fees. Completing the FAFSA is required.

Eligibility

- Your child must be attending at least half-time

- Your child must be meeting Satisfactory Academic Progress
- You must have a good credit history
- You must not have defaulted on any previous student or parent loans
- Your child must have completed the FAFSA

Award eligibility varies based on enrollment status.

For further information on Federal Financial Aid, go here.

Federal Work Study (FWS)

Gupton-Jones College of Funeral Service does not participate in this TIV program.

Military Benefits

Gupton-Jones College of Funeral Service is pleased to participate in Veterans' Affairs Educational Benefit Programs and Military Tuition Assistance Programs. If you have been in the military, please provide all college and military educational transcripts to determine if you may be eligible for any transcript credits.

Students receiving VA education benefits are required to have all prior credit reviewed by the school, with credit awarded where applicable (Title 38 Code of Federal Regulations 21.4253(d)(3) and 21.4254(c)(4). This review includes all credits from military service as well as all post-secondary institutions previously attended.

The school is responsible for obtaining copies of all post-secondary and military transcripts for all veteran students receiving or requesting VA education benefits. This requirement applies to all approved programs of study offered by the school.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Gupton-Jones College complies with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38, United States Code.

What benefit am I eligible for?

If you are an eligible active duty member of the military, an eligible dependent, or a veteran of the U.S. military, you may be eligible for Veteran Affairs (VA) Educational Benefits.

VA Educational Benefits include, but are not limited to:

Chapter 30: Montgomery GI Bill® – Active Duty
For information on Chapter 30: Montgomery GI Bill® Active Duty -
https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/

Chapter 31: Vocational Rehabilitation and Employment
For information on Chapter 31: Vocational Rehabilitation and Employment - https://www.va.gov/careers-employment/vocational-rehabilitation/

Chapter 33: Post-9/11 GI Bill®
For information on Chapter 33: Post-9/11 GI Bill® - https://www.va.gov/education/about-gi-bill-benefits/post-9-11/

Chapter 35: Survivors' and Dependents' Assistance Program
For information on Chapter 35: Survivors' and Dependents' Assistance Program - https://www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/

Chapter 1606: Montgomery GI Bill® – Selected Reserve
For information on Chapter 1606: Montgomery GI Bill® – Selected Reserve - https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/

If you are unsure of what you may be eligible for, or unsure what benefit is right for you, try the GI Bill© Comparison Tool at https://www.va.gov/education/gi-bill-comparison-tool/

VA Educational Benefits do not include state sponsored VA grants or scholarships

How do I apply for my benefits?

To apply for your VA Educational Benefit, you will complete the application through VONAPP. Once completed, the VA will send you a Certificate of Eligibility (COE) for the benefit you have applied for.

Please submit a copy of your COE to the College

Does Gupton-Jones College of Funeral Service participate in the Yellow Ribbon Program?

Yes, Gupton-Jones College of Funeral Service is a proud participant in the Yellow Ribbon Program. Gupton-Jones College of Funeral Service will pay 50% (percent) of the remaining tuition and fees that Chapter 33: Post-9/11 GI Bill® does not cover for a maximum of 100 eligible students. The amount each Yellow Ribbon recipient will receive will vary by tuition cost of degree enrolled in, and any scholarships or grants they may be awarded during their program. Yellow Ribbon will not exceed the tuition charged per term

For information on the Yellow Ribbon Program:
https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/

Tuition Assistance

What is Tuition Assistance?

- Tuition Assistance (TA) is a Department of Defense funding program
- This program is not administered by the Department of Veterans Affairs (VA)

- TA rules, policies, and procedures vary by branch of service and even vary between different units within the same branch depending on whether the unit is active, reserve, or National Guard
- TA will be applied to tuition only. It will not apply to any fees associated with enrollment

What is the process to use my TA?

1. Once you are enrolled in classes, you will complete the paperwork required by your branch of service in order to secure your tuition assistance for each quarter. Failure to follow you're your branch of service's processes may lead you to ineligibility for each quarters tuition assistance
2. Provide a receipt of your TA approval to the College
3. Any balance remaining will need to be covered by the student through financial aid, a tuition installment plan, etc.
4. For questions on when TA is paid to the college, contact your branch of the military
5. Once you pass your classes, you will move on to your next quarter
6. A few weeks prior to the start of your classes, submit your TA documentation through your branch of the military, this needs to occur each quarter of enrollment

Where can I get information on my benefits?

A good place to start is here: http://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html.

This site has links to specific branch sites that go further in depth.

Where do I go to apply for my TA?

Where you start depends on what branch of the military you need to apply to.

Air Force – This may have advanced security settings
https://federation.prod.cce.af.mil/pool/sso/authenticate/msg/19?m=GET&p=3911&r=f&u=https%3A%2F%2Fwww.my.af.mil%2Fgcss-af%2FUSAF%2Fep%2Fhome.do&x=true
Army – https://armyignited.army.mil/student/
Coast Guard – https://media.defense.gov/2017/Oct/23/2001830871/-1/-1/0/CG_4147.PDF

- Or online, go https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do

Marines –
https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do
Navy –
https://sas.ncdc.navy.mil/login/sasdeersvalidation.aspx?RedirectUrl=https://myeducation.netc.navy.mil/eta/menu/welcome.do

Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees, and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than $10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

This policy will change upon accreditation of the school. The State Approving Agency will be notified accordingly.

State Benefits

Applicants desiring to attend Gupton-Jones College of Funeral Service under provisions of a state rehabilitation or vocational program must contact their local rehabilitation office directly.

Tuition Installment Plan (TIP)

Gupton-Jones College of Funeral Service is pleased to offer enrolled students a Tuition Installment Plan (TIP). The Tuition Installment Plan is a service to the student, allowing the student to finance education over the period of a quarter throughout their academic year. The TIP is interest free, making budgeting the cost of your education easier. Late charges may be added to the student's account if the student misses the deadline of payment dates. If payments are made as scheduled, there will be no additional costs to the student. The payment schedule calculates the balance remaining after guaranteed funding is applied; financial aid funds (such as loans, grants, scholarships, etc.) are recognized as payments toward the payment plan. Any balance remaining after all guaranteed funds have been paid MUST be set up on the installment plan. Only students in good standing and with a zero balance for the current quarter are eligible to enroll in an installment plan. Students may prepay, without penalty, on their Tuition Installment Plan. Adjustments may be made on future payments.

The payment schedule is based on a division of the quarter's tuition into three installments. If a student does not receive any financial aid, the first installment will be due on the first day of classes for that quarter. Those students receiving financial aid (Pell Grant, Direct Loans, and/or FSEOG) or any other guaranteed payments (VA, scholarships, tuition reimbursement, etc.) will be required to pay the balance of direct charges minus all guaranteed funding of the academic year over the, up to, three terms per academic year.

Should a student not pay their first installment by the designated payment date, there will be a grace period of five (5) school days for that payment to be made. No books will be provided to the student until the payment is received by the college. If, after five (5) school days, the payment is not secured, a late fee of fifty dollars ($50) will be applied to the student's account and no books provided until the payment is made.

If the second and third installments are not paid by the designated payment dates, a fifty dollar ($50) late feel will be applied to the student's account for each of the late payments. ALL balances owed for a quarter must be paid before a student is allowed to progress into a subsequent quarter.

Grading Methods and Symbols

Grade reports are available to students at the completion of each quarter. Final grades are based on the quality of work submitted and as demonstrated by assignments, examinations, and/or class projects as outlined in the course syllabus. Earned Grade Points are calculated for each course by multiplying the Grade Points (quality point value) for the grade received for the course times the credit hour value of the course. For example, a 4-credit-hour course with a grade of "B" would earn 12.0 quality points [credit value of course (4) times grade point value of B (3)].

Letter Grade	Grade Points	Numeric Grade	Included in Credits Earned	Include in Credits Attempted	Included in CGPA
A	4	96 –100	Yes	Yes	Yes
A-	3.75	92– 95	Yes	Yes	Yes
B+	3.5	89 – 91	Yes	Yes	Yes
B	3	85 – 88	Yes	Yes	Yes
B-	2.75	82 –84	Yes	Yes	Yes
C+	2.5	80 – 81	Yes	Yes	Yes
C	2	75 – 79	Yes	Yes	Yes
F	0	0 – 74	No	Yes	Yes
W (Withdrawal)	n/a	n/a	No	Yes	No
I (Incomplete)	n/a	n/a	No	Yes	No
TR (Transfer Credits)	n/a	n/a	Yes	Yes	No
R (Repeated Course)	n/a	n/a	Yes	Yes	Yes
MIL (Military Credit)	n/a	n/a	Yes	Yes	No
PR (Proficiency Credit)	n/a	n/a	Yes	Yes	No
AU (Audit Course)	n/a	n/a	n/a	n/a	n/a

Grade Point Averages

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of credit hours for which grades were awarded. The grade points are calculated by multiplying the quality point values for the grade earned for each course by the number of credit hours associated with the course. The quarter GPA applies to work in each quarter. A student's overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credit hours earned in the program of study to date

The term GPA and CGPA range from 0.00 through 4.00 and only include courses that are required for graduation in the student's current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. The CGPA is used to determine whether a student is meeting the standards of academic progress and eligibility for graduation.

Incomplete Grades

An incomplete grade "I" is a temporary grade signifying that the required coursework was completed during the quarter. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

An "I" grade may be assigned for the following reason(s):

- The student has been making satisfactory progress in the course and needs additional time, as determined by the instructor; or
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor.

To receive additional time to complete the course requirements, the student must request the incomplete form from their instructor at least seven (7) days prior to the end of a quarter and submit the incomplete packet at least three (3) days prior to the final date and time grades are due.

To receive additional time to complete course requirements, the student must submit completed documentation regarding the requested incomplete grade by the last day of the quarter, prior to the due date and the time for the final grades. The student should request the incomplete form from their instructor at least seven (7) days prior to the end of the quarter and submit it at least three (3) days prior to the final date and time grades are due. Students approved for an incomplete must have all required coursework completed and submitted within two (2) calendar weeks after the end of the quarter.

Once the student submits all coursework during or at the end of the incomplete period, whichever comes first, the "I" grade is changed to the earned grade ("A", "B", "C", or "F"). Once incomplete grades are converted and final grades are posted, the student's academic status is evaluated and determined, in accordance with the Satisfactory Academic Progress (SAP) Policy.

Repeating a Course

Students must repeat any required course(s) in the program of study for which the student did not earn a passing grade ("C" or higher). Students who repeat a failed course and repeatedly fail the same course may remain eligible to receive financial assistance so long as students meet the standards of satisfactory academic progress (SAP). SAP for purposes of continued eligibility for federal financial assistance including those eligible for veterans' education benefits – is determined by applying the cumulative grade point average (CGPA) requirements, pace of completion (POC) requirements towards graduation, maximum timeframe restrictions, warning and probation provisions, appeals procedures, and dismissal and reinstatement procedures as outlined in the SAP Policy of this catalog.

Students may repeat a previously passed ("C" or higher) course only for one (1) repetition of the course. The one (1) repeat of a previously passed course will be counted towards the student's enrollment status for the quarter and in determining the student's eligibility for Federal Financial Aid. For those eligible for veterans' education benefits, the U.S. Department of Veterans Affairs (VA) does not allow a previously passed course to be certified for benefits when the course is repeated.

> A student who retakes a previously passed course and subsequently withdraws before completing the course for which Federal Financial Aid was awarded/disbursed for retaking is not considered to have used their one allowed retake for that course. However, if a student passed a class once and then is paid Federal Financial Aid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time.

All courses that are repeated are factored in the calculation of a student's SAP status.

Satisfactory Academic Progress (SAP)

All students must meet the standards of the satisfactory academic progress (SAP) policy to remain enrolled at the College. The standards of SAP must also be maintained to remain eligible for Federal Student Aid (FSA), Veterans Education Benefits (VA), and other forms of financial assistance.

Satisfactory academic progress is determined by measuring the cumulative grade point average (CGPA) and the pace of completion (POC) toward completion of the student's program of study. Both components (CGPA and POC) of SAP must be met at each SAP evaluation period to remain eligible and considered to be maintaining SAP. Additionally, students must complete their program of study within the maximum timeframe for program completion.

SAP Status Evaluation

The students' SAP statuses are evaluated at the end of each quarter (SAP evaluation period) after grades have been posted to determine if students are progressing satisfactorily, as outlined below. Both components (CGPA and POC) of SAP will only include courses that are required for graduation in the student's program of study.

1. **Cumulative Grade Point Average (CGPA)** – The cumulative grade point average (CGPA) is the student's overall academic average based on grades and credit hours earned in the student's program of study. The CGPA is calculated by dividing the total earned quality points by the total attempted credit hours for which grades are awarded. Students that have attempted a course(s) multiple times only have the best grade earned for the CGPA calculation. A student must meet minimum CGPA requirements based on the cumulative number of credit hours attempted at each SAP evaluation period.

2. **Pace of Completion (POC) Requirements** – In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credit hours attempted in the program of study at each SAP evaluation period to maintain SAP. Credit hours attempted are defined as those credits for which students are enrolled past the

add/drop period of the quarter. In the POC calculation, a grade of W (Withdrawn) is included in hours attempted. Courses removed during the add/drop period are not included in POC calculations. Please refer to the Grading Scale, Add/Drop, and Leave of Absence policies for more information.

3. **Maximum Time Frame to Complete Program (Financial Aid Requirement)** – A student is not allowed to attempt more than 1.5 times, or 150%, of the number of quarter credit hours (QCHs) in their program of study. For example, a program that requires students to earn 100 QCHs to complete the program. The maximum allowable attempted QCHs for the specified program would be 150 QCHs (1.5 times or 150% of 100). This means students must successfully complete and earn 100 QCHs after attempting no more than 150 QCHs.

Therefore, the minimum percentage requirement for the pace of completion (POC) is to ensure that students are progressing at a pace at which they will complete their program within the maximum time frame. If at any point it is determined that it is mathematically impossible for a student to meet the minimum SAP standards or complete their program of study within the maximum time frame allotted, the student becomes ineligible to receive financial aid funding for the remainder of their enrollment.

The minimum CGPA requirement and corresponding minimum POC percentage are outlined in the table below.

Minimum SAP Standards

Total Attempted Quarter Credit Hours	Minimum Cumulative GPA (CGPA)	Minimum Pace of Completion (POC)
0 – 25	1.50	50%
26 – 50	1.75	58.33%
51 and more	2.00	66.67%

How Change of Program or Transfer Credits Affect SAP

Transfer credit(s) awarded due to a program change—whether from Pierce Mortuary College, another postsecondary institution, or a military transcript—that are applicable to the new program of study will not be included in the calculation of the Cumulative Grade Point Average (CGPA). However, for the purposes of determining Pace of Completion (POC) and Maximum Time Frame, only the credit value of the equivalent course in the student's new program will be counted as credits attempted and earned, regardless of the credit value of the original transferred course.

SAP Statuses

At the end of each quarter once final grades have been posted, each student's CGPA and POC are reviewed to determine whether the student is meeting the satisfactory academic progress requirements. The following terminology is used by the College to indicate each student's academic standing:

SAP Met: A student who met the minimum CGPA and POC requirements at the end of the quarter.

SAP Warning: A student who was in good academic standing at the beginning of the quarter but failed to achieve the minimum CGPA and/or POC requirement at the end of the quarter. The student will automatically be placed on SAP Warning for the subsequent quarter and notification of academic standing including requirements to meet SAP at the end of the subsequent quarter will be sent to the student. This status allows a student to remain eligible for Federal Student Aid and Veterans Education Benefits for one additional quarter (payment period).

At the end of the warning period (subsequent quarter):

- A student who meets or exceeds the minimum SAP standards are returned to SAP Met.
- A student unable to meet the minimum SAP requirements at the end of the quarter are placed on SAP Probation status.

SAP Probation: A student who has not met SAP at the end of the SAP Warning quarter will enter the following quarter on SAP Probation status and are not eligible for Financial Aid or Veterans Education Benefits. An academic plan is required, and a plan is assigned prior to the student starting the SAP Probation quarter. The student does have the option to submit a SAP Appeal within the required timeframe to potentially re-establish Financial Aid and Veterans Education Benefits, if approved.

A student's Academic Plan may be approved for more than one quarter when the student is unable to meet minimum SAP requirements after one quarter of probation. A student who has filed a SAP Appeal and has received approval, are eligible for Financial Aid and Veterans Education Benefits during the period(s) of probation, as long as the student is meeting the requirements outlined in their approved academic plan.

Additional Considerations

- Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the College as a condition of their academic monitoring. Students who fail to comply with these requirements are subject to dismissal even if CGPA or POC are above the dismissal levels.
- When it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student is dismissed from the College. The College also reserves the right to place students on or remove them from academic monitoring based on their academic performance, not-withstanding these published standards.
- Notification of academic dismissal is provided in writing to the student. The *Student Conduct* section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the College's Refund Policy.

Academic Dismissal

Students are subject to academic dismissal when they:

- Fail to meet the minimum cumulative grade point average (CGPA) or pace of completion (POC) or do not meet their Academic Plan requirements at the end of a SAP Probation quarter.
- Become mathematically impossible for the student to meet the minimum SAP requirements.
- Exceed the maximum time frame for program completion.

Students facing dismissal from the College for failing to meet SAP may appeal their dismissal in writing to the Academic Dean, in accordance with the *SAP Appeal for Reinstatement* section of this catalog. The appeal must include all of the following:

- Explain the extenuating circumstances that led to failure to meet satisfactory progress.
- Include related documentation (letter from a medical professional, obituary, military orders, etc.) about the extenuating circumstance.
- What has changed since the event/situation stated above.
- Plans/steps to meet SAP or the academic plan at the next evaluation period.

A student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe a class as an inactive student during the add/drop period of the quarter or until the appeal has been reviewed.

The College may approve an appeal and return a student back to the probation status when the student had an extenuating circumstance that affected the student's ability to meet SAP standards and the College determines (1) that the student will be able to meet SAP standards after the subsequent quarter or (2) that the student will be able to meet SAP standards by a specific point in time if they follow an academic plan developed by the College.

Approved students must return with an Academic Plan and cannot exceed twelve (12) credit hours in their first quarter returning from dismissal.

SAP Appeal for Federal Financial Aid and Veterans Education Benefits

To regain financial aid or veterans' education benefits eligibility in a probationary status, a student must submit a complete SAP Appeal packet to the Academic Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the extenuating circumstances(s) for past academic issues.
2. Explain what has changed that will allow the student to achieve SAP standards;
3. Must include supporting documentation of extenuating circumstances (e.g., unforeseen medical issue/illness, death of a relative, family emergency injury/illness, or other special circumstances), dated during the quarter(s) of unsatisfactory progress.
4. The plans or steps the student will take to meet SAP or the academic plan at the next evaluation period.

The SAP Appeal for Federal Financial Aid must be submitted to the Academic Dean within seven (7) days of notification of their financial aid/veterans' education benefits suspension status. The Academic Dean submits the appeal to the Academic Appeals Committee for review. The student will receive notification from the Academic Dean of the appeal decision within seven (7) days of

receipt of the student's SAP Appeal. If the appeal is approved, the student will be eligible as demonstrated; if denied, the student will be responsible for covering all quarter charges through non-financial aid/veterans' education benefits means.

Reentering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before reenrollment. Students seeking reenrollment requiring an SAP Appeal are not subject to the seven (7) day limitation for filing the appeal but must submit the appeal before the start of the quarter.

Students transferring from program to program will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal.

SAP Appeal for Reinstatement

To regain eligibility to continue enrollment after academic dismissal, a student must submit an SAP Appeal with supporting documentation to the Academic Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the extenuating circumstances(s) for past academic issues.
2. Explain what has changed that will allow the student to achieve SAP standards;
3. Must include supporting documentation of extenuating circumstances (e.g., unforeseen medical issue/illness, death of a relative, family emergency injury/illness, or other special circumstances), dated during the quarter(s) of unsatisfactory progress.
4. The plans or steps the student will take to meet SAP or the academic plan at the next evaluation period.

The College's portion of the SAP Appeal packet will include the following:

1. An academic plan by the student and the Academic Dean, or academic designee, detailing specific requirements for the student to meet SAP within the next quarter(s);
2. SAP calculation prepared by Academic Dean, or academic designee, used to develop the academic plan;
3. A copy of the Academic/FA Warning letter/notification sent to the student; and
4. An unofficial transcript with final grades for the most recently completed quarter.

The SAP Appeal packet must be submitted to the Academic Dean within seven (7) days of notification of their academic suspension status. The Academic Dean submits the appeal packet to the Academic Appeals Committee for review. The student will receive notification from the Academic Dean of the appeal decision within seven (7) days of receipt of the student's SAP Appeal.

Students who opt to attend school while an Academic Appeal is pending must have their balance paid in full or have arrangements approved by the College, or other means than federal funding before the start of the quarter.

Re-entering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before reenrollment. Students seeking reenrollment requiring

an SAP Appeal are not subject to the seven (7) day limitation for filing the appeal but must submit the appeal before the start of the quarter.

Students transferring from program to program will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal.

Academic Dismissal and Reinstatement

Students who are deemed academically ineligible and dismissed from the College may apply for readmission after one (1) quarter. If their readmission application is approved, the student is required to retake all failed courses during their first quarter after reinstatement or as soon as the course(s) is offered. Approved students must return with an Academic Plan and cannot exceed twelve (12) credit hours in the first quarter back from dismissal.

Students who are successful with the course retakes are permitted to continue with their enrolled program of study.

Withdrawal from a PMC College

Students who enroll in all quarters of an academic year, however, withdraw during one of the quarters, must still fulfill the minimum quarter credit hours and pace of completion requirements outlined in the SAP policy.

Students that withdraw during two (2) consecutive quarters of attendance are subject to academic dismissal. Those who are dismissed and wish to return to the program are required to complete the academic appeals process to seek approval for possible reinstatement.

Academic Plans

Students who are on SAP Probation status receive an academic plan outlining requirements to regain good academic standing. The academic plan is monitored regularly by the Dean, academic advisor, or designee. Status updates are shared regularly with the students.

Grade Appeal

Students have the right to challenge the validity of the final course grade given by an instructor due to grading errors. The student must first attempt to resolve the disputed grade with the instructor within three (3) calendar days of the official posting of the final course grade.

In the event if the policy and/or process is not followed, the student can submit a petition in writing to the Dean of the College (Dean), clearly describing the grievance or complaint. The student's petition packet must be submitted to the Dean within seven (7) calendar days following the official posting of the final course grade and must include the student's letter (dated and signed) and all supporting documentation.

The Dean reviews the petition packet, seeks a resolution, and notifies the student of the decision in writing within seven (7) calendar days of receipt of the petition packet. In the event the policy and/or process is not followed, the student can contest the Dean's decision through the College's Grievance Policy.

*Please note that a grade appeal can result in a delay of program due to the need to fulfill prerequisites prior to enrolling in some courses.

Attendance

The College has measured a direct correlation between class attendance and academic success. Therefore, students are administratively withdrawn from the College when the student misses fourteen (14) consecutive days of a quarter within all courses.

Campus classes: Attendance is measured by physical attendance in scheduled classes, labs, and off campus activities related to a specific course.

Online courses: Attendance is measured by submitting discussion activities, assignments, quizzes, tests, and other graded work. These activities are readily tracked and documented through the College's learning management system.

Falsifying attendance or absences from a course result in violation of this policy. Students should not offer a falsified excuse for an absence from an examination, test, quiz, or other course requirement, directly or through another source. Falsification of an absence invokes the Student Conduct Policy.

Leave of Absence (LOA)

A Leave of Absence (LOA) option is available to currently enrolled students in good academic standing. The LOA provides students the opportunity to remain enrolled in the institution without scheduling courses for one quarter. Once the leave period is completed, students are eligible and expected to resume their academic studies.

Students seeking an LOA must complete a "Leave of Absence Request Form" and receive approval from the Dean or designated school official. Except in extraordinary circumstances as determined by the Dean or designated school official, the LOA must be approved prior to the first day of classes for the quarter in which the student is requesting leave. Students are limited to one leave period, not to exceed a cumulative total of 180 days, within any 12-month period.

During the LOA, the student's academic files will remain active. Upon returning from the LOA, the student will resume their academic program with the same academic status as before. Students remain subject to all applicable academic policies while on leave.

Impact on Financial Aid: Students on an LOA are not eligible for financial aid disbursements during the leave. Financial aid, including Title IV funds, will only be awarded for periods in which the student is actively attending classes. Enrollment verification and financial aid eligibility will be limited to actual quarters of attendance.

Failure to Return: Students who do not return from an approved LOA at the end of the designated period will be withdrawn from the College. The student's withdrawal date will be used to calculate any necessary adjustments to financial aid, and this may result in the student owing a repayment of unearned aid. Students who wish to return after withdrawal must reapply through the Admissions Office.

Note: *Before granting an LOA to any student who is a recipient of a Title IV, HEA program loan, the institution will explain the potential consequences on loan repayment terms. The student will be informed that failure to return from the LOA may result in the exhaustion of some or all of the student's loan grace period, which could lead to immediate repayment obligations.*

Emergency Leave of Absence

Students may request an Emergency Leave of Absence (LOA) due to extraordinary circumstances that require an immediate short-term absence. Eligible circumstances for an emergency LOA include hospitalization, life-threatening illness or injury, recovery from an accident or surgery, death of a family member, or military deployment. Emergency LOA requests will be evaluated on a case-by-case basis, and the student must provide official documentation (e.g., doctor's note, hospital records, military orders) supporting their request.

Students approved for an emergency LOA are permitted to miss up to five (5) consecutive school days during the quarter. In exceptional cases, an extension may be considered upon further review. Students must notify their instructors as soon as possible and work with them to establish a plan for completing any missed assignments or exams during their absence. All missed work must be completed promptly according to the plan established with the instructors; the Dean is available to offer guidance if needed.

The request for an emergency LOA must be submitted to the Dean or designated school official for approval. The student will be notified of the institution's decision within a reasonable timeframe, typically within 48 hours of submission. During the LOA, students remain subject to the institution's academic policies and procedures, and there will be no changes to their enrollment status or financial aid eligibility unless the absence exceeds the allowed period.

Quarter Hold Policy

Academic and administrative holds are used to prompt student engagement and ensure compliance with institutional policies. Holds may be placed when other attempts to communicate with the student have failed or when a student's actions—or inactions—threaten academic progress, policy adherence, financial responsibility, or the well-being of the campus community.

Appropriate Use of Holds

Holds may be placed in the following situations:

- When a student is in violation of institutional policy (academic, conduct, health/safety).
- When a student fails to meet financial obligations to the College.
- When a student's academic decisions or disengagement may jeopardize academic standing.
- To uphold community well-being or safety.

Impact of a Hold

While a hold is active, a student may be restricted from:

1. Receiving:
    - Diplomas
    - Certificates
    - Letters of good standing
    - Verification for the National Board Exam (NBE)
    - Official transcripts

2. Accessing:
    - Financial aid processing or disbursement
    - Quarter registration or schedule changes
    - College-sponsored travel or academic events
    - Library, lab, or other institutional resources
    - Graduation ceremonies

FERPA Note: Holds do not affect the student's legal right to inspect their educational records. However, the institution may withhold *copies* of transcripts or other official documents until the hold is resolved.

Types of Holds

1. **Academic Hold:** Placed due to unsatisfactory academic progress (e.g., warning, probation), missing academic advising, or unresolved academic matters.
2. **Conduct Hold:** Placed due to student disciplinary actions or failure to comply with student conduct sanctions.
3. **Financial Hold:** Placed when there is an outstanding balance or delinquent payment due to the institution.
4. **Medical or Safety Hold:** Placed in cases of serious health, behavioral, or safety issues as governed by the institution's threat assessment or medical withdrawal procedures.

Hold Communication and Posting

- All departments authorized to place holds must maintain clear, published guidelines on:
    - Hold criteria
    - Steps to resolution
    - Staff contacts
    - Expected timelines

Hold Timing

- Holds that may interfere with registration or continuation should be placed *before* or *after* the academic term, not during active enrollment unless urgent (e.g., disciplinary dismissal or safety concern).
- Holds must be placed in time to allow the student a reasonable opportunity to resolve the issue prior to adverse impacts (e.g., registration deadlines or disbursement dates).

Authority to Place Holds

- **Non-Academic Holds:** May be placed by the **Dean**, **President**, or designated senior administrators.
- **Financial Holds:** Managed by the **Student Accounts Office** or **Financial Aid Office**.
- **Academic/Registration Holds:** Managed by the **Registrar's Office** in coordination with academic leadership.

Student Notification

Prior to placing a hold, the student must be notified in writing (via institutional email or student information system alert) with:

- The reason for the hold
- The action required to avoid the hold
- The deadline for which action must be taken
- Contact information for further assistance

Faculty may be notified of a student's hold status *when appropriate* and with sensitivity to privacy, never during classroom instruction.

Withdrawing from a Course(s)

Course Withdraw

A student can withdraw from a course(s) after the add/drop period has ended through the end of the sixth week of the quarter. The student must contact an academic official to discuss the withdraw request and any possible academic impacts. Students who proceed with withdraw after speaking with the academic official, will send their withdraw request to the College Registrar for processing. Any course(s) attempted and withdrawn from after the add/drop period will impact Pace of Completion (POC).

Grades

The student will receive a "W" (Withdraw) grade for the course(s) withdrawn after the add/drop period. Students must withdraw from a course(s) by the designated withdrawal deadline of the end of the sixth week of the course. Students who opt to withdraw from a course(s) after the withdraw deadline will be assigned the grade earned in the course.

Students receiving financial aid should meet with the Financial Aid Office to discuss any financial aid eligibility/impact when withdrawing from a course(s).

Capstone Attempt Policy

Students are permitted to take the Capstone course a maximum of three (3) times. Students who fail the course three times face academic dismissal from the college.

1. **Attempt Limits**
    - A student may attempt the Capstone course up to three times.

- A "fail" is defined as a grade below the minimum passing grade of 75% set by the institution.
- A student has one calendar year to successfully complete the capstone course from their first attempt.

2. Impact of Retakes on Academic Standing

- Each retake will be recorded on the student's academic transcript. The highest grade (best grade) achieved in the course will be used in calculating the student's cumulative grade point average (CGPA).
- All attempts will be calculated in the student's total number of credits attempted for Max Retake (150%).

3. Academic Dismissal

- Students who fail the Capstone course on their third attempt or do not pass within one calendar year from their first attempt will be academically dismissed from the college.
- The student will be notified in writing of the academic dismissal. Students who are dismissed due to failure of the Capstone course can submit an appeal of the decision.

4. Appeals Process

- A student who believes that there are extenuating circumstances (e.g., medical, personal) that impacted their performance in the Capstone course may submit an appeal to the Academic Appeals Committee.
- The appeal must be submitted in writing within 7 days of receiving notification of academic dismissal.
- The committee will review the appeal and may make recommendations or decisions regarding an exception to this policy based on the merit of the student's case.

5. Communication and Support

- Students who fail a course will be advised by an academic advisor to discuss their performance, review potential reasons for failure, and develop strategies for success in future attempts.
- The college offers academic support resources, including tutoring, counseling, and other student services, to assist students in improving their academic performance.

6. Comprehensive Exam (Old Curriculum)

- Students in the old curriculum who completed all academic work (including capstone courses) came to campus to pass comprehensive examinations. Students who failed this comprehensive exam requirement would not have their degree.

- Comprehensive exams are no longer offered on campus. As a substitute, students are enrolled in a capstone course as an audit student (not for credit). Students must successfully pass the final exam in both arts and sciences in order to satisfy the comprehensive exam requirement. Students must take the courses concurrently and may not separate the courses.
- Students are encouraged to participate in all classroom activities and lectures in order to master the material to maximize their chances of success.
- Students must complete the final exams within one (1) year of their first attempt under this policy like other capstone students and only have 3 total attempts as a capstone audit students.

Artificial Intelligence

The use of AI content-generation tools (such as ChatGPT, DALL-E, etc.) is permitted. Students are invited to use AI platforms to help prepare for assignments and projects. When submitting work, students must clearly identify any writing, text, or media generated by AI. It is a violation of college policy to misrepresent work submitted to the instructor as one's own that does not acknowledge the use of generative AI tools. All student work must be at least 80% original work. Any violations are investigated for integrity concerns. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade on their assignment(s), in the course, and/or expulsion from the College.

Clinical, Laboratory, and Practicum Requirements – Associate of Applied Science Degree and Funeral Director's Programs 2025

All students are required to meet the graduation requirements outlined in the College Catalog to successfully complete the Associate of Applied Science (AAS) Degree Program. These requirements include a combination of academic coursework and hands-on training experiences designed to ensure technical competence in funeral service practice.

Major components of the graduation requirements include:

- Clinical Embalming
- Restorative Art Laboratory
- Funeral Director Practicum

This document provides general descriptions and logistical considerations for each component. Course syllabi contain additional detailed instructions. Requirements are uniform across on-campus and distance learning modalities, though the methods and timing for completion may vary and are specified where applicable.

Embalming Clinical Requirement

Students enrolled in the AAS Degree Program must complete a minimum of eleven (11) embalming cases under the supervision of a certified preceptor at an approved clinical site. The

12th and final embalming case will be overseen and certified by a qualified faculty member on campus during week 11 of the sixth quarter.

Clinical Site Affiliation Process

Students are responsible for selecting or securing a clinical site to complete their embalming cases. The process includes the following steps:

1. **Preceptor Selection**
   - Students may choose from an extensive list of college-approved clinical preceptors, accessible on the Embalming Clinical Course Page in Blackboard.
   - If a student selects a site not on the approved list, the site must undergo inspection and certification by the College.
2. **Notification Deadline**
   - Students must be affiliated with a funeral home by the end of Week 8 of *COR 220 – Embalming I* to allow time for site inspection and approval.
3. **Site Affiliation Requirements**
   - The location must meet ABFSE standards for clinical embalming, this means:
   - The funeral director or embalmer-in-charge (FDIC/EIC) must provide the following items to students so it can be kept on file with the campus:
     - A completed *Location Affiliation Agreement*.
     - A completed Preceptor Application for any practitioner that will oversee and sign off on cases
     - A copy of each preceptor's funeral director or embalmer's license. (dual or single license)
     - The results of a formaldehyde exposure test. Not more than three (3) years old.
     - A current business license for the location being affiliated with.
   - The facility must be inspected and approved by a qualified faculty member prior to the start of instruction.
4. **Preceptor Certification Requirements:**
   - Submit a completed *Offsite Clinical Preceptor Application*.
   - Provide proof of a valid embalmer license.
   - View the preceptor training video on the campus' website.
   - Sign the preceptor training video acknowledgment at the end of the Clinical Preceptor Handbook.
   - Fulfill all additional requirements outlined in the Clinical Preceptor Handbook.

Once all documentation is verified, and training is complete, the College will issue official approval and certification.

Clinical Embalming Case Schedule

1. **Cases 1–6:** Completed during *COR 222 – Embalming Lab I*.
2. **Cases 7–11:** Completed during *COR 226 – Embalming Lab II*.
3. **Case 12 (Final Case):** Must be completed on-campus or in the presence of a qualified faculty member, in accordance with ABFSE guidelines, to demonstrate technical competency.
    - **On-Campus Students:** Perform the final embalming under supervision during *COR 226*. Students are grouped in teams of no more than five (5) for this process.
    - **Distance Learning Students:** Report to campus during the final week of *COR 226* to complete this certification in similar small groups.

Restorative Art Laboratory Requirements

All students must fulfill the Restorative Art Laboratory requirements through both distance and in-person instruction. See modality specific details below.

1. Instruction occurs during:
    - *COR 232 – Restorative Art Lab I*
    - *COR 236 – Restorative Art Lab II*
2. Note: The College provides necessary laboratory supplies during on-campus sessions.

Modality-Specific Details

1. **On-Campus Students:** Practice restorative art techniques under direct instructor supervision throughout the lab courses.
2. **Distance Learning Students:**
    - Complete assigned work in quarters four (4) and six (6) via instructor-led live presentations and tutorial videos.
    - Submit photo and video documentation of their work.
    - Attend on-campus labs during the final week of *COR 236* to complete hands-on activities and the final embalming case. Supplies are issued and must be returned after the session.

Funeral Director Practicum

Students in the AAS or Funeral Director Certificate must fulfill specific funeral directing skills as part of their curriculum.

Practicum Components

Each student must complete each of the items below. Please note all items below may be completed in a simulated setting with the exception of attending five (5) funeral services.:

- Five (5) first calls.
- Five (5) arrangement conferences.
- One demonstration of a body removal.
- One demonstration of dressing, casketing, and preparing a decedent for disposition.
- Attendance at five (5) funeral-related activities, each unique in function.

- As a part of the arrangement conferences, the student must utilize or create each of the following at least once:
    - 1. First Call Sheet
    - 2. Arrangement Form
    - 3. Embalming Authorization Form
    - 4. Cremation Authorization Form
    - 5. Federal Trade Commission Compliant General Price List
    - 6. Federal Trade Commission Compliant Casket Price List
    - 7. Federal Trade Commission Compliant Outer Burial Container Price List
    - 8. Death Certificate
    - 9. Burial Transit Permit
    - 10. Statement of Death by a Funeral Director
    - 11. Death Notice
    - 12. Obituary
    - 13. Veteran's Flag Application
    - 14. Veteran's Burial Benefits Form
    - 15. Veteran's Headstone and Marker Forms
    - 16. Federal Trade Commission Compliant Statement of Funeral Goods and Services Selected

Course Integration and Expectations

1. **COR 207 – Funeral Directing**
    - Three (3) distinct arrangement conferences, including one for a military/veteran case.
    - Two (2) different funeral event observations, each event must be unique and not repeated. *No duplicates allowed.*
2. **COR 213 – Funeral Service Sociology**
    - Two (2) arrangement conferences, including one involving cremation disposition.
    - Three (3) different funeral event observations, each event must be unique and not repeated, with at least one (1) being a live/in-person event. *No duplicates allowed.*
3. **Demonstration Requirements **For AAS students only***
    - **On-Campus Students:** Complete removal, dressing, and casketing demonstrations during *COR 226 – Embalming Lab II* under faculty supervision.
    - **Distance Learning Students:** Attend campus during the final week of *COR 226* for completion under qualified faculty supervision.

As a component of the COR 207, and COR 213 courses, students are required to participate in a funeral arrangement simulation, a one-day intensive online experience.

1. **Mandatory Participation:** Non-attendance disqualifies students from taking the final exam.
2. **Activities Include:**
    - Content-specific lecture.
    - Completion of various practicum components.

Documentation Requirements

Students must submit all Embalming Clinical and Funeral Director Practicum documentation in Blackboard under the designated course pages. All submissions must be complete, accurate, and timely to meet graduation eligibility.

Boot Camp – Capstone Preparation

As a component of the *CAP 290, CAP 292,* and *CAP 294* Capstone courses, students are required to participate in Boot Camp, an intensive online review experience.

1. **Mandatory Participation:** Non-attendance disqualifies students from taking final and board exams.
2. **Activities Include:**
    - Content-specific lectures.
    - Workshops and interactive activities.
    - Practice exams and review sessions.

Dates for Boot Camp are published in the Academic Calendar and listed in the *College Catalog*.

On-Campus Requirements for Distance Learning Students

Distance Learning Students must be on campus to complete the following:

1. Final embalming case (12th case)
2. Restorative Art Lab hands-on components
3. Clinical demonstrations required in:
    - *COR 226 – Embalming II Lab*
    - *COR 236 – Restorative Art Lab II*

Note: Students should prepare for up to four (4) full days on campus at the end of the quarter that includes these courses. Students are responsible for all travel, lodging, and meals unless otherwise noted by the College.

Testing Policies

See the official syllabus for each course to determine the instructor guidelines concerning testing policies. Final exams will not be available for any student who has not completed the required clinical work for the current quarter.

A secure live and automated online proctoring service is utilized within all distance learning courses.

Textbooks

Textbooks that have an electronic version available will be provided to students in the electronic form. The electronic version does provide students the opportunity to download the textbook to an electronic device which allows students to make notations/highlights for their own use. Students who prefer physical copies can elect to purchase textbooks through 3rd-party vendors when available.

Textbook Accommodations for Individuals with Disabilities

Students that require physical textbooks due to approved accommodations, should contact the ADA/504 Coordinator (Dean of Academics) on their campus to discuss steps.

National Board Exam (NBE)

Upon completion of all graduation requirements from the funeral service programs at Gupton-Jones College of Funeral Service, there is generally an expectation that the graduate plans to pursue licensure. Many states have eligibility requirements for licensure that are contingent upon completing and successfully passing the National Board Examination (NBE). Pierce Colleges encourages each graduate to schedule and take the NBE as soon as possible following graduation. For information on State Licensure requirements, please review: https://gupton-jones.edu/academics/state-licensure.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.

Student Services

All the College's Student Services programs and support teams are dedicated to ensuring you have what you need to succeed at Gupton-Jones College of Funeral Service. There are several services available on campus, and remotely, to help you be successful, both inside and outside the classroom.

Student Financial Services

We serve the College community at large by assisting with Student Accounts, Tuition Installment Plan, and billing process works to the myriad of academic policies and deadlines. Student Financial Services (SFS) assists students in the handling of their financial affairs with the Gupton-Jones College of Funeral Service. SFS collects all tuition payments and ensures that all charges for tuition, fees, and other related charges, are appropriately applied to student accounts. We also credit student accounts for financial aid, student loans, scholarships, and payments.

The telephone number for Student Financial Services is (770) 593-2257. If you have any questions, please Email us at bursargj@gupton-jones.edu.

Career Services and Job Board

Gupton-Jones College of Funeral Service is committed to serving as a valuable resource for both employers and job seekers. We strive to provide current students, graduates, and alumni with access to meaningful career opportunities in the funeral service industry. Employers across the United States regularly recruit from our talented pool of students and alumni, and those open to relocating often have greater success in securing positions.

While the College offers guidance and resources to help graduates find suitable employment, the primary responsibility for job placement lies with the graduate. To assist with career development and job placement, the College maintains a comprehensive Job Board featuring employment opportunities posted throughout the year. Positions span the funeral service industry, local community, and beyond, offering students and alumni chances to apply their educational background and enhance their professional skills.

Jobs are posted electronically on the College's website and updated daily. Please note that students and alumni must contact employers directly to apply for any listed position.

We also invite funeral homes and businesses seeking qualified candidates to reach out for support in recruiting skilled professionals. Whether you are a student, graduate, or employer, do not hesitate to contact the Office of Career Services for assistance.

Please contact the College at (770) 593-2257 or by Email CareerServices@gupton-jones.edu with any questions.

Campus Job Board

Services for Students

Tutoring and Tutorial Services

The college provides tutoring services for both general education and funeral service courses. The tutoring opportunities are free of charge and open to all students currently enrolled at the institution. With the college's tutoring partnership with tutor.com, students can access online tutoring 24 hours a day to further support them with their general education course needs. Students can access tutor.com via their student learning platform. Students with additional questions should contact their academic advisor or the advising department at registrar@gupton-jones.edu.

Students seeking tutoring needs for funeral service courses are available in a combination of one-on-one and small group tutorials for many of the courses offered. Tutoring may be long-term, short-term, or single visits, depending upon the needs of each student. Tutoring for funeral service courses is available on a first-come, first-served basis throughout the quarter. Please contact your instructor or academic advisor for more information regarding tutoring for funeral service courses.

Email and Microsoft Office Services

Gupton-Jones College of Funeral Service provides Microsoft Office 365 to all students who attend part-time or full-time.

Office 365 allows students to install Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Publisher, Delve, Sway, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®. The plan also includes 1TB of OneDrive storage, managed by the school.

Please contact IT Support for more Information regarding student's Email account and Microsoft Office 365 support. Access your Email account, please click here.

Help Desk and IT Support Services

The College IT Services Help Desk provides prompt, knowledgeable, courteous technology support services over the phone, in person, and via Email to the College community. During the operational hours of the college, 7am – 4pm Monday through Thursday, the Distance Learning Coordinator is the central contact point for questions about the use of information technology, including the Learning Management System, Student Information System, student Email, and Office 365. For any after-hours assistance concerning IT support, the Help Desk will answer questions directly or facilitate a resolution if second-level technical support is required. To receive the highest level of support, please contact them using the information located at this link: Help Desk.

If you are unable to submit a support request using the PMC IT Support Request Form or need after-hours technical support, call 888-256-1427 to reach the Pierce Mortuary Colleges IT Help Desk.

Accommodation Services

The College works to ensure that qualified students, whether incoming or current students, with a disability, are provided with reasonable accommodations that enable a student to participate fully in the activities, programs, services, and benefits provided to all students. In conjunction with Pierce Mortuary Colleges, accommodation services also promote the College's compliance with applicable disability laws and regulations, including the Americans with Disabilities Act (as amended) and Section 504 of the Rehabilitation Act.

For more information regarding ADA accommodations, please visit our website, https://gupton-jones.edu/admissions/ada-accommodations/, or email the following individuals according to your current status as a student:

1. If you have been accepted for matriculation into the College or are a currently enrolled student, please email the Dean of Academic's
2. If you are in the application process – admissions@gupton-jones.edu
3. To speak with an individual concerning information on accommodation services by phone, please call the college at (770) 593-2257 and ask for one of the individuals listed above.

Extracurricular Organizations, Clubs, Student Activities, and Events

Getting involved with a student organization, fraternity, clubs, organizations, college events, and outings is a great way to explore and develop your identity within the college community. By joining or attending, students make lasting connections and memories. Class clubs, organizations, and attending events is encouraged for all students, whether online or an on-campus student, to attend these events. Class officers are elected early in the program, and, with their leadership, many class functions are planned and enjoyed by the entire student body. Many of the classes have worked collectively to make charitable contributions and help the underprivileged.

Student developed activities help students grow as leaders, and their efforts make a positive impact at the Gupton-Jones College of Funeral Service. There are many ways for students to get involved on campus, and we hope to serve as a connection point for students in finding the opportunity that is right for them. Please contact the College should you like to start a new club, get assistance in planning an event, or find a group who shares your passions.

If you have any questions, please call us at (770) 593-2257 or drop by our office with your questions and ideas!

For more information regarding our clubs and activities, please visit our website page.

Certifications

The College may provide selected certifications to students that are great ways to learn more about a specific funeral service skill set. These certifications will enhance your resume by making you more competitive and increasing your eligibility for a wider variety of opportunities.

Other certifications and certificates are selected by the College as they are available.

As of January 2025, only the Associate of Applied Science in Funeral Service program will be open for enrollment.

Gupton-Jones College of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE) a national accrediting agency recognized by the U.S. Department of Education. It is important to note that the College is not regionally accredited. As a result, transfer of credits to other institutions or acceptance of credentials earned at the College by other schools may be limited and is determined at the discretion of the receiving institution.

Associate of Science – Online and On Campus (Teach-Out)

Program Overview

The Associate of Science (AS) curriculum at Gupton-Jones College of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. It fulfills the requirements of accreditation and approval agencies. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. The program is developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

Curriculum

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. The courses are listed under the headings of:

1. Public Health
2. Business Management
3. Social Sciences
4. Legal, Ethical, Regulatory
5. Liberal Arts, and
6. General Education/Liberal Arts/Electives

General Education Requirements

- All general education requirements for the associate degree may be completed here at the college
- No previous college credit needed to enter the program
- The degree will fulfill all general education requirements

General education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

Graduation Requirements

To be considered a candidate for graduation from the Associate of Science Degree Program (AS) at Gupton-Jones College of Funeral Service, the following guidelines must be met:

1. The student has successfully completed the AS program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
2. The student has successfully completed all requirements of the Restorative Art Lab and Clinical Embalming Program as specified by the College and the American Board of Funeral Service Education; also, has been certified by a qualified faculty member as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Courses by Quarter

Quarter 1		
Course Number	**Course Title**	**Quarter Credit Hours**
HIS 101	United States History to 1865	5
ENG 101	English Composition	5
MGT 101	Applied Business Mathematics	5
	Quarter 1 Totals	**15**
Quarter 2		
Course Number	**Course Title**	**Quarter Credit Hours**
HIS 102	United States History since 1865	5
ENG 102	English Literature	5
PSY 102	General Psychology	5
	Quarter 2 Totals	**15**
Quarter 3		
Course Number	**Course Title**	**Quarter Credit Hours**
MGT 201	Accounting	5
ENG 201	Communication Skills	3
SCI 202	Anatomy I	3
SCI 221	Microbiology I	2
PSY 201	Psychology of Funeral Service	3
HIS 201	History of Funeral Service	2
MGT 211	Computers in Funeral Service	2
	Quarter 3 Totals	**20**
Quarter 4		
Course Number	**Course Title**	**Quarter Credit Hours**

SCI 301	Anatomy II	3
SCI 212	Embalming I	3
MGT 212	Funeral Service Mgmt I	3
SCI 222	Microbiology II	2
PSY 202	Counseling	2
SCI 242	Restorative Art I	2
MGT 222	Small Business Management	5
	Quarter 4 Totals	**20**
Quarter 5		
Course Number	**Course Title**	**Quarter Credit Hours**
MGT 221	Mortuary Law/Ethics	3
SCI 351	Chemistry I	3
SCI 311	Embalming II	3
MGT 311	Funeral Service Mgmt II	3
SOC 301	Sociology of Funeral Service	3
SCI 331	Pathology I	2
SCI 341	Restorative Art II	2.5
	Quarter 5 Totals	**19.5**
Quarter 6		
Course Number	**Course Title**	**Quarter Credit Hours**
MGT 322	Business Law	5
SCI 352	Chemistry II	2
SCI 312	Embalming III	3
MGT 312	Funeral Service Mgmt III	3
SCI 332	Pathology II	2
SCI 342	Restorative Art III	2.5
MGT 302	Comprehensive Survey/Review	2
	Quarter 6 Totals	**19.5**
	Program Total	**109**

Categories of Instruction

Public Health and Technical (FSS)	Quarter Hours
Anatomy	6
Chemistry	5
Embalming	9
Microbiology	4
Pathology	4
Restorative Art	7
Total Quarter hours in Division	**35**
Business Management (FSM)	**Quarter Hours**
Accounting	5
Computers in Funeral Service	2
Funeral Service Management	9

Communication Skill	3
Small Business Management	5
Total Quarter hours in Division	**24**
Social Science (FS)	**Quarter Hours**
Sociology of Funeral Service	3
Psychology of Funeral Service	3
Counseling	2
History of Funeral Service	2
Total Quarter hours in Division	**10**
Legal, Regulatory and Ethics (FS)	**Quarter Hours**
Business Law	5
Mortuary Law/Ethics	3
Comprehensive Survey & Review	2
Total Quarter hours in Division	**10**
General Education/Liberal Arts/Electives	**Quarter Hours**
Business Math	5
English Composition	5
General Psychology	5
English Literature	5
U.S. History to 1865	5
U.S. History Since 1865	5
Total Quarter hours in Division	**30**

Gupton-Jones College of Funeral Service is not regionally accredited and that may limit the transfer of credits to another institution. All transfer credits are dependent on the receiving institution.

Associate of Applied Science

Program Overview

The Associate of Applied Science (AAS) curriculum at Gupton-Jones College of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. The program is developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

Curriculum

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. The courses are listed under the headings of:

1. Public Health and Technical
2. Business Management and Professional
3. Social Sciences
4. Legal, Ethical, Regulatory

5. General Education

General Education Requirements

- All general education requirements for the associate degree may be completed here at the college
- No previous college credit needed to enter the program
- The degree will fulfill all general education requirements

General education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

Graduation Requirements

To be considered a candidate for graduation from the Associate of Applied Science Degree Program (AAS) at Gupton-Jones College of Funeral Service, the following guidelines must be met:

1. The student has successfully completed the AS program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
2. The student has successfully completed all requirements of the Restorative Art Lab and Clinical Embalming Program as specified by the College and the American Board of Funeral Service Education; also, has been certified by a qualified faculty member as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum

If the student has an outstanding balance with the College at the time of graduation, the College will not post the award to the student's official transcript until the balance is paid in full. Official transcripts showing the awarding of a degree or certificate are required in most states for licensure.

Courses by Quarter

Quarter 1						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
MAT 100	Mathematics for Business	33	0	0	33	3
ENG 100	English Grammar and Composition	44	0	0	44	4

INT 100	Preparing for Professional Success	33	0	0	33	3
TEC 101	Introduction to Technology	44	0	0	44	4
	Quarter 1 Totals	**154**	**0**	**0**	**154**	**14**
Quarter 2						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
SCI 100	Introduction to Natural Sciences	44	0	0	44	4
SCI 222	Introduction to Microbiology	22	0	0	22	2
SCI 202	Anatomical Foundations	44	0	0	44	4
MGT 101	Small Business Management	44	0	0	44	4
	Quarter 2 Totals	**154**	**0**	**0**	**154**	**14**
Quarter 3						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
COR 220	Embalming I	33	0	0	33	3
COR 230	Restorative Art I	33	0	0	33	3
COR 201	Funeral Service Essentials	44	0	0	44	4
COR 242	Microbiology for Funeral Service	22	0	0	22	2
SCI 102	Introduction to Social Sciences	22	0	0	22	2
	Quarter 3 Totals	**154**	**0**	**0**	**154**	**14**
Quarter 4						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**

COR 222	Embalming Lab I	0	33	0	33	1.5
COR 232	Restorative Art Lab I	0	33	0	33	1.5
COR 205	Cremation & Disposition Options	44	0	0	44	4
COR 210	Pathology I	22	0	0	22	2
COR 209	Funeral Service Communications	33	0	0	33	3
	Quarter 4 Totals	**99**	**66**	**0**	**165**	**12**
Quarter 5						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
COR 224	Embalming II	33	0	0	33	3
COR 234	Restorative Art II	33	0	0	33	3
COR 207	Funeral Directing	44	0	0	44	4
COR 212	Pathology II	22	0	0	22	2
COR 211	Funeral Service Management	22	0	0	22	2
	Quarter 5 Totals	**154**	**0**	**0**	**154**	**14**
Quarter 6						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
COR 217	Ethical Applications in Funeral Service	22	0	0	22	2
COR 226	Embalming Lab II	0	33	0	33	1.5
COR 236	Restorative Art Lab II	0	33	0	33	1.5
COR 203	Funeral Service Merchandising	33	0	0	33	3

COR 215	Funeral Service Psychology	33	0	0	33	3
LAW 203	Practical Issues in Business Law	22	0	0	22	2
	Quarter 6 Totals	**110**	**66**	**0**	**176**	**13**
Quarter 7						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
LAW 223	Law in Funeral Service	33	0	0	33	3
COR 228	Embalming III	33	0	0	33	3
COR 238	Restorative Art III	33	0	0	33	3
COR 213	Funeral Service Sociology	44	0	0	44	4
	Quarter 7 Totals	**143**	**0**	**0**	**143**	**13**
Quarter 8						
Course Number	**Course Title**	**Lecture Hours**	**Lab Hours**	**Ext Hours**	**Total Contact Hours**	**Quarter Credit Hours**
CAP 290	Capstone: Arts	22	0	0	22	2
CAP 292	Capstone: Science	22	0	0	22	2
CAP 294	Capstone: Pathway	22	0	0	22	2
	Quarter 8 Totals	**66**	**0**	**0**	**66**	**6**
	Program Total	**1034**	**132**	**0**	**1166**	**100**

Categories of Instruction

Public Health and Technical	Quarter Hours
Embalming	9
Embalming Lab	3
Restorative Art	9
Restorative Art Lab	3

Pathology	4
Microbiology for Funeral Service	2
Total Quarter hours in Division	**30**
Business Management and Professional	**Quarter Hours**
Preparing for Professional Success	3
Funeral Directing	4
Funeral Service Merchandising	3
Cremation and Disposition Options	4
Funeral Service Essentials	4
Funeral Service Communications	3
Funeral Service Management	2
Capstone: Science	2
Capstone: Arts	2
Capstone: Pathway (Elective)	2
Total Quarter hours in Division	**29**
Social Sciences	**Quarter Hours**
Funeral Service Sociology	4
Funeral Service Psychology	3
Introduction to Social Sciences	2
Total Quarter hours in Division	**9**
Legal, Ethical, Regulatory	**Quarter Hours**
Practical Issues in Business law	2
Law in Funeral Service	3
Ethical Applications in Funeral Service	2
Total Quarter hours in Division	**7**
General Education	**Quarter Hours**
Mathematics for Business	3
English Grammar and Composition	4
Introduction to Natural Sciences	4
Introduction to Technology	4
Introduction to Microbiology	2
Small Business Management	4
Anatomical Foundations	4
Total Quarter hours in Division	**25**

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General Education Courses

Course descriptions are designed to depict each course's content in understandable items to aid the student in a complete comprehension of requisite studies to attain the objectives of the program.

HIS 101 United States History to 1865 (5 QH)

A chronological study of U.S. History from the age of discovery through the Civil War in America, with an emphasis on the interrelationship of problems and solutions. In conjunction with History 102, this satisfies Georgia requirements for instruction in the U.S. and Georgia Constitution.

HIS 102 United States History from 1865 (5 QH)

This quarter takes the United States from the Reconstruction period to the present. Emphasis is placed on the rise of the United States as a world power and its interrelationships in a global society. In conjunction with History 101, the course satisfies Georgia requirements for instruction in the U.S. and Georgia Constitution. ***Prerequisite: HIS 101***

ENG 101 English Composition (5 QH)

An overview of the rules of grammar, sentence and paragraph construction is given in this course. The second half of the quarter deals with the preparation of a multi-paragraph theme.

ENG 102 Introduction to Literature (5 QH)

This course focuses on the short story, drama, and the novel. The elements of each genre discussed in lecture and reading selections are chosen as examples of lecture material. Large and small group discussions will follow reading assignments. Knowledge of grammar and skill in writing will be necessary to meet the composition requirements of the course. ***Prerequisite: ENG 101***

MGT 101 Applied Business Mathematics (5 QH)

This is a one quarter course that focuses on the basic concepts of personal money management, basic buying problems, and special buying problems are reviewed. Taxes, the balance sheet income statements, figuring trade and cash discounts as well as profits and pricing are covered.

PSY 102 General Psychology (5 QH)

This course is designed to introduce the student to the study of human behavior and mental processes and how they are affected by an organism's physical state, mental state, and external environment. Included in the study are psychological perspectives, motivations and emotions,

theories of personality and social behavior. Students will work to describe, understand, predict and direct behavior.

Funeral Service Core Courses

SCI 202 Principles of Anatomy I (3 QH)

This course introduces the student to a basic vocabulary in the study of the structure and function of the human body. Systemic anatomy of the skeletal system and an introduction to the circulatory system, including hematology, cardiology, and arteriology is presented.

SCI 301 Principles of Anatomy II (3 QH)

This course concludes the study of the circulatory system, including phlebology and an overview of the lymphatic system. Also covered are the muscular, endocrine, nervous, digestive, urinary, respiratory, reproductive, and integumentary systems. ***Prerequisite: SCI 202***

SCI 351 Principles of Inorganic Chemistry (3 QH)

Basic concepts and definitions in chemistry, including types and forms of matter and the changes matter undergoes. Selected elements, molecules and compounds fundamental to understanding the embalming process are studied. The properties of solutions and other mixtures are also examined, with emphasis on ionization, pH, and osmosis and diffusion.

SCI 352 Principles of Organic Chemistry (2 QH)

An introduction to the study of compounds of carbon. The classes of organic compounds are identified, defined, and studied, and their functions in biochemistry or physiological chemistry, embalming, and toxicology are examined. ***Prerequisite: SCI 351***

SCI 212 Principles of Embalming I (3 QH)

The basic course in embalming begins with a brief explanation of the need for embalming and its results. The history of embalming is explored from earlier times up to and including modern day. Also, the basic considerations such as equipment and instruments are introduced. In addition, a complete study of post mortem changes along with the various physical and chemical changes are addressed during this quarter. Cause and manners of death are also examined. Ante-mortem changes and their effect are also discussed. Last, analyzing the case and prescribing the proper fluid dilution mixture is explored.

SCI 311 Principles of Embalming II (3 QH)

As a continuation, the student is introduced to the embalming procedure through case analysis. A detailed discussion of proper procedure and sequence in embalming is emphasized. Methods of injection as well as cavity treatment are explored. A discussion involving the selection of vessels is covered. Various types of embalming chemicals are introduced and described in detail. Attention is focused on describing intrinsic as well as extrinsic factors. Also, an understanding of

how the various intravascular and extravascular factors influence an embalmer's case analysis is examined. ***Prerequisite: SCI 212***

SCI 312 Principles of Embalming III (3 QH)

The final quarter of embalming emphasizes vascular anatomy. Moreover, the study of special cases and how to prepare them is discussed. Individual cases are examined in detail and consideration is given to each specific type of death in relation to the problems that are encountered as well as what treatments to apply. Various discolorations are examined as they affect the embalmer's case analysis. Linear guides along with anatomical guides are discussed in depth. ***Prerequisite: SCI 212, SCI 311***

SCI 221 Principles of Microbiology I (2 QH)

This course is an introduction to the study of the general characteristics, morphology, anatomy, and physiology of microbes. The course contains a thorough study of various methods of disinfection, sterilization, and control of pathogens. Basic principles of disease and immunology are also discussed.

SCI 222 Principles of Microbiology II (2 QH)

The characteristics and pathogenicity of selected forms of bacteria, fungi, protozoa, and viruses, with emphasis on the personal and public health aspects of embalming are studied. ***Prerequisite: SCI 221***

SCI 331 Principles of Pathology I (2 QH)

This course involves an introduction to basic terminology, a study of the divisions of pathology, the nature and cause of disease, circulatory disturbances, inflammation, and a study of tumors and cysts.

SCI 332 Principles of Pathology II (2 QH)

This course involves primarily special pathology, focusing on a study of the diseases of the heart, blood, and vessels, the respiratory, digestive, urinary, endocrine, reproductive, nervous, skeletal, and integumentary systems. ***Prerequisite: SCI 331***

SCI 242 Principles of Restorative Art I (2 QH)

The basic principles of restorative art, with detailed analysis of the facets of human anatomy which are responsible for the characteristics common to the countenance of man are included in this course. Specifically covered are introductory terminologies, terms of anatomical direction, bony structures which influence surface form, the muscles of expression, facial proportion, facial profiles, and geometric head shapes. ***Prerequisites: SCI 202, SCI 301***

SCI 341 Principles of Restorative Art II (2.5 QH)

The quarter begins with a detailed study of the facial features, including the classification and description of the facial markings. Also included is a study of tissue preparation and the adaptation of waxes for modeling techniques. The quarter is concluded with a thorough study of the various cases requiring wax treatments. The theoretical phase of this course is supplemented by a laboratory workshop in which the student is issued a modeling head, modeling tools, wax, and a basic cosmetic kit. Through the application of the theory, the student is taught to create on the modeling head specific features for that quarter. ***Prerequisite: SCI 242***

SCI 342 Principles of Restorative Art III (2.5 QH)

The final quarter of Restorative Art begins with a comprehensive study of color theory, including the various applications of color within the funeral home operation and the mixing, blending and applying of cosmetic colors. Treatments which require waxing, as well as non-wax treatments, such as hair restoration, hypodermic tissue building and correction of swellings are also discussed. The laboratory work for this quarter includes final facial features and markings, as well as cosmetic application for the completed face. ***Prerequisite: SCI 242, SCI 341***

MGT 201 Principles of Accounting (5 QH)

The basic accounting principles are introduced to the student from a funeral service perspective. Emphasis is placed upon the use of accounts, journals and ledgers, and proper procedures in journalizing and posting. Emphasis is placed on the study of the financial statements for a business at the conclusion of an accounting period. Payroll, federal and other taxes are covered in this course as well. ***Prerequisite: MGT 101***

MGT 211 Computers in Funeral Service (2 QH)

A basic introduction to data processing with modern computer systems as it relates to funeral service is covered in the course of study. Basic hardware and software concepts are introduced, with a discussion of general computer related terminology and processes. The Computer Laboratory will give the student the opportunity to work with a modern computer and will cover hands-on instruction in operating system, word processing, and funeral service software.

MGT 212 Funeral Service Management I (3 QH)

The funeral service student is introduced to the basic principles of management as they apply to the funeral profession. The course is divided into two main sections. The first section includes a study of the basic principles of funeral service and the duties of the funeral director. Included is information on: notification of death, transfer of remains, the arrangement conference and pre-planned/pre-funded funerals. The second section examines general management technique and theory as it relates to funeral service practice. A study of the proper terminology specific to funeral service is also included.

MGT 311 Funeral Service Management II (3 QH)

his course of study is designed to introduce the student to the various types of merchandise that may be made available through the funeral home and the basic principles of merchandising as they apply to the funeral profession. The course is divided into three main sections. The first section covers the construction and features of caskets and outer burial containers. The second section covers cemetery and cremation merchandise. The third section examines methods of pricing, display, presentation and control of funeral merchandise. ***Prerequisite: MGT 212***

MGT 312 Funeral Service Management III (3 QH)

This quarter's study begins with information on various religious funeral practices, as well as fraternal and military funeral practices. Students will be given the opportunity to demonstrate a practical application of merchandising theory through the evaluation and design of a funeral home including a model selection room. They will also study and complete various forms, records, and benefits that are available for the decreased. They will conclude the quarter with information on the proper use of the U.S. Flag for burial purposes. ***Prerequisite: MGT 212, MGT 311***

MGT 222 Small Business Management (5 QH)

A course that has its focus on the effective management of small firms. The student becomes aware of the management process, including strategy formation, and the activities of planning, organizing, directing, and controlling small business operations. Emphasis is placed on those phases of management which are so uniquely important to the successful operation of small firms. ***Prerequisites: MGT 101, MGT 201***

ENG 201 Communication Skills for Funeral Service (3 QH)

This course introduces the student of funeral service to the art and science of effective communication skills as they relate to the funeral service environment. Fundamental principles of oral and written communication are presented. Practical experience in the completion of resumes, memos, obituaries, business letters, and speech outlines is also included.

SOC 301 Sociology of Funeral Service (3 QH)

The social phenomenon of funeral service is explored to familiarize the student with his/ her role as a sociologist in his/her community. The culturally defined meaning of death; the rituals, customs and practices of various cultures and subcultures; the changes in the American funeral rite; influence of organized religions; and traditional and nontraditional funeral practices are uniquely approached to prepare the funeral director for the challenges of service in the profession.

PSY 201 Psychology of Funeral Service (3 QH)

An understanding of the emotion of grief, the process of mourning, and the state of bereavement can aid the funeral director in offering a more empathetic and emotionally satisfying funeral

service. Included in this course are the stages of grief, views of death according to age, complicated grief reactions, and the therapy provided by the funeral service. Special types of losses, such as suicide, SIDS, AIDS, and accidents are studied for their effects on the family system. ***Prerequisite: PSY 102***

PSY 202 Counseling (2 QH)

This course focuses on the basic skills and techniques associated with effective funeral service counseling. Various definitions, as well as types of counseling, are discussed as they affect today's practicing funeral director. The qualities associated with the definition of a crisis situation are included through the examination of crisis intervention counseling. The course concludes by examining the characteristics associated with the funeral director's own grief. Signs of stress and burnout in the profession are also discussed. ***Prerequisite: PSY 102***

*HIS 201 History of Funeral Service (2 QH)*This course includes an examination of the various funeral customs that have developed through time and into the modern era. Emphasis is placed on the origins of modern day funeral practices. The influence and the role of embalming is discussed as it developed from the ancient Egyptians to refinement in modern day funeral homes.

MGT 322 Business Law (5 QH)

This course offers an overview of the critical areas of business law related to daily business operations. Concentrations of study include contracts, bailments, agencies, commercial paper and legal forms of ownership. Students are introduced to the legal implications of insurance, wills and estates.

MGT 221 Mortuary Law/Ethics (3 QH)

A study of the laws regarding the disposal of the dead human body and rights, duties and responsibilities of the funeral service practitioner in relation to preparation, interment and disinterment of the dead human body are covered in this course. Statutory laws directly pertaining to funeral service are discussed. Landmark court decisions relating to funeral service are presented. Funeral service professional ethics from both a personal and business point of view are thoroughly discussed. The Federal Trade Commission Rules and Compliance are also updated in this course.

MGT 302 Comprehensive Survey and Review (2 QH)

This course involves a review of previous coursework during the year, with new material covered at the instructor's discretion. Preparation for comprehensive and board examinations is the main focus.

FSM 000 Funeral Directing Practicum (0 QH)

The Funeral Directing Practicum is completed in three separate phases: the first in the Funeral Service Administration course (FSM 113), the second in the Funeral Service Management course (FSM 203), and the third in the lab requirement of offsite observations. The Practicum includes: participation in simulated first calls, arrangement conferences, transfer of remains and funeral observations. Funeral service observations take place off-campus at sites such as places of worship or other public funerals. Students must provide their own transportation to off-campus sites.

Associate of Applied Science

General Education Courses

MAT 100 Mathematics for Business (3 QH)

This course is intended to support students in developing skills, strategies, and reasoning needed to succeed in mathematics. Topics include introductory treatments of sets and logic, financial mathematics, probability, and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course. Communication and appropriate use of technology is included. Additional topics may be covered. Requires a passing score on entrance exam.

ENG 100 English Grammar and Composition (4 QH)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. The basic skills to be successful at a college and professional level are explored, focusing on APA style writing, proper grammar, and paper composition. Upon completion, students will have the skills needed to perform at a college and professional level. Requires a passing score on entrance exam.

TEC 101 Introduction to Technology (4 QH)

A basic introduction to data processing, hardware, software, and operating systems for current systems and applications. Basic technology skills are designed to inform the student on modern applications of computer skills and how they may be applied to be successful as a student and working professional.

SCI 100 Introduction to Natural Sciences (4 QH)

This course will provide a foundation for students to develop an understanding of terminology related to the natural sciences. Students will be introduced to basic anatomical terms, including the anatomical position, directional terms, and gross anatomical regions and planes. Also, an introduction to general, organic, and biochemistry.

SCI 202 Anatomical Foundations (4 QH)

This course will expose the student to a study of the structure and function of the human body. Systems include the following: integumentary system, skeletal system, digestive system, urinary system, reproductive system, respiratory system, cardiovascular system, endocrine system, nervous system, and muscular system.

SCI 222 Introduction to Microbiology (2 QH)

This course in an introduction to the study of the anatomy, physiology, and methods of control of microorganisms. A fundamental approach to the mechanisms of pathogenicity and host response to infection through a study of immunology is also presented.

MGT 101 Small Business Management (4 QH)

This course explores the principles of management applicable to small business. Areas of study include planning for a new or existing business, organization, location, and marketing strategies. Financial planning, basic accounting, capital asset management, personnel management, use of technology and elements of sound business management will be emphasized.

Funeral Service Core Courses – Public Health and Technical

COR 220 Embalming I (3 QH)

This is an introductory course in embalming, concentrating on professionalism, accountability, responsibility, and legal regulation. Students will learn the overall value of embalming, terminology of death, and the physical and chemical changes that occur in the body. Embalming instruments, preparation room equipment and supplies are also discussed.

COR 222 Embalming Lab I (1.5 QH)

This course will expose students to the practical application of embalming. The student will experience and discuss embalming procedures and applications through physical, virtual, and/or technological conveyed mediums. ***Prerequisite: COR 220***

COR 224 Embalming II (3 QH)

This course presents students with an intense study of embalming case analysis through the completion of a case. Students will study areas to include embalming chemicals, positioning, posing features, vascular considerations, fluid mechanics, and cavity treatment. ***Prerequisite: COR 222***

COR 226 Embalming Lab II (1.5 QH)

This course will further expose students to the practical applications of embalming theory. Students will be presented with an immersive experience in embalming application through virtual and in-person interaction with instructors and preceptors. Students will complete a clinical embalming experience to demonstrate competency. ***Prerequisite: COR 224***

COR 228 – Embalming III (3 QH)

This course focuses on the handling of special cases and the proper embalming procedures of each. Attention is devoted to many of the unique challenges facing the modern embalmer. ***Prerequisite: COR 226***

COR 230 Restorative Art I (3 QH)

This course will introduce students to the basic principles of restorative art, with a detailed focus on the study of facial features and structures. Students will study individual features and explore facial markings, proportions, profiles, and shapes. The course will also include an in-depth review of the bones of the head, muscles of form and expression, subcutaneous tissues, and integument.

COR 232 Restorative Art Lab I (1.5 QH)

This course will present students with the foundational principles and application of restorative art in funeral service, including the study of modeling media and techniques. Students will apply techniques in the modeling of facial features. ***Prerequisite: COR 230***

COR 234 Restorative Art II (3 QH)

A survey of the basic principles of Restorative Art as they relate to Funeral Service. Emphasis is placed on general and special restoration techniques, hair restoration and color theory. ***Prerequisite: COR 232***

COR 236 Restorative Art Lab II (1.5 QH)

This course will include extensive focus on the practical application of Restorative Art in funeral service. Students will be guided through a practical application of Restorative Art techniques and practices. This lab must be taken on-campus. ***Prerequisite: COR 234***

COR 238 – Restorative Art III (3 QH)

A final review of the techniques needed for restoring and recreating the acceptable physical appearance of the deceased. ***Prerequisite: COR 236***

COR 210 Pathology I (2 QH)

This course will provide an introduction to disease processes and their impact on the human body. It will include basic pathological terminology, a study of the divisions of pathology, the nature and cause of disease, circulatory disturbances, inflammation, and a study of tumors and cysts. Also included, an introduction to special pathology. ***Prerequisite: SCI 100***

COR 212 Pathology II (2 QH)

This course provides students an intense focus in special pathology. The areas of concentration include a study of the diseases and their effect on the systems of the body. ***Prerequisite: COR 210***

COR 242 Microbiology for Funeral Service (2 QH)

This course is an intense exploration of microbiology principles as related to specific bacteria, rickettsia, chlamydia, viruses, fungi and protozoa and the infections they cause. The relationship to funeral service practice is established by an analysis of the possible transmission of microorganisms to funeral service personnel and the public. ***Prerequisites: SCI 100, SCI 222***

Funeral Service Core Courses – Business Management and Professional

INT 100 Preparing for Professional Success (3 QH)

This course explores essential study skills for college level academics, as well as proven methods for stress management. Emphasis is given to organizational and time management skills, as well as concepts of mindfulness. Additionally, this course explores current trends in the workforce in terms of expectations and requirements, pay rates and job placement, and professional practices.

COR 201 Funeral Service Essentials (4 QH)

This course will familiarize students with the essential components of the death care profession. Students will develop the foundational knowledge required to be successful as a funeral service professional including Federal Trade Commission regulations and the basic duties, responsibilities, and expectations of those practicing funeral service.

COR 203 Funeral Service Merchandising (3 QH)

This course introduces students to the basics of merchandising as it applies to the funeral profession. This course explores the construction and features of caskets, outer burial containers, and other funeral, cremation, and cemetery products. It also examines methods of

purchasing, pricing, display, and sale of funeral and cemetery merchandise as well as funeral and cemetery services.

COR 205 Cremation and Disposition Options (4 QH)

This course will provide students an overview of cremation topics including proper procedures, legal considerations, services, merchandise, trends, and the history of cremation. This course will also explore non-traditional disposition options including eco-friendly funerals, cryonics, alkaline hydrolysis, green burial, natural organic reduction, and burial at sea.

COR 207 Funeral Directing (4 QH)

This course will focus on the fundamental duties, responsibilities, and expectations of those practicing funeral service. Including notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, shipment of remains, and aftercare. ***Prerequisite: COR 201***

COR 209 Funeral Service Communications (3 QH)

This course will provide students a survey of the basic principles of effective communication skills as they relate to funeral service. Topics will include the communication process, language, nonverbal communication, listening, self-concept, public speaking; interpersonal, group, business communication with an emphasis on soft skills; and the use of technology in communication.

COR 211 Funeral Service Management (2 QH)

This course is a broad overview of the basic principles of Funeral Service Management. General management theory is applied to funeral service practice with a focus on concepts, functions, and areas of management. In addition, trends in funeral service and disaster preparedness are explored.

CAP 290 – Capstone: Science (2 QH)

This course is a comprehensive review and learning assessment of the arts (non-science) curriculum to prepare students to successfully complete the capstone competency exam. Emphasis is placed on specific problem areas and the requirements for licensure examinations.

CAP 292 – Capstone: Arts (2 QH)

This course is a comprehensive review and learning assessment of the science curriculum to prepare students to successfully complete the capstone competency exam. Emphasis is placed on specific problem areas and the requirements for licensure examinations.

CAP 294 – Capstone: Pathway (2 QH)

This course will help students transition from the classroom into their professional funeral service careers. Students will create polished résumés and application materials, participate in interview preparation and experiences, complete state apprenticeship and licensure steps, and register for the National Board Exams. By the end of the course, students will have completed all graduation and licensure paperwork required to begin their apprenticeship and pursue a career in funeral service.

Course Prerequisites:

All other courses within the Associate of Applied Science in Funeral Service program must be successfully completed prior to enrollment in the capstone sequence. In addition, students must fulfill all Embalming Clinical Case, Funeral Directing Practicum, and Restorative Art Laboratory requirements.

Note: The capstone sequence—CAP 290 Capstone Arts, CAP 292 Capstone Science, and CAP 294 Capstone Pathways—is taken concurrently during the final quarter of the program. These courses may not be attempted until all academic and clinical requirements have been satisfied.

Funeral Service Core Courses – Social Sciences

SCI 102 Introduction to Social Sciences (2 QH)

This course is designed to introduce students to psychological and sociological norms. Students will learn concepts of general psychology including schools of thought, areas of specialization, social behavior, and emotional intelligence. Students will form a sociological foundation in building relationships with co-workers, community, clientele, and business.

COR 213 – Funeral Service Sociology (4 QH)

This course provides students with principles of sociology as related to funeral service. Emphasis is placed on family and social structures, and the changes in each as related to funeral service. This course will also examine religious, fraternal, and military rites as they relate to funeral service. ***Prerequisite: SCI 102***

COR 215 – Funeral Service Psychology (3 QH)

This course examines psychology and counseling as they relate to funeral service. Specifically stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with emphasis on the role of the funeral practitioner. ***Prerequisite: SCI 102***

Funeral Service Core Courses – Legal, Ethical, Regulatory

LAW 203 – Practical Issues in Business Law (2 QH)

This course is a survey of the basic principles of business law as related to funeral service. Especially stressed are the bodies of law and the judicial system found in the United States of America including contracts, sales, bailments, negotiable instruments, agency, employment, and business organizations.

LAW 223 – Law in Funeral Service (3 QH)

This course is designed to introduce students to the rights, duties, and responsibilities of the funeral service practitioner and funeral establishment. Including but not limited to state and federal laws, regulations and administrative agency law pertaining to funeral service.
Prerequisite: LAW 203

COR 217 Ethical Applications in Funeral Service (2 QH)

This course will familiarize students with the origins, philosophy, and importance of ethics in funeral service. This course will help students develop a strong set of professional ethics. This knowledge will help funeral practitioners do what is proper and in the best interest of those they serve while maintaining the public trust.