

**2023  
2024**

College Catalog  
and Student  
Handbook

**BUILD A  
FUTURE**



*Graduating Professionals of Distinction*

**GUPTON-JONES**  
**COLLEGE**  
OF FUNERAL SERVICE

Gupton-Jones College of Funeral Service  
5141 Snapfinger Woods Drive  
Decatur (Atlanta), GA 30035

[www.gupton-jones.edu](http://www.gupton-jones.edu) 770.593.2257

# GUPTON-JONES

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## COLLEGE

### OF FUNERAL SERVICE

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

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

*Sharon Samuel*

Sharon Samuel  
President

#### **Accreditation Statement**

The Funeral Service Programs and Gupton-Jones College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233-3747 [www.abfse.org](http://www.abfse.org)

#### **State Approval**

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

#### **Other Approvals**

State Boards, Commissions and Agencies of Funeral Service  
State Approval for Veteran Training  
State Approval for Vocational Rehabilitation Training  
United States Immigration and Customs Enforcement  
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

The information contained in this College Catalog and Student Handbook is true and correct to the best of my knowledge

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



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# **COLLEGE CATALOG**

## Message from the President



Welcome to Gupton-Jones College of Funeral Services. I am excited you decided to join the Gupton-Jones family. It is our goal to help you succeed. We pride ourselves on offering quality education whether it is online or on-campus. We want your time with us to be a steppingstone to prepare you for the next chapter of your life.

As a student at Gupton-Jones College, you will meet great classmates and form lasting relationships, and expand your knowledge base. To support you in the pursuit of your academic goals we offer highly qualified faculty, academic support programs, student activities, virtual and face-to-face tutoring, student services, and academic advising to assist you through this journey. Our classes are engaging, our instructors are creative, and we have the top of line equipment and supplies to empower your success.

As a college dedicated to educating our future leaders in the funeral services profession, we encourage one another to foster an environment free of intolerance and discrimination, and to promote a campus climate that is respectful, civil, supportive, and safe. These core values allow us to provide a learning environment where we can all pursue our dreams and reach our highest potential. As you continue in your academic pursuits, I want you to always have these words ringing in your mind: I CAN, I WILL, I MUST....

We are thrilled to have you with us on campus and online.

Educationally yours,

*Sharon Samuel*

Campus President

## 2023-2024 Academic Calendar

Academic Calendar	2023	2024
New Years Day Holiday - College Closed	Jan 2	Jan 1
Orientation for Online New Students	Dec 14, 2022	Jan 4
Orientation - New On-Campus Students	Dec 15, 2022	Jan 5
Winter Quarter Begins	Jan 3	Jan 8
Winter Quarter First Day of Classes	Jan 3	Jan 8
Tuition Due	Jan 3	Jan 8
First Installment of TIP Due	Jan 3	Jan 8
Late Registration Begins	Jan 3	Jan 8
Add/Drop Period	Jan 3-9	Jan 8-14
Late Registration Ends	Jan 5	Jan 10
Last Day to Withdraw with Full Refund of Tuition	Jan 9	Jan 14
Martin Luther King, Jr Holiday - College Closed	Jan 16	Jan 15
Second Installment of TIP Due	Feb 1	Feb 1
Distance Learning Faculty Meeting	Feb 2	Feb 8
Open House On Campus & Virtual	Feb 4	Feb 10
Bootcamp Review - Sciences	Feb 24	Mar 1
Third Installment of TIP Due	Mar 1	Mar 1
Bootcamp Review - Arts	Mar 3	Mar 8
Last Quarter Final Exams	Mar 6-9	Mar 11-14
Last Quarter Grades Due by 1 PM	Mar 10	Mar 15
Quarter Final Exams for all continuing students	Mar 13-16	Mar 18-21
Winter Quarter Last Day of Classes	Mar 16	Mar 21
Winter Quarter Final Grades Due by 1 pm	Mar 17	Mar 22
<b>On Campus End of Program Requirements-All Seniors</b>		
Clinical Embalming Proficiency Observations/Restorative Art Lab	Mar 13	Mar 18
	Mar 14	Mar 19
Quarter Break - No Classes	Mar 20-31	Mar 25-Apr 5
Orientation for Online New Students	Mar 30	Apr 4
Orientation - New On-Campus Students	Mar 31	Apr 5
Spring Quarter Begins	Apr 3	Apr 8
Spring Quarter First Day of Classes	Apr 3	Apr 8
Tuition Due	Apr 3	Apr 8
First Installment of TIP Due	Apr 3	Apr 8
Late Registration Begins	Apr 3	Apr 8
Add/Drop Period	Apr 3-9	Apr 8-14
Late Registration Ends	Apr 5	Apr 10
Last Day to Withdraw with Full Refund of Tuition	Apr 9	Apr 14
Second Installment of TIP Due	May 1	May 1
Distance Learning Faculty Meeting	May 4	May 9
Open House On Campus & Virtual	May 6	May 18
Commencement Rehearsal & Class Meeting	May 18	May 16

## 2023-2024 Academic Calendar

Commencement Ceremony	May 19	May 17
Memorial Day Holiday - College Closed	May 29	May 27
Bootcamp Review - Sciences	May 26	May 31
Third Installment of TIP Due	Jun 1	Jun 1
Bootcamp Review - Arts	Jun 2	Jun 7
Last Quarter Final Exams	Jun 5-8	Jun 10-13
Last Quarter Grades Due by 1 PM	Jun 9	Jun 14
Quarter Final Exams for all continuing students	Jun 12-15	Jun 17-20
<b>On Campus End of Program Requirements-All Seniors</b>		
Clinical Embalming Proficiency Observations/Restorative Art Lab	Jun 12	Jun 17
	Jun 13	Jun 18
Juneteenth Holiday - College Closed	Jun 19	Jun 19
Spring Quarter Last Day of Classes	Jun 15	Jun 20
Spring Quarter Final Grades Due by 1 pm	Jun 16	Jun 21
Quarter Break - No Classes	Jun 19-30	Jun 24-Jul 5
Orientation for Online New Students	Jun 29	Jul 2
Orientation - New On-Campus Students	Jun 30	Jul 3
Fourth of July Holiday - College Closed	Jul 4	Jul 4
Summer Quarter Begins	Jul 3	Jul 8
Summer Quarter First Day of Classes	Jul 3	Jul 8
Tuition Due	Jul 3	Jul 8
First Installment of TIP Due	Jul 3	Jul 8
Late Registration Begins	Jul 3	Jul 8
Add/Drop Period	Jul 3-9	Jul 8-14
Late Registration Ends	Jul 6	Jul 10
Last Day to Withdraw with Full Refund of Tuition	Jul 9	Jul 14
Second Installment of TIP Due	Aug 1	Aug 1
Distance Learning Faculty Meeting	Aug 3	Aug 8
Open House On Campus & Virtual	Aug 12	Aug 17
Bootcamp Review - Sciences	Aug 25	Aug 30
Third Installment of TIP Due	Sep 1	Sep 1
Bootcamp Review - Arts	Sep 1	Sep 6
Labor Day Holiday - College Closed	Sep 4	Sep 2
Last Quarter Final Exams	Sep 5-7	Sep 9-12
Last Quarter Grades Due by 1 PM	Sep 8	Sep 13
Quarter Final Exams for all continuing students	Sep 11-14	Sep 16-19
<b>On Campus End of Program Requirements-All Seniors</b>		
Clinical Embalming Proficiency Observations/Restorative Art Lab	Sep 11	Sep 16
	Sep 12	Sep 17
Summer Quarter Last Day of Classes	Sep 14	Sep 19
Summer Quarter Final Grades Due by 1 pm	Sep 15	Sep 20
Quarter Break - No Classes	Sep 18-29	Sep 23-Oct 4
Orientation for Online New Students	Sep 28	Oct 3

## 2023-2024 Academic Calendar

Orientation - New On-Campus Students	Sep 29	Oct 4
Fall Quarter Begins	Oct 2	Oct 7
Fall Quarter First Day of Classes	Oct 2	Oct 7
Tuition Due	Oct 2	Oct 7
First Installment of TIP Due	Oct 2	Oct 7
Late Registration Begins	Oct 2	Oct 7
Add/Drop Period	Oct 2-8	Oct 7-13
Late Registration Ends	Oct 4	Oct 9
Last Day to Withdraw with Full Refund of Tuition	Oct 8	Oct 13
Second Installment of TIP Due	Nov 1	Nov 1
Distance Learning Faculty Meeting	Nov 2	Nov 7
Veteran's Day Holiday - No Classes - College Offices Open	Nov 11	Nov 11
Open House On Campus & Virtual	Nov 11	Nov 16
Commencement Rehearsal & Class Meeting	Nov 16	Nov 21
Commencement Ceremony	Nov 17	Nov 22
Bootcamp Review - Sciences	Nov 21	Nov 26
Thanksgiving Holiday – College Closed	Nov 23-24	Nov 28-29
Third Installment of TIP Due	Dec 1	Dec 1
Bootcamp Review - Arts	Dec 1	Dec 6
Last Quarter Final Exams	Dec 4-7	Dec 9-12
Last Quarter Grades Due by 1 PM	Dec 8	Dec 13
Quarter Final Exams for all continuing students	Dec 11-14	Dec 16-19
<b>On Campus End of Program Requirements-All Seniors</b>		
Clinical Embalming Proficiency Observations/Restorative Art Lab	Dec 11	Dec 16
	Dec 12	Dec 17
Fall Quarter Last Day of Classes	Dec 14	Dec 19
Fall Quarter Final Grades Due by 1 pm	Dec 15	Dec 20
Quarter Break - No Classes	Dec 18-Jan 5	Dec 23-Jan 3
Christmas Holiday - College Closed	Dec 25	Dec 25

### 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 are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org).

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://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 fulfillment 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 Trustees & Chairman of the Board Wilbert Funeral Services, Inc.

#### **Mark Bates**

Current Member of Pierce Mortuary Colleges Board of Trustees

#### **Ann Mesle**

Current Member of Pierce Mortuary Colleges Board of Trustees & Circuit Court Judge on the Jackson County Circuit Court

#### **Timothy R. Borden**

Current Member of Pierce Mortuary Colleges Board of Trustees & currently the President of the Board of the Cremation Association of North America (CANA)

#### **Jay D. Dodds, CFSP**

Current Member of Pierce Mortuary Colleges Board of Trustees & Officer of the International Cemetery Cremation and Funeral Association (ICCFA) as Vice President of External Affairs

### Pierce Mortuary Colleges Staff

#### **Donald G. Madelung, MA**

President and CEO

**Tyler Wright**

Vice President and COO

**Lisa Musiol, Ed.D.**

Vice President of Education

**Ted Hart, CPA**

Vice President and CFO

**DeDe Willis**

Program Compliance Specialist

**Jason Kessinger**

Program Specialist

**Victoria Hedrick**

National Director of Admissions and Training

**Kendra Firek**

Academic Affairs Manager

**Chris Roberts**

Distance Learning Coordinator

**Tifarah Dial**

Distance Learning Coordinator

**Faris Jafar**

Director of Finance and Budgets

**Susan Weaver**

Financial Accounting & Reporting Manager

**Berjamin Beituni**

Accounting Clerk

**Dan Williams**

Accountant

### Gupton-Jones College of Funeral Service Staff

**Sharon Samuel**

President

**Candice Chatman**

Dean

## College Information

### Admissions Department

Website: <https://www.gupton-jones.edu/admissions>

E-mail: [admissions@gupton-jones.edu](mailto:admissions@gupton-jones.edu)

### Financial Aid Department

Website: <https://www.gupton-jones.edu/admissions/aid-scholarships/financial-aid>

E-mail: [financialaid@gupton-jones.edu](mailto:financialaid@gupton-jones.edu)

### Registrar Department

E-mail: [registrar@gupton-jones.edu](mailto:registrar@gupton-jones.edu)

### Veterans' Affairs Department

Website: <https://www.gupton-jones.edu/admissions/aid-scholarships/veterans-benefits>

E-mail: [financialaid@gupton-jones.edu](mailto:financialaid@gupton-jones.edu)

### Student Accounts/Bursar Department

E-mail: [registrar@gupton-jones.edu](mailto:registrar@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 student 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 campus 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 Friday 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.

### Professional Practices and Ethics Standards

Gupton-Jones College of Funeral Service pledges to follow the American Association of Collegiate Registrars and Admissions Officers (AACRAO) principles of professional ethics and practice in academic and enrollment services, as follows:

- Conduct themselves with integrity, fairness, honesty, and respect for others;
- Avoid conflicts between personal interests and professional responsibilities, and resolve perceived conflicts through full disclosure and independent review;
- Dispense complete, accurate, understandable, and truthful information and advice at all times.

We pledge to also follow the AACRAO following standards of professional practice, as follows:

- Serve and advance higher education by safeguarding the academic integrity of their institutions;
- Protect the legitimate privacy interests of all individuals and maintain appropriate confidentiality of institutional and student education records;
- Advance institutional interests through the competent practice of the profession;
- Act as stewards and objective enforcers of institutional policies and practices;
- Promote institutional policies and practices that conform with this statement, especially when existing policies or practices are in conflict with it;
- Promote broad and equal access to higher education for qualified students;
- Adhere to principles of nondiscrimination and equality within the framework of institutional mission and prevailing law;
- Assist students to develop their talents and interests and become responsible citizens;
- Provide to prospective students and their families accurate interpretations of institutional admissions criteria, transfer credit policies, costs, financial aid availability, and educational offerings;
- Recruit distinct student populations (international students, students with learning disabilities, etc.) only when appropriate institutional resources and commitment to serve those populations are in place;
- Avoid practices in the recruitment and enrollment of international students that would not be ethical in the recruitment or enrollment of domestic students;
- Ensure that information management systems protect and maintain the integrity, confidentiality, and security of institutional records;
- Provide accurate interpretations of institutional records;
- Exercise sound management principles, using institutional resources effectively and efficiently;
- Remain knowledgeable of current principles and practices of the profession;
- Contribute to the continuing advancement of the professions;

- Encourage the professional development of individuals at all levels of academic and enrollment services;
- Ensure that contractors and other third-parties involved in the delivery of academic and enrollment services adhere to the principles articulated in this statement;
- Adhere to the principles articulated in this statement.

### Procedures

An application for enrollment can be found on our website, [here](#). The application should be completed as far in advance of the enrollment date as possible to allow for proper processing of the application.

### Educational Admissions Requirements

The minimum requirement for admission is a high school diploma or an equivalent.

### 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/licensing>.

### 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.
- 7) Successfully completed entrance assessments and earned the minimum score of 305 in the verbal section and 295 in the quantitative section.

## Admissions

The college reserves the right to refuse admission to any applicant when it is considered to be 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 e-mail 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](mailto:admissions@gupton-jones.edu) or call 770-593-2257.

### Transfer Credits

The College evaluates the student's previous education and training to determine if any subjects or training activities in the student's program of study may be waived and thereby reduce the amount of training or education required for the student to achieve their educational objectives. Credits earned at a regionally accredited postsecondary institution may be accepted on the basis of a sealed official transcript provided by the student. Only grades of "C" (2.0 GPA) or higher may be eligible for consideration of transfer credit (TC) towards equivalent courses at the College.

Students who transfer from other Pierce Mortuary Colleges (PMC) should refer to the PMC articulation agreement. Subject areas that are core components (Math, Science, Funeral Service) of the National Board Examination (NBE), require the student to demonstrate subject matter competency through proficiency testing when TC may potentially be awarded for courses completed more than 4 years prior to enrollment. Courses equivalent to PMC courses that are not core components of the NBE, do not require proficiency testing and are evaluated for potential TC and awarded where appropriate.

- Students with approved TC will be awarded individually by course. In calculating the amount of TC, the College will use the formula that one quarter hour (QH) equals .667 semester hour (SH) for credits earned at prior institutions measured in semester credit hours (i.e., 45 QH = 30 SH).

The College notifies the student and appropriate agencies (i.e., Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome.

In addition, students must complete at least 35 quarter credit hours of the total required program credits (residency or online) at a PMC college.

It is the responsibility of the student to request an official transcript be sent to the College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a "TC" on the student's transcript.

PMC do not guarantee transferability of any credits completed at any of its institutions. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. Students should contact the registrar or school official of the institution they wish to attend to have courses/credits evaluated for possible transfer.

### *Transferability of Credits from Gupton-Jones College to Other Institutions*

Gupton-Jones College of Funeral Service does NOT guarantee transferability of any credits completed at this institution. You must contact the registrar of the school you will be attending to have your courses/credits evaluated for transfer.

## 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.

## Admissions

However, it is provided that 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 offers students the opportunity to add or drop a course through the first seven (7) calendar days of the quarter. In extenuating circumstances, the Dean can approve exceptions to the policy in the first fourteen (14) calendar days of the term/quarter. Students who do not post attendance in all their courses during the add/drop period will be withdrawn from the program.

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 Application Credit

The application fee is credited for Active Duty and Individual Ready Reserve (IRR) U.S. military service members and U.S. military veterans who have been honorably discharged from either Active Duty or IRR. If you are eligible for a credit, request a Military Application Fee Credit Form from the Admissions Office at [admissions@gupton-jones.edu](mailto:admissions@gupton-jones.edu) or on the website, [here](#). When completed, scan the form back to the admissions e-mail address. Our Admissions and Financial Aid staff stands ready to assist Active Duty, IRR, veterans, and military family members.

### Enrollment

There are four enrollment dates each year: winter, spring, summer, and fall. The spring and fall enrollment dates are those in which the Associate of Science Degree Program begins for those needing one or more of the General Education classes taught in the first quarter of the on campus AS Program.

The winter and summer enrollment dates are for those who already have a degree or have sufficient transfer credits to begin the core courses of the AS Program.

### Distance Learning

Gupton-Jones College's distance learning program allow its students the opportunity to complete their program 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 Science is available through distance learning. You may find more information on this program here:

- [Associate of 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 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 3<sup>rd</sup>-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.

## Enrollment

*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.

### Auditing Courses

Students seeking to audit a course will contact the Registrar to register for the course(s). Only courses that were previously completed with a “C” grade or higher can be audited. Students cannot audit a course(s) that they previously earned an unsuccessful grade (D, F, W), unless the course was retaken and a “C” (75%) grade or higher was earned. Auditing course(s) is subject to class availability and is limited by students needing the course(s) for credit requirements. Students electing to audit a course(s) are responsible for any course materials deemed necessary by the instructor and/or College for 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
<i>Art History</i>	3+	N/A	4
<i>Biology</i>	3+	N/A	4
<i>Calculus AB</i>	3+	Business Math	5
<i>Calculus BC</i>	3+	Business Math	5
<i>Chemistry</i>	3+	N/A	4
<i>Chinese Language and Culture</i>	3+	N/A	4
<i>Comparative Government &amp; Politics</i>	3+	N/A	4
<i>Computer Science A</i>	3+	N/A	4
<i>Computer Science Principles</i>	3+	N/A	4
<i>English Language &amp; Composition</i>	3+	English Composition	5
<i>English Literature &amp; Composition</i>	3+	English Literature	5
<i>Environmental Science</i>	3+	N/A	4
<i>European History</i>	3+	N/A	4
<i>French Language and Culture</i>	3+	N/A	4
<i>German Language and Culture</i>	3+	N/A	4
<i>Human Geography</i>	3+	N/A	4
<i>Italian Language and Culture</i>	3+	N/A	4
<i>Japanese Language and Culture</i>	3+	N/A	4

<i>Latin</i>	3+	N/A	4
<i>Macroeconomics</i>	3+	N/A	4
<i>Microeconomics</i>	3+	N/A	4
<i>Music Theory</i>	3+	N/A	4
<i>Physics 1</i>	3+	N/A	4
<i>Physics 2</i>	3+	N/A	4
<i>Physics C: Electricity and Magnetism</i>	3+	N/A	4
<i>Physics C: Mechanics</i>	3+	N/A	4
<i>Psychology</i>	3+	General Psychology	5
<i>Research</i>	3+	N/A	4
<i>Seminar</i>	3+	N/A	4
<i>Spanish Language and Culture</i>	3+	N/A	4
<i>Spanish Literature and Culture</i>	3+	N/A	4
<i>Statistics</i>	3+	Business Math	5
<i>Studio Art 2-D Design</i>	3+	N/A	4
<i>Studio Art 3-D Design</i>	3+	N/A	4
<i>Studio Art Drawing</i>	3+	N/A	4
<i>United States Government &amp; Politics</i>	3+	US History to 1865	5
<i>United States History</i>	3+	US History since 1865	5
<i>World History</i>	3+	N/A	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, [here](#).

Tuition information is broken out by program.

#### Definition of a quarter credit hour of instruction

Gupton-Jones College defines a quarter credit hour as a period of instruction that consists of a 50-minute lecture, recitation, or class that meets once a week for an eleven-week quarter. Laboratory sessions are credited one quarter hour credit for every two-hour meeting each week. Clinical Experience hours are credited one quarter hour credit per three-hour meeting.

#### AS – On-Campus and Online

- Starting October 2023, all students enrolling or reenrolling, the tuition rate will be \$330 per credit enrolled.
- Current full-time students (12 or more credits per quarter) tuition rate will not be adjusted according to your enrollment agreement.
- Current part-time students (11 or less credits per quarter) tuition rate will not be adjusted according to your enrollment agreement.

Gupton-Jones College of Funeral Service charges tuition per quarter based on credits enrolled.

### Fees

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

#### Applying and application process

**Textbooks:** A non-refundable textbook fee of \$125.00 per course will be charged to all students at the beginning of each quarter of enrollment. Students are responsible for replacement cost. This fee may be covered by financial aid (TIV). This fee will cover 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 the course
- Administrative Costs
- Other costs associated with textbook(s)/or e-textbook(s), or course materials

You may not be charged a textbook fee for a course that you have already received the textbook for and if there are no software/courseware applications that require fees per course attempt.

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

**Distance Learning Textbooks:** Textbooks with an electronic version available will be provided to students. *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 3<sup>rd</sup>-party vendors when available.*

**Practicum, Lab, and Supply Fee:** A non-refundable fee of \$800.00 will be charged to all students in the quarter tied to the course “History of Funeral Service.” This fee may be covered by financial aid (TIV). This fee will cover the following:

- 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

**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 technology 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

## Tuition & Fees

- 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

**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, e-mail, etc.
- Re-entry documentation and updates
- Enrollment updates within NSLDS
- Financial aid updates
- Credit evaluation/re-evaluation

**Change of Program Fee:** A \$50.00 change of program fee is charged prior to transfer procedure. Like an application fee, this fee covers:

- Administrative
- Academic Advising
- Financial Aid Advising
- Transfer credit review

### 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.

**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

**Proficiency Exam Fee:** A non-refundable \$75.00, per course, proficiency exam will be paid prior to you taking the proficiency exam. Cash, check or online payment can be paid on the day of the exam, prior to taking the proficiency exam. You will not be allowed to take the exam until the fee is paid. Proficiency exam fees are not permitted to apply to a student balance. This fee includes:

- Proctor
  - In person
  - ProctorU
- Administration of exam
- Academic processing

**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, [here](#), 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 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 e-mail at [financialaid@gupton-jones.edu](mailto: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, 2023 – June 30th, 2024, is the 2023/2024 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](#)

## Financial Assistance

### 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
- You must be a U.S. citizen or an eligible noncitizen
- Your child must have completed the FAFSA

Award eligibility varies based on enrollment status.

For further information on Federal Financial Aid, go [here](#).

## Financial Assistance

### Federal Work Study (FWS)

Federal Work Study is a federally funded financial aid and employment program for eligible students. This program is to encourage and promote the part-time employment of students with financial need, assist the College and the surrounding community. Your eligibility to work will be based on financial need determined by the Free Application for Federal Student Aid (FAFSA). Due to funding limits, there is no guarantee of job availability for all eligible students.

For further information on FWS, go [here](#).

### Military Benefits

Gupton-Jones College of Funeral Service is pleased to participate in Veterans' Affairs Educational Benefit Programs and Military Tuition Assistance Programs.

Gutpon-Jones 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/>

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 <https://www.benefits.va.gov/gibill>.

### 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

## Financial Assistance

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%2Fgcscs-af%2FUSAF%2Fep%2Fhome.do&x=true>

**Army** – <https://www.goarmyed.com/>

**Coast Guard** – [https://media.defense.gov/2017/Oct/23/2001830871/-1/-1/0/CG\\_4147.PDF](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>

## 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 will not be receiving 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 fee 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 will be allowed to progress into a subsequent quarter.

## Academic Information

### 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
<b>A</b>	4	96 – 100	Yes	Yes	Yes
<b>A-</b>	3.75	92 – 95	Yes	Yes	Yes
<b>B+</b>	3.5	89 – 91	Yes	Yes	Yes
<b>B</b>	3	85 – 88	Yes	Yes	Yes
<b>B-</b>	2.75	82 – 84	Yes	Yes	Yes
<b>C+</b>	2.5	80 – 81	Yes	Yes	Yes
<b>C</b>	2	75 – 79	Yes	Yes	Yes
<b>F</b>	0	0 – 74	No	Yes	Yes
<b>W (Withdrawal)</b>	n/a	n/a	No	Yes	No
<b>I (Incomplete)</b>	n/a	n/a	No	Yes	No
<b>TR (Transfer Credits)</b>	n/a	n/a	Yes	Yes	No
<b>R (Repeated Course)</b>	n/a	n/a	Yes	Yes	Yes
<b>MIL (Military Credit)</b>	n/a	n/a	Yes	Yes	No
<b>PR (Proficiency Credit)</b>	n/a	n/a	Yes	Yes	No
<b>AU (Audit Course)</b>	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 includes 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 course requirements, the student must submit an email request for the incomplete from the instructor by the last day of the quarter. 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.

### Associate Program Transfer Student – Proficiency Exams Policy

Transfer students from an ABFSE accredited institution must take a proficiency exam in order to transfer funeral service core course credits. Taking and passing proficiency exam means that you have complete mastery and know the skills in that course. The proficiency exam is a tool to satisfy the requirement of a funeral service core course. It is a way to demonstrate proficiency of that material, enabling you to transfer the credit. Proficiency exams may take up to one (1) hour. You are strongly encouraged to carefully review the course material prior to taking the exam. The College does not provide any review materials for your proficiency exam(s). Please arrive to your exam ten (10) minutes early. Students are encouraged to take all proficiency exams prior to enrollment.

The following are guidelines for proficiency exams:

- The student has transfer credit(s) from another ABFSE accredited funeral service college, or program, that is transferrable into the associates' program, then they may be required to take a proficiency exam in order to transfer the credit
- Students must have passing grades within the core course(s), of an ABFSE accredited funeral service college or program, to be eligible to attempt a proficiency exam. A student must retake all subjects with a grade below a "C" (75% or lower)
- The student will earn credit for a core course if they score 85% or better on the proficiency exam
- A student may only attempt a proficiency exam *once*
- Students attempting to take a proficiency exam must complete the exam by the fifth (5<sup>th</sup>) day of class. Students are encouraged to take all proficiency exams prior to enrollment
- Students who have failed the proficiency exam or missed the cut off time are required to take the course
- Proficiency exams are taken at the campus or via Proctoring Service
- General Education courses do not apply
- Pierce Mortuary College students are required to take a proficiency exam upon reenrollment

- Those enrolled in a bachelor program are not required to take proficiency exams of the associate's core funeral service courses. No proficiency exams are available for upper-division bachelor courses

All Funeral Service Core courses apply to this policy.

### Student 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. Furthermore, students who are granted a Leave of Absence during the quarter will not be subject to POC for the courses in the specified quarter. 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

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credit hours (QCHs) in their program of study. For example, a program that requires students to earn 109 QCHs to complete the program. The maximum allowable attempted QCHs for the specified program would be 163.50 QCHs (1.5 times or 150% of 109). This means students must successfully complete and earn 109 QCHs after attempting no more than 163.50 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

When students change programs at the College, any course(s) taken in the original program that is also part of the new program, are associated with the new program. Any associated courses are included in computing the CGPA (except for grades not included in the CGPA), POC, and the maximum time frame under the new program. This includes all course attempts (fail, withdraw, or pass) from the original program.

Transfer credit(s) awarded, either from a Pierce Mortuary College, another postsecondary institution, or military transcript, that are applicable to the new program of study will **not** be calculated in the CGPA, but transfer credits are included as credits attempted and earned in the POC and maximum time frame calculation.

### 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). Students placed on SAP Warning may be assigned an Academic Plan to better assist their academic progression.

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 **may** be subject to dismissal even though their CGPA or POC may be above the dismissal levels.
- At any point 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, notwithstanding 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.

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### 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) at the end of a SAP Probation quarter.
- 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 College Dean, in accordance with the *SAP Appeal for Reinstatement* section of this catalog. The appeal should explain why the student failed to meet satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress 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 grant 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 should be able to meet SAP standards after the subsequent quarter or (2) that the student should 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 College Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
2. 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.

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

Re-entering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before re-enrollment. Students seeking re-enrollment 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 a SAP Appeal with supporting documentation to the College Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
2. 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.

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

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

The SAP Appeal packet must be submitted to the College Dean within seven (7) days of notification of their academic suspension status. The College Dean submits the appeal packet to the Academic Appeals Committee for review. The student will receive notification from the Campus 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 re-enrollment. Students seeking re-enrollment 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.

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### 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 option to remain enrolled in the institution without scheduling courses for one quarter. Once the leave period is completed, students are then eligible to resume their academic studies. Students seeking an LOA must complete an application and must receive approval granted by the Dean. Except in extraordinary circumstances, as determined by the designated school official, the leave must be approved prior to the first day of class for the term in which a student is requesting leave. Students are limited to one leave period, not to exceed 180 days, within a 12-month period. On or before the expiration date of the LOA, a student must meet with the Dean to discuss any items that are needed prior to the student returning to class.

Academic files, while on a LOA, will remain active during the duration of the LOA. Students will return at the end of the LOA period with the same academic status they held prior to their leave. Students are subject to the same academic policies and procedures while on the LOA as actively enrolled students. Students on LOA are only eligible for financial aid during their actual quarters in attendance. Enrollment verification can only be completed for actual quarters of attendance.

Students on an approved LOA, who do not return at the end of their leave will be automatically withdrawn from the College. Once the student is withdrawn, they can seek readmission through the Admission's Office.

### Emergency Leave of Absence

Students can request an emergency leave from the college for a short period of time due to extraordinary circumstances. Students that require an absence due to hospitalization, life-threatening illness/ injury, recovery from an accident/surgery, death of a family member or military deployment

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can request an emergency absence. Documentation of the illness and/or emergency must be provided by the student for the absence requested to be reviewed. Students approved for emergency absence are allowed to miss up to five (5) consecutive school days of the quarter. Students are required to make-up any outstanding assignments and must communicate with their instructors of the needed leave.

### Academic Quarter Hold

When other means of communication with a student have failed, an academic registration hold may be activated to ensure the student is in communication with the appropriate person/office regarding his/her academic decisions. A hold can be placed when a student is violating a College policy or if the student's academic decisions appear to be counterproductive to his/her academic success. In addition, a hold can be used to support the operation and well-being of the academic community as a whole.

#### Impact of a Hold

A hold temporarily prevents two actions: The student's ability to start the next quarter and any access to his/her official transcript.

#### Types of Holds

- **Academic:** To help students fully understand the implications of their academic decisions and help them resolve outstanding academic issues. (Academic registration holds are activated as soon as a student is in academic warning or suspension).
- **Conduct:** As a consequence of a disciplinary proceeding and failure on the student's part to follow through with required actions for resolving an incident.
- **Financial:** As a result of outstanding financial obligations with the College.
- **Global Programs:** For an international student to ensure that proper immigration documents are completed and filed with the office as required by Department of Homeland Security regulations.
- **Medical:** Due to health-related issues that could harm other students and College staff and faculty.

A unit placing a hold must post clear information about its hold policy and procedures.

#### Timing

Holds should prompt students to resolve issues before or after the quarter in an effort to minimize unintended disruptions to timely academic progress. Other than holds resulting suspension or dismissal, holds should not begin during the attending quarter.

### Student Notification

Prior to placing a hold, a department (staff member) must contact the student with the following information:

- Formal notification of the potential hold
- the action required to avoid a hold
- a timeframe for the required action
- the appropriate office to contact with questions about the process

(In limited cases departments impose a registration hold without warning when circumstances warrant immediate action to protect the campus community or ensure the safety of a student).

When a hold is placed, students must be told who to contact in order to have the hold lifted. In addition, an appeal process must be provided to the student including the department to contact with questions and for the appeal.

Faculty must be notified of holds placed on their students (not during class).

### 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).

### End of Program Requirements

All students are expected to follow the end of program and graduation requirements listed in the College Catalog in order to graduate. While the requirements are the same for both on-campus and

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online students, they may differ in logistics and when a requirement(s) is fulfilled. All students must refer to the Graduation Requirement Policy and End of Program Schedule for further information.

### Embalming Clinical Requirement

Each student enrolled in the accredited associate's program must complete the Embalming Clinical requirements. All associate's program students are required to participate in a minimum of twelve (12) embalming cases under the supervision of an approved clinical preceptor. The details of the clinical requirements are described below:

#### A. Required Embalming Cases and Approved Preceptor

- 1) Students will be required to complete a minimum of eleven (11) of the required twelve (12) embalming clinical cases prior to the end of all embalming coursework. The College has an extensive list of locations that are approved for students to complete this requirement. Please see this list on the Moodle site under "Student Resources". Should a student not select from the list of already approved preceptors, the student must locate a site that may be inspected and certified by the College. Students who select from the list of already approved sites or choose an alternative location, must inform the College Clinical Coordinator in a timely manner in order to ensure site availability or site inspection is completed. The approval must be finalized one quarter prior to being enrolled in the first embalming course. The minimum requirements for site inspections are as follows:
- 2) The funeral director in charge of a student-chosen location must fill out the Affiliation Agreement. The location must be inspected by a qualified staff member or representative of Pierce Mortuary Colleges. The location must meet the qualifications to serve as a clinical embalming location. These requirements will be included with a packet that will contain all the necessary information and forms for meeting the clinical guidelines
- 3) All embalmers that will be working with the student must complete the Offsite Clinical Preceptor Application and meet the requirements to serve as a preceptor. Again, these requirements will be included with the aforementioned packet
- 4) All preceptors will be required to complete the preceptor training course provided as a part of the Offsite Clinical Location Visit
- 5) The preceptor will need to be approved and certified by the College

#### B. Clinical Embalming Proficiency Observations

Students will be required to complete the last embalming case for the program on-campus or in the presence of a qualified faculty member as described by the American Board of Funeral Service Education (ABFSE). This is to fulfill the requirement that the program must provide substantive evidence of the technical competence of each graduating student. Such certification must be performed by a qualified faculty member. If a preceptor meets all requirements to qualify as a faculty member, embalming preceptors may be appointed as such by the College. Only these will be allowed to certify technical competence outside of the College

### On-Campus Students

On-campus students will complete this certification as a part of the embalming coursework. Students will be divided into groups of no more than five (5), to actively participate in at least one (1) embalming, in the presence of the College's Clinical Embalming Preceptor or another College approved qualified faculty member.

### Distance Learning Students

If the student is not previously certified prior to the on-campus end of program requirements, distance learning students will complete their last embalming during the period they are on-campus for the restorative art laboratory. Students will be divided into groups of no more than five (5), to actively participate in at least one (1) embalming, in the presence of the College's Clinical Embalming Preceptor or another College approved qualified faculty member. See End of Program Schedule.

### Funeral Director Practicum

Each student enrolled in an associate's or funeral director's program must complete the Funeral Director Practicum requirements. This is completed in multiple phases and classes throughout the program. This program requirement must be completed before a student is eligible for graduation. The details of what the practicum requires are described as:

- A. Each student must complete a total of five (5) initial calls, participate in five (5) arrangement conferences, and participate in body removals. These may be completed in a simulated setting
- B. 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

## Academic Information

- C. Students must arrange to attend and observe five (5) funeral-related practices **with no duplications**. Three (3) of the five (5) must be from the following list:
  - 1) Liturgical Church Service
  - 2) Non-Liturgical Church Service
  - 3) Secular
  - 4) Chapel
  - 5) Graveside
  - 6) Military
  - 7) Fraternal
  - 8) Memorial Service (without the deceased)
  - 9) Direct Cremation
- D. To receive credit for attendance at the event, the student will be required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and designate the participants involved (clergy, celebrant, funeral director, family, or others)
- E. Students will be required to upload all documentation into the College's Student Information System (SIS)

### On-Campus Students

On-campus students complete the initial calls, arrangement conferences, and body removals, in a simulated setting in multiple phases and courses throughout the program. The attendance at and observance of the five (5) funeral-related practices must be arranged by the student outside of class time and must be completed as directed by the College to meet graduation requirements.

### Distance Learning Students

Distance learning students complete the initial calls and arrangement conferences, in a simulated setting in multiple phases and courses throughout the program. The attendance at and observance of the five (5) funeral-related practices must be arranged by the students outside of class time and must be completed as directed by the College to meet graduation requirements. The body removal requirement may be completed as a part of the embalming clinical experience or, in a simulated setting when the student is on-campus at the end of the program. See End of Program Schedule.

### Restorative Art Requirements

Each student enrolled in the Associate Program must complete the Restorative Art Requirement. Each student must participate in an on-campus course in which the application of Restorative Art principles is practiced in a laboratory setting. The student will have the opportunity throughout their final quarter to practice laboratory skills. College issued laboratory supplies are provided.

### On-Campus Students

On-campus students practice these principles throughout the quarter in the Applied Arts Lab, under direct supervision of the instructor.

### **Distance Learning Students**

Distance learning students practice these principles throughout the quarter under supervision of their instructor. This includes both live presentations by the instructor, as well as online tutorial videos. Students are required to submit photo and video evidence of the work they complete. Distance learning students complete the remaining portion of the Restorative Art Requirements at the College after completing their final term. This also includes a time to complete their last embalming case. When arriving on-campus at the end of the program, students are provided with a set of supplies that are returned to the College after their scheduled lab. See End of Program Schedule.

### **Boot Camp**

Each student must participate in Boot Camp. Students have the opportunity to participate in extensive preparation and study to further assist in passing the Capstone Final Exams and National/State Board Exam(s). The College Boot Camp is an integral component of the Capstone Course(s) and is part of the course grade. Boot Camp is provided as an online experience designed to enhance student success with the Capstone Final Exams and the National/State Board (s). Boot Camp is an all-inclusive experience, immersing students in each core funeral service subject area. The Bootcamp consist of a learning experience of innovative lectures packed full of activities, workshop(s), intensive preparation, and test experiences, which will assist students in boosting their scores! See End of Program Schedule.

### **On-Campus Students**

On-campus students will complete their Boot Camp online during their Capstone course. See End of Program Schedule.

### **Distance Learning Students**

Distance learning students will complete the Boot Camp online during their Capstone course. See End of Program Schedule.

### **End of Program Schedule**

Pierce Mortuary Colleges requires all students to be on-campus to complete a portion of the Restorative Art Laboratory course and a determination of the level of technical competency in the preparation room (last embalming) if not previously determined. All students must refer to the End of Program Requirements and End of Program Schedule for complete details. Multiple End of Program Requirements must be fulfilled on-campus at the end of the final term of the program. All travel, meals, lodging, etc. are the responsibility of the student unless otherwise indicated. It is necessary for students to plan for up to two (2) full day's on-campus. The on-campus End of Program Schedule will consist of five (2) days; Clinical Embalming Proficiency Observations and the final Restorative Art project. Please see the below chart for details. See End of Program Requirements.

### 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 3<sup>rd</sup>-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 on their campus to discuss steps.

### National Board Exam (NBE)

Upon completion of all graduation requirements from the funeral service programs at one of the Pierce Mortuary Colleges, 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.

All of 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 a number of services available on campus to help you be successful, both inside and outside the classroom.

### **Admissions**

The Admissions Department serves as the front door to the College for prospective students and their families on campus. You've worked hard to get here, and your adventure is just beginning. When you come to the Gupton-Jones College of Funeral Service, you'll get the best values in funeral service education. Innovative, hands-on learning opportunities and a strong foundation in critical thinking will prepare you to lead in the funeral service field. Gupton-Jones College is a first-class education that will help define you for the rest of your life.

Please contact the Office of Admissions to get started: e-mail [admissions@gupton-jones.edu](mailto:admissions@gupton-jones.edu) or call (770) 593-2257.

[Apply and Find out more about Admissions](#)

### **Academic Advising**

The goal of academic advising is to support students as they develop individualized paths through the funeral service curriculum and allowing students to meet their academic, personal, and professional goals. Academic advising is a very important part of the educational experience. We assist students with choosing to enroll full-time or part-time, advising with academic and graduation requirements, preference in online or on-ground platforms, associate, bachelor, or certificate program qualifications that are throughout Pierce Mortuary Colleges. Prior to enrollment, our Admission advisors serve as academic advisers for incoming students. After enrollment, the College Registrar serves as a primary point of contact, working in collaboration with faculty, campus partners, and other resources to support students' academic success. We desire to see all of our students achieve their life goals.

If you have any questions, please contact [admissions@gupton-jones.edu](mailto:admissions@gupton-jones.edu) (prior to enrollment) or [registrar@gupton-jones.edu](mailto:registrar@gupton-jones.edu) (after enrollment) or call, (770) 593-2257.

### **Financial Aid Services**

Our Office of Financial Aid is committed to ensuring you and your family have access to the resources necessary to finance your education and invest in your future. Gupton-Jones College of Funeral Service welcomes the brightest minds and boldest thinkers of tomorrow, regardless of their financial background. Our Financial Aid counselors are available year-round to work with you and your family in order to create a comprehensive aid award that fits your family's unique circumstances and makes a world-class funeral service education affordable. We follow state, federal, and college policies to allow our students to achieve and exceed their funeral service educational goals. We're here to help you apply for aid, manage your costs, and stay informed on all your available financial aid options. You can count on us to provide guidance, resources, and advice on a wide range of

## Services for Students

topics, including scholarships, student loans, student work study options, understanding the cost of attendance, and expanding your financial literacy.

Please contact the Office of Financial Aid to get started: e-mail [financialaid@gupton-jones.edu](mailto:financialaid@gupton-jones.edu) or call (770) 593-2257.

### Financial Aid Options

#### **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 e-mail us at [registrar@gupton-jones.edu](mailto:registrar@gupton-jones.edu).

#### **International Student Services**

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.

Please contact our Admissions Office with any questions regarding the international student services, application process or, the program in general. Call (770) 593-2257 or, please e-mail [admissions@gupton-jones.edu](mailto:admissions@gupton-jones.edu).

#### **Federal Work Study Program Services**

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

Students can reach our office via e-mail at [financialaid@gupton-jones.edu](mailto:financialaid@gupton-jones.edu) or phone at (770) 593-2257.

#### **Military and Veteran Student Services**

We support the successful transition from military service to the Gupton-Jones College of Funeral Service and beyond. We recognize the selfless service and sacrifices made by members of our armed forces and the unique challenges associated with transitioning into a college setting. To support this transition, we are committed to providing veterans, active-duty personnel, National Guard, and

Reserve members, and qualified dependents with the services necessary to pursue their academic interest in funeral service and integrate into the campus community.

We can assist students with applying for Military and VA educational benefits. Students can reach our office via e-mail at [veterans@gupton-jones.edu](mailto:veterans@gupton-jones.edu) or phone at (770) 593-2257.

[Find out about our Veterans Benefits](#)

### **Scholarship Services**

Searching and applying for scholarships is largely a self-help process. The College's web site provides information and resources to assist students of funeral service-related scholarship opportunities across the nation and state-specific. Typically, the most opportune time to begin applying for scholarships is in advance of the student's next quarter. Scholarship Services, is part of the Office of Financial Aid. Financial Aid Advisors works with community partners to create scholarships and have the website resource hub of scholarships available for current students. List of scholarships on our website is [available here](#). The College also provides a scholarship to all valedictorians to receive a scholarship for the MACFS's Bachelor of Science in Funeral Service Management.

Financial Aid Advisors are available by phone, e-mail and walk-in appointments to help students find, apply for and receive scholarships. Please call and set up an appointment at (770) 593-2257 or e-mail [financialaid@gupton-jones.edu](mailto:financialaid@gupton-jones.edu).

### **New Student Services**

New Student Services empowers students to succeed and facilitates their transition to our College. We look forward to working with you as you start your journey with Gupton-Jones College of Funeral Service. Orientation is required for all new first quarter and transfer, degree seeking students, and regardless if you are joining us in a virtual or in-person format, we will introduce you to the people and systems that you need to be a successful student. Review the Academic Calendar for dates of Orientation.

### **Life Management Support**

Life Management Support aids students by providing life coaching and free and confidential, one-on-one, short-term mental health counseling. We assist students in defining and meeting personal, academic, and career objectives. Workshops and events to promote personal development and well-being are offered.

The Office of Life Management can be contacted at (770) 593-2257 or by e-mail at [lifemanagement@gupton-jones.edu](mailto:lifemanagement@gupton-jones.edu).

## Services for Students

### Career Services

The College strives to be a resource for employers and employees. Job opportunities received by the College are posted throughout the building and electronically on the College's website. It is not uncommon for funeral homes from across the United States to recruit new graduates, so those who are the most willing to move will likely have better success in finding placement. The College will assist a student in obtaining suitable employment upon his or her graduation whenever possible. However, obtaining suitable employment is the primary responsibility of the graduate. The College cannot guarantee placement following graduation. An alumnus who wishes to find new employment or a funeral home that needs a new employee should contact the college as well for assistance.

Whether you're a current student or potential employer, don't hesitate to contact The Office of Career Services, at (770) 593-2257 or by e-mail [CareerServices@gupton-jones.edu](mailto:CareerServices@gupton-jones.edu) with any questions.

### Campus Job Board Services

Gupton-Jones College of Funeral Service provides a Job Board to connect students to employers and to provide access to opportunities through funeral service business, local community, and across the United States. Here, students can find meaningful opportunities that can support their funeral service educational pursuits and personal skills. Positions are posted throughout the year and updated daily. Jobs are not assigned; students must contact the employer directly to apply for an employment position.

The Office of Career Services, at (770) 593-2257 or by e-mail [CareerServices@gupton-jones.edu](mailto:CareerServices@gupton-jones.edu) with any questions.

### Campus Job Board

### 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 TutorMe, students can access online tutoring 24 hours a day to further support them with their general education course needs. Students can access TutorMe tutoring via their student learning platform. Students with additional questions should contact their academic advisor or the advising department at [registrar@gupton-jones.edu](mailto: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.

### **Study Groups**

The College provides online students with access to academic support in the classroom through study groups. Study groups allow peers to meet weekly to study, prepare, and organize course materials with the support of a College facilitator or a Work Study Student. The study group will be facilitated through the College's Go-To-Webinar system. On-Campus students utilize the College's library for all study-groups. This is a great way for students to strengthen their knowledge of funeral service concepts and prepare for the National Board Exam.

Students who would like to set up a study group for a class, please contact your Academic Advisor via e-mail or call (770) 593-2257.

### **Student Records Services**

The Office of Student Records exists to serve the needs of the students, both on-campus and online, and to safeguard the integrity of the students' educational record. Records services include requests for transcripts, FERPA information, support of diploma processing, mandated student record keeping, maintenance of student records, information on the College Catalog, Student Handbook, and Academic Calendar.

For more information contact (770) 593-2257 or [registrar@gupton-jones.edu](mailto:registrar@gupton-jones.edu).

### **Boot Camp**

For most students, extensive preparation and study will be required to pass the Capstone Final Exams and National Board Exams. As a first step, students should review their course textbooks, identify areas of weakness, and focus study efforts on areas where they do not fully understand the concepts. The College Boot Camp is tied into the Capstone Course. Boot Camp is provided only online and is a rigorous program designed to enhance a student's success with the Capstone Final Exams and the National Board Exams. The program will occur prior to Capstone Final Exams and is an all-inclusive experience, immersing students in each core funeral service subject area. Students will experience content lectures, packed full of activities, workshop(s), intensive preparation, and test experiences that will help students boost their scores! See the Academic Calendar for all details of End of Program events.

Please contact your Academic Advisor via e-mail or call (770) 593-2257.

### **E-mail 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

## Services for Students

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 e-mail account and Microsoft Office 365 support. Access your e-mail 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 e-mail and chat to the College community. During the operational hours of the college, 7am – 4pm Monday through Friday, 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 e-mail, 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](#).

### Library Services

Gupton-Jones College of Funeral Service has a rich collection of online information resources to support your research, including e-journals and hundreds of article databases. You can access any of these information resources by logging in with your Library username and password.

The Follett-Destiny system also provides other e-resources as well (libraries, news sites, encyclopedias, journals, etc.) to assist the student with research projects. For students near the College, the physical college library is available to use during business hours.

Upon enrollment, the student will receive a username and password to access the Russell M. Millison Library at Gupton-Jones College of Funeral Service. The student will be given a virtual library card and will have access to all aspects of the library. On-Campus Library books may be checked out for a period of two weeks, by any on-campus and online students. Online students are responsible for shipping costs to return the book. Should a book not be returned, the student will be charged the replacement cost of the book.

The College's on-campus Library is open daily during the normal operating hours of the college for student use and to funeral service practitioners for reference and research

To access the online system please select this link: <https://gupton-jones.follettdestiny.com>.

Should you have any questions or would like to checkout a book, please contact our dedicated librarian at (770) 593-2257 or e-mail [Library@gupton-jones.edu](mailto:Library@gupton-jones.edu).

### Online Services

*Online Services* is your connection to a variety of services. Our College offers a variety of online services designed to aid you in your experience and make your time here as smooth as possible.

Students may login and access their grades through the Student Information System (SIS), Order official transcripts online, make a payment for tuition, access their College student .edu e-mail, access courses online, login to the College's library, and much more!

For more information regarding our Online Services, please call the front office (770) 593-2257 or visit our website.

### **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 page [here](#) 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](mailto:admissions@gupton-jones.edu)
3. To speak with an individual concerning information on accommodation services by phone, please call the college at (812) 288-8878 and ask for one of the individuals listed above.

### **Web and Other Support Services**

Throughout the students' lifecycle, the College provides essential support services online 24 hours a day, seven days a week. Through the College's website, students have around-the-clock access to self-services including applying to the College, paying tuition, applying for financial aid, ordering official transcripts, finding a funeral service job, requesting a tour of the College, making a donation, and other self-serving resources for students.

### **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

## Services for Students

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](#).

### **Clinical Services**

The Clinical Coordinator is a funeral service professional who represents Gupton-Jones College of Funeral Service and provides Clinical Services to students. The Clinical Coordinator is responsible for clinical leadership in securing and maintaining relationships with approved clinical sites. In addition, the Clinical Coordinator is responsible for scheduling clinical site visits. The Clinical Coordinator collects, documents, and stores all required student clinical programmatic paperwork according to College and accrediting standards. The Clinical Coordinator promotes and supports the vision and mission of Pierce Mortuary Colleges.

Each student enrolled in the accredited Associate's program must complete several clinical requirements. Students who are needing help with the end of program requirements, embalming clinical case requirements, assigned funeral home to complete requirements, required documentation, assignment of student clinical placement, collection of required documentation, on-campus embalming's (if offered), clinical embalming schedule, lab supplies, Clinical Embalming Proficiency Observations, assigned preceptor, Funeral Director Practicum, initial calls, arrangement conferences, body removals, funeral-related observations and the such, should reach out to the College's Clinical Coordinator for all their answers.

For more information regarding Clinical services and requirements, please contact our Clinical Coordinator at (770) 593-2257 or e-mail, [ClinicalCoordinator@gupton-jones.edu](mailto:ClinicalCoordinator@gupton-jones.edu).

### **Computer Lab**

The computer lab is part of student success services at the College. The Student Computer Lab provides a place for currently enrolled students to work on assignments. The lab is reserved at times throughout the week for instruction classes. When classes are not held, the lab is open to students of the College for use in accessing software applications, the internet, e-mail, etc. Students must check with the front desk if the lab is open or available for use. As with all labs on the College campus, this lab is not open to the public. IT Services maintains all of the equipment and software available in campus computer labs. Librarian is not responsible for the operational problems of the computers. Paper for printer/copiers can be obtained at the front desk library.

If you have hardware or software problems in the lab, please contact the front desk at (770) 593-2257.

### **Book Store Services**

Gupton-Jones College of Funeral Service Bookstore is a central hub for College memorabilia and student academic success. The College provides all hardback textbooks to students who are on campus and eBooks/hardback textbooks to distant learners – at no cost to the student! The bookstore provides all the textbooks and many class supplies. But we're more than just books, with the College's merchandise, gifts, logo apparel, school supplies, snacks and more there's something for everyone. As a proponent of academic endeavors on-campus, we play a critical role to our faculty and staff as well. Faculty can special order supplement material for their course. Those students that are online, the College will mail any bookstore purchase.

Please contact the front office at (770) 593-2257 with any questions regarding our Book Store Services.

### **Capstone – Online NBE Study**

Capstone – The online NBE study series provides a substantive review of the doctrine tested to help students pass the National Board Exam. Students will have the opportunity to simulate time and exam management under exam-like conditions online. While the Capstone is intended to close the knowledge and skills gap between funeral service education and the NBE, it is also designed to help students reach mastery level for skills associated with passing the NBE. The online environment includes test questions, videos, tutorials, and much more!

### **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.

## Academic Programs

Gupton-Jones College of Funeral Service offers one (1) program of instruction: the Associate of Science in Funeral Service. The AS program is offered both Online and On Campus. Students enrolled at the College may take online courses as requested throughout their enrollment.

### Associate of Science – Online and On Campus

#### Program Overview

The Associate of Science 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

The 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 AAS 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 Clinical Embalming program as specified by the College and the American Board of Funeral Service Education; also, be certified by the Clinical Program Director as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum;
4. The student is free of all indebtedness to the College, and;
5. The student has successfully completed and passed all end-of-program Capstone Final Exams.

## 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
<b>Quarter 1 Totals</b>		<b>15</b>
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
<b>Quarter 2 Totals</b>		<b>15</b>
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
<b>Quarter 3 Totals</b>		<b>20</b>
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

## Academic Programs

PSY 202	Counseling	2
SCI 242	Restorative Art I	2
MGT 222	Small Business Management	5
<b>Quarter 4 Totals</b>		<b>20</b>
<b>Quarter 5</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
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
<b>Quarter 5 Totals</b>		<b>19.5</b>
<b>Quarter 6</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
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
<b>Quarter 6 Totals</b>		<b>19.5</b>
<b>Program Total</b>		<b>109</b>

## Categories of Instruction

<b>Public Health and Technical (FSS)</b>	<b>Quarter Hours</b>
Anatomy	6
Chemistry	4
Embalming	9
Microbiology	4
Pathology	4
Restorative Art	7
<b>Total Quarter hours in Division</b>	<b>34</b>
<b>Business Management (FSM)</b>	<b>Quarter Hours</b>
Accounting	5
Computers in Funeral Service	2
Funeral Service Management	9
Communication Skill	3
Small Business Management	5
<b>Total Quarter hours in Division</b>	<b>24</b>
<b>Social Science (FS)</b>	<b>Quarter Hours</b>
Sociology of Funeral Service	4
Psychology of Funeral Service	3

## Academic Programs

Counseling	2
History of Funeral Service	2
<b>Total Quarter hours in Division</b>	<b>11</b>
<b>Legal, Regulatory and Ethics (FS)</b>	<b>Quarter Hours</b>
Business Law	5
Mortuary Law/Ethics	3
Comprehensive Survey & Review	2
<b>Total Quarter hours in Division</b>	<b>10</b>
<b>General Education/Liberal Arts/Electives</b>	<b>Quarter Hours</b>
Business Math	5
English Composition	5
General Psychology	5
English Literature	5
U.S. History to 1865	5
U.S. History Since 1865	5
<b>Total Quarter hours in Division</b>	<b>30</b>

## Course Descriptions

### Associate of Science – Online and On Campus

#### 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.

#### *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**

#### *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**

#### *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

#### *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.

#### *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.

#### *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 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.

## Course Descriptions

### *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 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 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**

### *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.

### *MGT 311 Funeral Service Management II (3 QH)*

This 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 deceased. 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 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.

### *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**

### *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 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

## Course Descriptions

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 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 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 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 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 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 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**

### *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.

## Course Descriptions

### *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**

### *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.



# **STUDENT HANDBOOK**

### History of College

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

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

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

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

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

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

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

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

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

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

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

### **Mission Statement**

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

### **Program Learning Outcomes**

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

## General Information

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

## Statistics

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

Single Year	School Pass Rate	National Pass Rate	Single Year	School Pass Rate	National Pass Rate
2022 Arts	60%	69%	2022 Sciences	61%	64%
2021 Arts	54%	68%	2021 Sciences	55%	57%
2020 Arts	74%	73%	2020 Sciences	68%	57%

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

## Student Conduct

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

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

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

### **Purpose**

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

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

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

## Student Behavior & Expectation

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

### Principles of Code of Conduct

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

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

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

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

### Student Bill of Rights and Responsibility

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

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

### **Promulgation**

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

### **College Jurisdiction**

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

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

### **Locations**

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

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

## Student Behavior & Expectation

community service projects, clinical locations, funeral homes, and all practicum requirements off campus, etc.

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

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

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

### Student Disciplinary Procedure

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

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

### **Refusal or Failure to Participate/Appear**

Students scheduled to be present at a conduct conference are expected to appear as scheduled. Students who fail to appear will be considered in violation of the Code of Conduct (Refusal or failure to respond to a request to report to a College Administrative Office or a conduct conference). A conference will be held in the student's absence, and the student will be notified in writing of the sanction(s) imposed.

### **Closed Proceedings**

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

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

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

### **Conduct Conferences**

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

Below are the procedural steps:

1. Notice of any scheduled conduct conferences

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

### Maintenance of Records

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

### Sanction Information

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

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

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

### Formal Disciplinary Sanctions

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

1. **Informal Action.** It means educating students about the behavioral standards expected of them as members of the College community and holds them accountable for inappropriate conduct. The issuance of an oral or written warning, educational sanction and/or use of disciplinary procedures may result if it is alleged that a student has engaged in inappropriate behavior
2. **Educational or Developmental:** Educational or Developmental sanctions are required activities intended to engage the student in a positive learning experience related to the student's inappropriate behavior. Positive actions should allow students to reflect upon their inappropriate behavior, to learn about the behavior in which they engaged, and to gain an understanding of

why it is inappropriate or unacceptable. Such actions may include attending, presenting a program related to the implications, or writing a report related to the implications of the student's conduct, or engaging in a campus or community service project

3. **Warning.** Verbal or written notice that specific inappropriate conduct is unacceptable. A warning serves as a notice to a student, either written or verbal, that a failure to meet the College's expectations for student conduct has occurred. The warning serves to the student as a caution that the continuation or repetition of such behaviors will result in more serious penalties. The Dean may authorize a Warning to a student after approval of the President
4. **Reprimand.** An official written censure is required. A reprimand for inappropriate behavior, notice that the conduct associated with the violation must stop immediately and permanently, and notice that additional violations shall result in more severe sanctions
5. **Temporary Suspension.** The Dean may temporarily suspend any student when: (1) the student is ordered by an administrator or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Dean will present recommendations for a temporary suspension to the President. Only the President may approve a temporary suspension. The Dean may authorize a suspension only in the absence of the President
6. **Expulsion.** Mandatory immediate separation from the College with no promise of future re-admission. A student who has been received an expulsion is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges. In addition to forfeiting all tuition, the student suffers all the other losses and restrictions imposed upon the dismissed student. Suspension students additional forfeit all academic credit for all courses carried for the quarter in which the violation occurred. Only the President may authorize an expulsion
7. **Suspension.** Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges during the suspension. The student may re-enroll at the College when the suspension order has elapsed. In addition to forfeiting all tuition, the student suffers all the other losses and restrictions imposed upon the dismissed student. Suspension students additional forfeit all academic credit for all courses carried for the quarter in which the violation occurred. The Dean will present recommendations for a suspension to the President. Students who are arrested and/or jailed by a law enforcement agency for a serious crime are subject to immediate interim suspension from the College, pending a review of the case. Only the President may authorize a suspension
8. **Dismissal.** Dismissal is permanent expulsion from the College; it may be ordered as a result of very serious violations and/or repeated offenses. In addition to forfeiting all tuition, the student suffers all the other losses and restrictions imposed upon the dismissed student. Dismissed students additional forfeit all academic credit for all courses carried for the quarter in which the violation occurred; and are never again eligible to apply for readmission to the College at any time. A student who has been received a Dismissal is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges. The Dean will present recommendations for a Dismissal to the President. Only the President may authorize a Dismissal

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9. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. A student whose actions deprive the owner of possession of, damage, deface, or destroy any College or personal property, or create a financial expense to address impacts of said behavior shall be required to restore said property by replacement or by monetary reimbursement, in addition to any other sanctions which may be imposed. Restitution charges will be placed on the student's accounts and must be paid in full immediately

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

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

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

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

### **Appeal Process**

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

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

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

### **Student Publications**

Publications of any kind regarding or referencing any material or persons of conduct relating to matters within the Student Code of Conduct Standards and Policies is prohibited. A student shall neither publish, nor cause or permit to be published, the terms and conditions of this

Agreement/process, Conduct Conferences, Appeals Conference, decision results, Witnesses, College employees name(s), student name(s), the College name, or the like, in any press release, newsletter, newspaper, flyer, circular, social media site, like Facebook, Twitter, or Instagram, or other publication, online or offline. These actions will result in dismissal. This will result in more serious penalties.

### Student Code of Conduct Standards

This Student Code of Conduct outlines the standards of behavior expected of every student within the College and relates to all actions disruptive to the educational process. Violation of the standard of conduct herein stated will be considered as a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the college community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from the College, include, but are not limited to, those described below:

1. **Academic Dishonesty** – A violation may include cheating, plagiarism, any other misrepresentation of work, or other forms of academic dishonesty. All assignments submitted by a student must represent his/her own concepts, ideas, or must cite the original source. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade in their respective course and, depending on the circumstances, possible expulsion from the College
2. **Alcoholic Beverages** – The manufacture, distribution, sale, possession, use, or consumption of alcohol is prohibited on the campus of the College and at any college-sponsored activity
3. **Animals** – Animals are not permitted in or on the College property (including a car) unless they are service dogs or animals that are part of an approved course
4. **Arrest or Conviction of a Crime**– A felony offense conviction will lead to expulsion from the College
5. **Arson** – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the College or to the property of any other person
6. **Assault and/or Battery** – No student shall threaten or inflict bodily harm or discomfort on another. Fighting with another student (all parties involved – ZERO TOLERANCE), assault and/or battery upon a faculty member or employee of the College, or terroristic threatening of any member of the student body, administration, or faculty will lead to immediate expulsion from the College
7. **Breach of Peace** – Conduct or expression on college property, which disrupts the orderly functioning of the College or the delivery/reception of instruction, that is lewd, indecent conduct or obscene, or procuring another person to breach the peace is prohibited. Use of cellular telephones (beeping, vibrating, etc.) is prohibited in the classroom, labs, and library. All devices are prohibited during classes, labs, and examinations

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8. **Children on Campus** – Because of potential disruptiveness to the learning environment, children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of the College building without adult supervision. No individual, adult, or children are allowed to sit in a class for which they are not a registered student. Supervised children who are taking part in an organized, scheduled activity/event are welcomed
9. **College-sponsored Activities and Events** – Use of College facilities must have prior approval by the President of the College
10. **Conduct System Abuse – including but not limited to:**
  - a. Failure to attend an appointment when directed to do so by a College official
  - b. Falsification, distortion, or misrepresentation of information before/during the conduct body
  - c. Disruption or interference with the orderly conduct of a conduct proceeding.
  - d. Initiation of a conduct proceeding when one knows or reasonably should have known that the proceeding was without cause
  - e. Attempting to discourage an individual's proper participation in, or use of, the conduct system
  - f. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding
  - g. Harassment (verbal or physical) and/or intimidation of a member of a conduct body, complainant, or witness, prior to, during, and/or after a conduct proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code. A student who fails to complete any sanctions imposed upon her/him by the deadline imposed by the conduct body, is not eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts, (official or unofficial) until she/he complies with the terms of the original sanctions and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
  - i. Influencing or attempting to influence another person to commit an abuse of the conduct system
11. **Contracting or Representation in the Name of the College** – Students are prohibited from contracting in the name of the College and may not claim to be official representatives of the College. Students will not endorse a product in a manner that implies an official endorsement, logo, or brand by the College
12. **Damage or Destruction of Property** – No student shall take, possess, deface, or damage any property belonging to the College or any property, not her/his own. Accidental damage, vandalism or malicious damage to property belonging to the College or others may require restitution from the person responsible for such damage and/or disciplinary action
13. **Disorderly, Indecent Conduct** – Conduct that is deemed disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College

14. **Disruptive Behavior** – Behavior by any student, in class or out of class, which for any reason materially disrupts the classwork of others, involves a substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College. This includes, but is not limited to, the following:
- Disruption, or interference which impedes, impairs, or obstructs teaching, administration, conduct proceedings, other College missions, processes, or functions including public-service functions, off-site College program requirements, or other authorized College or non-College activities when the conduct occurs on College premises
  - Participation in a campus demonstration which disrupts the normal operation of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus
  - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions
  - Conduct which is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College or members of the academic community
  - Instances where a student engages or threatens to engage, in behavior which poses an immediate danger of causing physical harm to others; or
  - Instances which cause significant property damage, or would directly and substantially impede the lawful activities of others; or
  - Instances where a student's behavior disturbs normal College operations, consumes an inordinate amount of College staff time and/or resources, or may interfere with the educational process and/or the orderly operation of the College
15. **Distribution or Sale of Literature or Goods** – Distribution or sale of literature or goods on the campus must be approved by the President of the College
16. **Dress and Appearance** – Students are expected to maintain standards of personal appearance. See Dress Code
17. **Failure to Comply** – Failure to comply with the direction of College officials or law enforcement officers acting in the performance of their duties
18. **Failure to Pay Financial Obligations** – The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College
19. **Falsification of Records** – Falsification of College records, including, but not limited to, admission, enrollment, disciplinary and health records, by forgery or other means of deception, is prohibited

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20. **Firearms, Weapons, Fireworks, Explosives, Ammunition, and Other Weapons** – While on college grounds or facilities or at college-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. Use or possession of firearms, ammunition, or other weapons, are prohibited in the College facility, on the property of the College, or at any College event. These include, but are not limited to; guns, BB guns, bows, arrows, knives, brass knuckles, or other devices used as a weapon or ammunition on or off college property. This may lead to immediate expulsion
21. **Food and Drinks** – are permitted only in the student center
22. **Funeral Service Profession** – Any conduct which, in the opinion of the College, is unbecoming a student of the Funeral Service profession may lead to immediate expulsion. This includes any type of harassment or discrimination
23. **Gambling** – Gambling is prohibited on the campus
24. **Harassing, Bullying, Intimidation, or Stalking** – Harassing, bullying, intimidation, or stalking made either in person or through any electronic communication is prohibited on or off the campus
25. **Hate Crime** – Any conduct in which a member of the College intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief of perception regarding race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief of perception is correct is prohibited on or off-campus
26. **Hazing** – Hazing in any form on campus or at any College-sponsored activity is prohibited
27. **Identification of Students** – Students are required to present proper identification when requested by College officials. Any misrepresentation, alteration, or misuse of identification is prohibited
28. **Improper Use of Cell Phone Cameras** - Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others. *See Recording Policy*
29. **Infliction, Threat, or Inciting Bodily Harm**– Infliction, threat, or inciting bodily harm while on or off college property is highly prohibited. Infliction of bodily harm upon any person or any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof may lead to immediate expulsion
30. **Illegal Drugs and Controlled Substances** – The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. Students are prohibited to possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol, or other controlled substances while present on campus or in attendance at any college-sponsored event on or off-campus. A student who is

convicted for a drug-related offense that occurred on campus or while in attendance at a college event will be sanctioned up to and including suspension or expulsion

31. **Intellectual Property Rights** – The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for the production of publications or class projects. Work created by a student employee during the course and scope of employment is an institutional work, and intellectual property rights to such creation belong to the College
32. **Misuse of Emergency Equipment** – Fire escapes, designated doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited
33. **Nuisance With Noise** – Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, phone, or through other means in a way that is sufficiently loud enough to disturb other members of the college community is prohibited
34. **Obeying Reasonable Orders of College Officials** – Students are required to comply with reasonable requests or orders by College officials. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings
35. **Off-Campus Behavior** - Off-campus behavior that is detrimental to the College or its students, faculty, or staff in their roles as members of the campus community is governed by this Code. Pierce Mortuary Colleges reserves the right to take actions that address the violations through educational intervention or sanctions
36. **Outside Speakers** – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the President of the College
37. **Public Laws** – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off-campus, may establish a cause of legal and/or disciplinary action by the College
38. **Profanity and Obscene Language** – Persistent use of obscene or profane language may lead to disciplinary action
39. **Providing False Information** – No student shall knowingly give false, misleading, or perjured information in any College investigation or proceeding. No student shall knowingly give false information to a college official or show a reckless disregard for the truth
40. **Recognition of Student Groups** – In order to be classified as a student organization, established, recognized procedures must be met and approved by the President of the College
41. **Search and Seizure** – College officials, reserve the right to search personal property for a suspicious cause. If necessary, local law enforcement may be contacted for follow up

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42. **Sexual Harassment, Discrimination, or Assault** – Sexual Harassment, discrimination, or assault are considered to be a serious offense. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off-campus is prohibited. This includes an intimate partner or domestic/dating violence or harassment. This may lead to immediate expulsion
43. **Smoking** – Smoking is prohibited in all enclosed facilities of the College. Smoking is ONLY allowed in designated/posted areas on any campus
44. **Social Media and Other Electronic Platforms** - Behavior conducted through social media and/or other electronic platforms that is detrimental or defamatory to the College, its students, faculty, or staff in their roles as members of the campus community is governed by this Code. Pierce Mortuary Colleges reserves the right to take actions that address policy violations through educational intervention or sanctions
45. **Terroristic Threats** – Terroristic threats are considered to be serious offense. Any involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of the College may lead to immediate expulsion
46. **Theft, Unauthorized Possession and/or Sale of Property** – Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, other) or by another person, without authorization or payment for such property, will be subject to college disciplinary action. It is recommended that students mark or label their belongings in order to assist with their return if they are lost
47. **Threat to any College Guest** – The active threat of violence against any member or guest of the College is strictly forbidden
48. **Unauthorized Use of College Facilities** – The unauthorized use of, or entry into, any college facility (i.e., classrooms, lab, office areas, or other) is prohibited
49. **Use of College Email or Mail Services** – Use of College email or mail services is limited to official business of the College or College-sponsored or approved College-related organizations
50. **Use of Vehicles** – Motorized vehicles are prohibited in areas other than designated parking areas
51. **Verbal Assault, Harassment, Intimidation, Bullying, Defamation, and Threatening or Abusive Behavior, and Extortion** – Verbal or written communication that is considered threatening or defamatory that could lead to extortion, expose an individual or group to hatred, or ridicule and thereby injures the person, property, or reputation of another is prohibited. Prohibited behavior can take a variety of forms and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name-calling; using an individual or group as the butt of jokes
  - Verbal or physical conduct of a threatening, intimidating, or humiliating nature
  - Sabotaging or undermining an individual or group's work performance or educational experience
  - Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
  - Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner
52. **Violations of Law**– Federal and state law, respective county and city ordinances, and all college rules and regulations will be strictly enforced
53. **Violation of University policy** – Violation of any College policy, rule, or regulation published in hard copy or available electronically via the College website; and/or any attempt to commit prohibited activities defined herein; and/or enticing or inciting others to commit prohibited activities defined herein, and/or conspiring to perform any prohibited activities defined herein; and/or any other conduct which adversely affects the student's suitability as a member of the College community

### Disruptive Classroom Behavior Policy

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

1. Temporary Removal of Student from Class or Other Educational Experience
  - When any student, acting individually or in concert with others, obstructs or disrupts, or attempts to obstruct or disrupt any teaching, or any other activity authorized to be discharged on behalf of the College or held on the College's premises, the student may be asked to stop the disruptive behavior by an instructor or staff of the College. If the student continues, an instructor/staff member is authorized to tell the student to leave the area or classroom and, if the student will not leave, to immediately notify the Dean/President of the College, without any request to the student
2. Withdrawal of Student from Class or Other Educational Experience
  - When a student disrupts a class or other educational experience, or if the student's behavior or lack of preparation is detrimental to the educational experience of others, or if the student is compromising the learning environment, the instructor may take action to withdraw the student from the class or educational experience as

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a result of the significant and/or repeated behavior. To do this, the instructor shall confer with the Dean and College President

3. Referral of Student Conduct Issues to the College President
  - Instructors, faculty members, Deans, and/or staff are to report student conduct issues to the College President. This reporting ensures that any other student code of conduct related behavior is appropriately addressed with the student

### Special Administrative Evaluation

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

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

1. Lack the capacity to understand the nature of the accusation against him/her, or to respond and participate in the disciplinary process
2. Poses a danger to him/herself or others, and/or
3. Has become gravely disabled (lacks the ability to care for himself/herself)

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

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

### Behavioral Expectations

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

- You are responsible for arriving on time for class. Any late arrival or early departure is a disruption
- Do not enter the classroom when one of your classmates is giving a presentation

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- If you must leave early, let your instructor know in advance and sit as close as you can to the door that day
- Do not leave and reenter the classroom unless it is necessary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Dress and Personal Appearance Policy

No dress code can cover all contingencies so students and/or staff must exert a certain amount of judgment in their personal appearance choices. If you experience uncertainty about acceptable attire, please ask the administration. The college reserves the right to decide what is or is not appropriate regarding the dress code. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to professional dress, specific occasions, and college activities are critical factors in the total educational process. It is important for all students,

faculty, and staff to understand and employ these behaviors, which contributes to optimum morale as well as embellishes the overall campus image. The following dress code plays a major role in instilling a sense of integrity and an appreciation for values and ethics

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

### **Formal Dress Attire**

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

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

### **Professional Dress Attire**

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

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

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include any that are too informal. This includes jeans, any pants that are not ankle length, sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking

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

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

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

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

## Student Behavior & Expectation

shoulders or plunging necklines; golf-type shirts; collarless or banded collar shirts; sweatshirts; and t-shirts

### 4. Shoes and Footwear

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

### 5. Accessories and Jewelry

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

### 6. Makeup, Perfume, and Cologne

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

### 7. Hats and Head Covering

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

## Business Casual Attire

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

## "Dress Down" Attire

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

## Unacceptable Attire

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

1. Attire with anything derogatory, controversial, or vulgar thereon. Reference, whether in the form of text or pictures to alcohol, drugs, or sex. Suggestive, startling, unusual, or immodest attire of ANY sort
2. Any pants less than ankle-length (NO SHORTS or CAPRIS) jeans, sweatpants, exercise pants, shorts, bib overalls, leggings, athletic clothing and any spandex or other form-fitting pants such as people wear for exercise or biking

## Student Behavior & Expectations

3. Body or muscle shirts, tank tops, halter tops, etc. Any shirt or blouse that allows for bare midriff or is sleeveless
4. House shoes, house slippers, athletic shoes, tennis shoes, sandals without heels, or flip flops
5. Clothing with tears, rips, or holes, including jeans
6. Sunglasses worn inside the building
7. Hairstyles and hair colors of a non-conservative nature
8. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses
9. Tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; golf-type shirts; collarless or banded collar shirts; sweatshirts; and t-shirts

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

### **Conclusion**

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

### Violence and Harassment on Campus

Gupton-Jones College is committed to a campus free from violence and threats of violence. As an academic community and responsible employer, the College will provide an academic environment and workplace that fosters learning, teaching, work, study, and growth. The College will not tolerate threats of violence, harassment, intimidation and any other form of disruptive behavior. There is a zero tolerance for any form of violence. Violation of this policy will lead to immediate administrative withdrawal from the College

#### Prohibited Conduct

1. Causing physical harm to any person, or causing reasonable apprehension of such harm
2. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death
3. Engaging in sexual conduct with another person without the consent of that person
4. Engaging in sexual harassment
5. Engaging in bullying
6. Use, possession and storage of any weapons
7. Theft or misuse of property or services of the College

#### Policy

*Use, possession, and storage of any weapons are not allowed or tolerated anywhere on the College campus*

Respect for the safety and welfare of others is an expectation of everyone within the College community. While acts of violence and degrees of threats, aggression, and intimidation are pervasive within our society, we are committed to creating and sustaining an environment where such behaviors are not tolerated. Therefore, any form of violence, whether actual or threatened, will not be tolerated. "Campus violence" includes, but is not limited to the following acts: (1) physical assault, with or without weapons, (2) oral or written statements that imply or suggest violence, (3) gestures, utterances, behavior, or expressions that communicate a direct or indirect threat of physical harm, (4) disruptive behavior of a potentially violent nature, (5) sexual violence, (6) violent acts that result in property damage or sabotage of equipment. Verbal abuse or other disruptive behavior may also be included in the definition of campus violence, depending upon the nature and severity of the conduct

All acts of campus violence must be reported immediately to proper authorities. Except as may be necessary to investigate, intervene, and prevent violence; reports will be kept as confidential as possible. No person who reports or relays a complaint shall be intimidated, threatened, coerced, or retaliated against in any manner

## Sexual Misconduct & Discrimination

Acts of campus violence will be considered unacceptable conduct. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary actions up to and including dismissal, criminal prosecution, and other appropriate sanctions

### Confidentiality

Students' conduct records are confidential and will not be released outside the College without the student's specific written permission. Conduct records can be released if the student has violated the law or conduct records can be released under provision of applicable law

### Definitions

The term "the College" refers to Gupton-Jones College of Funeral Service

- a. The term "sexual conduct" means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature
- b. The term "weapon" means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblades or gravity knives, clubs, blackjacks or brass knuckles, or ice picks
- c. The term "bullying" or "workplace bullying" means repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is:
  - i. Threatening, humiliating, or intimidating, or
  - ii. Work interference — sabotage — which prevents work from getting done, or
  - iii. Verbal abuse, or
  - iv. Difficulty stopping the behavior directed at them, and struggling to defend themselves.

This definition was used in the 2014 WBI U.S. Workplace Bullying Survey

## Title IX and Violence Against Women's Act (VAWA)

### College Commitment

Gupton-Jones College (GJCFS) students, faculty, staff, guests, and visitors have the right to be free from all violence, on and off the campus community, as it relates to GJCFS's sexual discrimination and misconduct policy. All members of GJCFS are expected to conduct themselves in a manner that does not infringe upon the rights of others. GJCFS is committed to eliminating sexual misconduct in all forms to include, but not limited to, sexual discrimination, stalking, relationship violence, and domestic violence. GJCFS provides reporting options, investigations, disciplinary processes, and prevention training to ensure the safety of students, faculty, staff, and visitors

### Confidentiality

GJCFS will respect the confidentiality of the complainant and the accused as much as possible. Students who wish to report sexual misconduct should be aware that employees on campus have

## Sexual Misconduct & Discrimination

reporting responsibilities and are required to contact DI's Title IX Compliance Officer when they become aware of sexual misconduct. The Title IX compliance officer, with the complainant's consent, may contact and discuss the criminal issues surrounding the case if it becomes apparent that a criminal offense has occurred

### Reporting Process

When a complainant reports sexual misconduct (that occurred on or off campus) to the Title IX Compliance Officer or another employee; he or she has the right to expect GJCFS to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. ***GJCFS STRONGLY ENCOURAGES COMPLAINANTS TO REPORT SEXUAL VIOLENCE OR DISCRIMINATION DIRECTLY TO THE CAMPUS TITLE IX COMPLIANCE OFFICE***

The Title IX Compliance Officer will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling GJCFS's response to the incident. The Title IX Compliance Officer will remain mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm, and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students, employees or third parties, will not be tolerated

After the initial report, the Title IX Compliance Officer will notify the complainant and the accused of the outcome of the investigation within 60 calendar days. Possible sanctions or protective measures may result from the institutional investigation

Complainants, accused, and bystanders will be asked to complete a Sexual Harassment/Discrimination incident Report

### Bystander – Duty to Report

GJCFS students and employees have a “duty to report” sexual misconduct that occurs on or off campus. Bystanders are required to:

- Report what you know to the Title IX Compliance Officer
- As a bystander (witness) you are responsible for giving accurate and truthful information about what you witnessed
- Maintain documentation regarding any matters involving sexual misconduct, discrimination or harassment
- Do your best to maintain impartiality. Avoid expressing opinions about the accused or other persons involved
- Maintain privacy; however, you should not make promises regarding complete confidentiality
- Any act by a PMC employee or student of retaliation against an employee or student for using the applicable policies responsibility interferes with free expression and openness and violates PMC

policy. Accordingly, members of the college community are prohibited from acts of retaliation against those who file or are involved as bystanders. If you feel you have been retaliated against because of your participation in this process, it is your right to file a complaint of retaliation to the Title IX Compliance Officer

### **Campus Contact**

#### **Sharon Samuel**

Title IX Compliance Officer

President – Gupton-Jones College of Funeral Service

(214) 388-5466

### **Complainant Rights**

The Title IX Compliance Officer will have 60 calendar days to complete an investigation

A complainant may file a police report at any time during the duration of a Title IX investigation.

The Title IX investigation will continue to move forward during a criminal investigation

The complainant will be encouraged to submit a written formal complaint against the accused

GJCFS will protect the complainant and take immediate action to protect individuals in the educational setting

The Title IX Compliance Officer will verbally notify the accused that they are to have no contact with the complainant

If the complainant does not wish to proceed with a formal written complaint, the Title IX Compliance Officer will continue the formal investigation should the preliminary facts warrant. The Title IX Compliance Officer will explain to the complainant that without their cooperation, a full investigation will be limited. The Title IX Compliance Officer will also explain that GJCFS's obligation to investigate and document the allegations

The Title IX Compliance Officer may decide that provisions will need to be put in place to ensure that the complainant remains safe from retaliation or harm during the investigation

The complainant will be given guidance at the start of the investigation

GJCFS will ensure due process rights for all parties

Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the student with a secondary individual to assist with the intake process

The Title IX Compliance Officer will abide by PMC's FERPA standards in all intake and investigative processes as it relates to student on student Title IX cases

## **Sexual Misconduct & Discrimination**

All parties will be provided with a resolution that is supported by substantial evidence

The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 business days following the completion of the investigation

Upon completion of the investigation, all parties will have the right to appeal within 14 calendar days

### **Accused Rights**

The Title IX Compliance Officer will have 60 calendar days to complete an investigation

The accused will be given guidance at the start of the investigation

The accused will have the right to bear witnesses

GJCFS will ensure due process rights for all parties

Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the student with a secondary individual to assist with the intake process

The Title IX Compliance Officer will abide by the colleges FERPA standards in all intake and investigative processes as it relates to student on student Title IX cases

All parties will be provided with a resolution that is supported by substantial evidence

The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 business days following the completion of the investigation

Upon completion of the investigation, all parties will have the right to appeal with 14 calendar days

### **Preventing Sexual Harassment**

GJCFS strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. Students, faculty, and staff are citizens of the local, state and national governments and of the academic community and are therefore, expected to conduct themselves as law abiding members of each community at all times

Admission to a college carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of GJCFS. In recognition of the special relationship that exists between GJCFS and the academic community, GJCFS has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of GJCFS

### Prevention and Training Programs

Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns that include the following:

- A statement that the institution prohibits sexual violence
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance, and conducting disciplinary proceedings)
- The definition for sexual activity in their jurisdiction
- Bystander intervention
- Risk Reduction
- Information about disciplinary proceedings and victims' rights as required by SaVE

### Definitions

**Sexual Assault:** An actual, attempted, or threatened sexual act with another person without the person's consent

**Sexual Harassment:** Conduct of a sexual nature that includes unwelcomed sexual advances, requests for sexual favors, joke's about sex or sexual orientation, other verbal, non-verbal, physical conduct of a sexual nature that creates a hostile environment

**Sexual Discrimination:** Actions that subject individuals to improper and unequal treatment on the basis of their sex, including but not limited to the improper exclusion of individuals from PMC activities

**Sexual Misconduct:** Refers to sexual discrimination, assault, harassment, and/or other sexual violence

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or suffer substantial emotional distress

**Relationship Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship

**Domestic Violence:** Crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, or by a person who is cohabitating with or has cohabitated with the complainant as a spouse

## Sexual Misconduct & Discrimination

**Non-Consensual Sexual Contact:** Any intentional sexual touching by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact)

**Sexual Contact includes:** Intentional contact with the breasts, buttocks, groin, or genitals; such as touching another with any of these body parts or making another person touch you with or on any of these body parts. Or any intentional bodily contact in a sexual manner, though not necessarily involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice

**Non-Consensual Sexual Intercourse:** Any sexual intercourse by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact). Intercourse includes: vaginal or anal penetration by a penis, object, finger, or tongue and/or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the contact

**Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited

**Sexual exploitation examples include:** Invasion of sexual privacy, prostituting another person, non-consensual video or audio-taping sexual activity, going beyond the boundaries of consent such as letting a friend hide in the closet while you have sex, voyeurism, knowingly transmitting an STD or HIV to another student, exposing one's genitals in non-consensual circumstances or asking another person to expose their genitals, and sexually based stalking or bullying such as e-mailing sexually explicit photos to another person or making sexual jokes at the expense of another person

### FAQ

**Question:** If I am a GJCFS employee, what should I do if someone tells me they have been sexually assaulted?

**Answer:** If someone reports sexual misconduct to you, explain the “duty to report” policy to them. Contact the Title IX compliance officer to make a report

**Question:** What should I do if I have been sexually assaulted?

**Answer:** Seek medical attention immediately. Once you return to a GJCFS, contact the Title IX Compliance Officer to make a report of sexual misconduct that occurred on or off campus. If you wish to make a police report, the Title IX Compliance Officer can assist you

**Question:** If sexual misconduct occurs off campus, can GJCFS investigate?

**Answer:** It is important to contact the Title IX Compliance Officer if there has been an incident of sexual misconduct involving GJCFS students off campus. The Title IX Compliance Officer will investigate and make decisions regarding the continued enrollment of the accused

**Question:** Someone has filed a complaint against me, what do I do?

## Sexual Misconduct & Discrimination

**Answer:** If someone files a report of sexual misconduct against you, it is important that you DO NOT contact the alleged complainant by any means: in person, by phone, by mail, by social media, or any electronic communication or through someone else. Familiarize yourself with GJCFS policies surrounding sexual misconduct so you know what to expect. Direct any questions or concerns to the Title IX Compliance Office and cooperate fully with campus officials

**Question:** To whom should I report that I've been sexually assaulted?

**Answer:** If you have been sexually assaulted and you would like to make a report, contact the Title IX Compliance Officer

**Question:** Will my complaint remain confidential?

**Answer:** Your privacy is priority; however, some information must be disclosed in order to fully investigate a complaint. PMC employees are also required to follow the "duty to report" policies. You are welcome to discuss your concerns regarding confidentiality with the Title IX Compliance Officer

**Question:** What if I want to remain anonymous?

**Answer:** GJCFS honors anonymous reporting options. If you wish to remain anonymous, but would like to make a report against PMC employee or student, please call the Title IX Compliance Officer's office. You will be asked questions regarding the crime, but will not have to give your name

**Question:** Do I have to identify the accused?

**Answer:** In order to conduct a thorough investigation, the alleged accused must be identified. If you do not know the accused's name, you may be asked to describe him or her to the best of your ability

**Question:** If I report to the Title IX Compliance Officer, do I have to contact the police?

**Answer:** The Title IX Compliance Officer will contact the local police if it is determined that a crime occurred on campus for statistical purposes; however, this does not obligate you to pursue charges against the accused

### **Applicability**

This Grievance Policy applies to all students, faculty members, and staff members of the College and to issues involving other employees, students, and/or third parties with contractual relationships with the College. These Grievance Procedures are not applicable to complaints that have other internal remedies in place.

Employees who voluntarily resign their employment with the College are able to exercise rights under this policy during the two weeks immediately following their resignation. Employees terminated for cause are not able to exercise rights under this Policy in order to be re-employed but otherwise have two calendar weeks immediately following termination to file a grievance.

This Policy is applicable to all grievances filed from the date of this Policy forward.

### **Grievance**

A grievance is an allegation by an individual based on specific facts that there has been a misinterpretation, misapplication, discriminatory application, or violation of a College Policy or Procedure. The intent of a grievance process is to resolve a dispute over significant issues not minor disagreements.

The following situations may be grieved: (1) alleged violations of academic freedom; (2) unsafe or inappropriate work assignment; (3) unsafe working conditions; (4) policy application; and (5.) legally prohibited unequal treatment including but not limited to discrimination or harassment on the basis of age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law. The Grievance Policy cannot be used to question or challenge the academic judgment or decision-making related to these actions.

### **Confidentiality**

Confidentiality means, maintaining as confidential, to the extent possible, all matters related to a grievance on a criterion of "need to know." To the extent possible, strict confidentiality will be maintained by all parties regarding all matters relevant to grievances on a criterion of "need to know" with the following provisions. Please see Recording Policy, Social Media Policy, and Student Code of Conduct, which all apply to confidentiality.

### **Non-retaliation**

Retaliation is a material adverse action against an individual, because of his or her participation in any part of a grievance proceeding. The College prohibits retaliation in any form. Students, faculty members, and staff members have a right to file a good faith grievance and to participate in an

informal and formal grievance procedure without fear of retaliation. The College will not tolerate retaliation against the Grievant, Respondent(s), Witnesses, Panel Members, Grievance Coordinator(s) or against any other individuals formally involved as parties to the grievance procedure. Any attempt to retaliate against a person or persons for raising an issue or participating in dispute resolution under this Policy is strictly prohibited. Any person who makes such an attempt will be subject to whatever disciplinary action the College concludes is appropriate, up to and including termination. Please see Recording Policy, Social Media Policy, and Student Code of Conduct, which all apply to non-retaliation.

### **Student Publications**

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

### **Burden of Proof**

Any member of the College community who files a grievance has the burden of proving, by a preponderance of the evidence, that he or she has been wronged. If at the conclusion of the Grievance Meeting/Hearing, the Grievant fails to carry this burden, then the finding should be "not responsible" on the part of the Respondent(s).

### **False Grievances**

The purpose of these guidelines is to provide a mechanism to address legitimate student and employee complaints and grievances. However, false grievances undermine the purpose and effectiveness of these guidelines/this policy. Accordingly, persons who knowingly bring false grievances may be subject to disciplinary action.

### **Online Students**

Due to the College's distance learning programs, the process for grievances involving individuals outside of the home campus may be conducted by telephone, teleconferencing, or by Go-To-Meeting. The College President or designee is responsible for the coordination of the process to assure an expeditious and fair resolution of problems raised by College students, faculty, and staff outside of the main campus location.

### **Timetables**

Time is usually one of the concerns of persons seeking to resolve differences. Sensitivity to the issue of time is also important in the successful use of the grievance procedure. While haste is to be

## Grievance Policy

avoided in the discussion and resolution of problems, the danger of crippling the possibility of a meaningful resolution by delaying discussion or work on the issues involved is equally to be avoided. This procedure addresses the crucial issue of time - establishing a time limit for each step in the procedure. An extension may be granted if necessitated by time limitations resulting from the College calendar or other special circumstances.

If an extension is desired by one or both parties involved in the resolution of a grievance, the request must be made in writing. The College President will approved/not approve any extension. The Grievant and Respondent will be provided written notice of any such extensions approved by the College President.

### Informal Resolution

#### Step 1: Informal Resolution – Initial Discussion

Before filing a formal written grievance, the grievant must make a good faith effort to confer with the party against whom he or she has a grievance in an effort to resolve the matter informally. The grievance must be brought to the attention of the appropriate individuals within the timelines specified in these Procedures or the grievance will not be considered. Informal discussions between the parties at all levels of the College should occur in good faith to attempt to resolve the dispute. Discussions regarding informal resolution are expected to be treated with confidentiality. The Grievant should initiate this informal process within fourteen (14) days of the most recent incident or action leading to the grievance. This meeting should represent an effort to achieve by informal means what the Grievant regards as fair and reasonable resolution to the complaint.

The Grievant, has the obligation to adequately and fully inform the Respondent of the problem and what would be considered a satisfactory solution. The Respondent, in turn, has the obligation to consider the matter seriously and to answer issues as promptly as possible, yet not with undeliberated haste. Both parties have the obligation to act in good faith.

If the issue is not resolved, then the Grievant should proceed to Step Two of the informal process.

#### Step 2: Informal Resolution – Meeting with College President

If the informal grievance is not satisfactorily resolved through informal means of Step One in the Informal Resolution, the following points are important. If the grievant wishes to pursue the informal grievance, the grievant must submit a written request for an informal resolution to the President within five (5) days from the attempt to resolve the dispute. Failure to submit such a request will constitute a waiver of the student, staff, or faculty member's right to pursue the grievance. The Grievant must submit a written informal grievance to the College President, within the timelines described in these Procedures, for consideration and further action, stating the nature of the grievance, the steps that have been taken to resolve, and the resolution expected.

The College President will determine whether the issue qualifies as a grievance as defined by this Policy and, if so, to hear the grievance and make a recommendation on the action, if any, to be

taken. A meeting to discuss the Grievance should normally occur within fourteen (14) working days of the Grievant's notification of the grievance to the College President. College President may require any additional meeting that is necessary for resolution at his/her discretion. If the Grievance is resolved in this meeting, then the College President should prepare a written document summarizing the issue and its resolution and give a copy to the involved parties, if necessary.

The President/Dean may recommend that the grievant drop the grievance because it lacks merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant. The President/Dean of the College shall confer with the parties and make every reasonable effort to resolve the grievance informally as quickly as possible. When possible, the College prefers to resolve conflicts informally through discussion or mediation.

If the Grievance is not resolved, then the Grievant is encouraged to use Step Three of the Informal Procedure.

### **Step 3: Informal Resolution – Mediation**

If the informal grievance is not satisfactorily resolved through informal means of Step Two in the Informal Resolution, the following points are important. Any student who has not reached an informal resolution will be required to go through mediation sessions with the President/Dean of the College. Mediation is an informal and confidential process through which the grievant and the accused can participate in search for a fair and workable solution.

If the informal grievance has not reached an informal resolution the Grievant must request for a Mediation Meeting in writing. The Grievant's request for a Mediation Meeting should generally be made within five (5) working days of the conclusion of Step Two of this procedure. Failure to submit such a request will constitute a waiver of the student, staff or faculty member's right to pursue the grievance. This meeting should generally occur within fourteen (14) working days from the date the Grievant requests the mediation meeting. The Grievant and all other involved parties must be informed of the date of this meeting in writing.

Mediation suspends the informal grievance procedure for up to thirty (30) days from the last meeting (in Step 2) with the College President to discuss the informal grievance resolution, and can be extended at the discretion of the President/Dean. The College President will participate in this meeting and will function as the mediator to facilitate discussion and assist in resolving differences between the parties. All parties will attend. The purpose of this meeting is to discuss the grievance and, if possible, reach a solution that is acceptable to all parties. Each party should be prepared to meet with a fair resolution desired.

If resolution is reached from this meeting the College President/Dean will document the meeting and the resolution. Copies of the written documentation will be given to the Grievant, the Respondent and to the appropriate supervisors, managers, dean and/or division executive(s) for implementation.

## Grievance Policy

Any grievance which has gone through the informal resolution state and mediation process after trying to resolve the grievance and chooses to pursue the grievance, will need to file a formal grievance within five (5) days of the abandonment of an attempt at an informal resolution.

### Formal Grievance

#### Step 1: Written Request for Grievance Hearing/Meeting

In the event the Grievance is not resolved through informal discussions and mediation, then the Grievant may choose to pursue the Formal Grievance Procedure as described below. Prior to invoking the Formal Procedure the Grievant must demonstrate that he or she has exhausted all Informal steps and mediation and is still not satisfied with the resolution of the issue.

A Written Request for a Grievance Hearing must be completed by the Grievant and submitted to the College President within five (5) working days of the conclusion of the final mediation meeting. Upon receipt of the Written Request for a Grievance Hearing, the College President will assess whether interim measures to protect the Grievant while the Grievance is pending are appropriate and will inform the Grievant and Respondent in writing if any such measures are taken. The College President will notify the Respondent and will give the Respondent a copy of the written grievance. The Grievant is required to prepare a written Request for Grievance Hearing to ensure that any subsequent Grievance Hearing will address the specific issues that most concern the Grievant. To file a formal grievance, the student must submit a written, signed statement (the "grievance") to the President of the College. The guidelines set forth below are designed to ensure that the written request for a Grievance Hearing clearly identifies those issues.

The Written Request, when made, must include the following information:

- The (current) date the Written Request for a Grievance Hearing is submitted to the College President;
- The Grievant's name and job title or student identification number, current email address and telephone number; All active .edu accounts will be the official communication for email.
- The department, division, or program in which the Grievant is enrolled or employed;
- The specific nature of the problem or complaint including;
  - the name of the Respondent(s),
  - all facts related to the complaint, and
  - all documentation related to the complaint;
- A written summary of the steps undertaken in the Informal Procedure and all informal efforts that have been completed
- The student should state in writing that he or she has rejected any offer made during the informal process of resolution
- Copies of any documents produced as a result of that informal process including documents produced by the Grievant as well as any responses from the Respondent, supervisor, department head, or others;

- If applicable, a list of not more than five witnesses and their current email address and telephone number for any witnesses the Grievant plans to produce at the hearing;
- State in writing that he or she has rejected which specific offer(s) made during the informal process of resolution.
  - the specific reason(s) the grievant disagrees with responses obtained through the Informal Procedure;
  - the Grievant's suggestion for proper resolution of the matter. Includes description of remedy sought.
- State in writing that he or she has accepted which specific offer(s) made during the informal process of resolution.
  - the specific reason(s) the grievant agrees with responses obtained through the Informal Procedure;
- The Grievant's suggestion for proper resolution of the matter.
- The Grievant's hand written signature.
- The written request will not be accepted through email.

### **Step Two: The Grievance Hearing Panel**

#### ***Purpose of the Grievance Hearing Panel***

The Grievance Hearing Panel has two charges. The first is to determine whether the Grievant's complaint is a grievable issue under this Policy. If the Hearing Panel determines that the issue is grievable under this Policy then its second objective is to hear the grievance and all related testimony and render a decision and recommendations on the issue(s) being grieved.

#### ***Appointment of the Grievance Hearing Panel***

The College President, upon receipt of a Written Request for a Grievance Hearing, will immediately notify the appropriate division executive and/or dean and the Director of Compliance. A hearing panel will be selected. This will normally be done within fourteen (14) working days of receipt of the Written Request for a Grievance Hearing.

### **Step Three: Initial Meeting of the Grievance Hearing Panel**

The Initial Meeting of the Grievance Hearing Panel is a closed meeting, for Hearing Panel members only. This meeting will generally take place within fourteen (14) working days of appointment of the Panel members. The Panel will then determine whether the issue(s) presented by the Grievant are grievable under this Policy, including whether the grievance is valid or is a frivolous complaint.

Prior to the Initial Meeting of the Panel, the College President will provide members of the Panel with a copy of the Grievant's written complaint, and any other documents that are part of the grievance. At that time, members of the Grievance Hearing Panel may ask the College President to obtain additional documents that it believes to have relevance to the meeting.

## Grievance Policy

The Panel's decision will be based on a simple majority vote of its members.

If the Grievance Hearing Panel decides the issue is not grievable under this Policy, then the College President or Director of Compliance will prepare a written report of the Panel's findings. The report will generally be issued within fourteen (14) working days of the Initial Meeting. The College President will then forward the report to the appropriate division executive(s) or Dean, Director of Compliance, and to the Grievant and Respondent(s).

If the members determine the issue is grievable under this Policy then the College President will notify the Grievant, Respondent(s), division executive(s) and/or dean(s), and Director of Compliance in writing of this decision and a separate meeting will be scheduled by the Grievance Hearing Panel for the purpose of hearing the grievance and issuing a report and recommendations.

### **Step Four: The Grievance Hearing**

The scope of the Grievance Hearing is limited to the issue(s) identified in the Written Request for a Grievance Hearing.

The College President will schedule a date for the Grievance Hearing. The Grievance Hearing will generally be held within fourteen (14) working days from the date the Hearing Panel issues its decision from the Initial Meeting. The College President will notify the Director of Compliance of the date of the Hearing will notify all of the involved parties and witnesses in writing.

The Respondent will be asked to submit to the College President a list of no more than five witnesses each, and their current email address and telephone number, to speak on their behalf during the Grievance Hearing Panel meeting. This list must be given to the College President at least five working days prior to the Hearing date. The Grievant witnesses will have already been listed by the Grievant on the written request. Only witnesses whose names appear on this list will be permitted to participate in the Hearing. If extenuating circumstances exist the Grievance Hearing Panel may elect to hear testimony from additional witnesses the Panel believes have pertinent information to provide. Members of the Grievance Hearing Panel may ask the College President to obtain additional documents that it believes to have relevance to the Hearing.

Both the Grievant and Respondent may be accompanied at the hearing by a support person (e.g., student, parent, faculty member, staff member, associate); however, this person may not participate in the hearing or speak on his or her behalf. Potential witnesses, other than the Grievant and Respondent(s), must remain outside of the hearing room other than when they are required to testify.

Prior to the hearing, the Grievance Hearing Panel will establish an appropriate schedule for the proceedings. A typical schedule follows. Once the Hearing is begun, the Grievant will present an opening statement. The Panel may then question the Grievant. The Respondent will then present an opening statement. If there is more than one Respondent each may make an opening statement. After the opening statement of each Respondent, the Panel may question the Respondent(s).

After opening statements and questions have been completed, the Grievant may question each of the Grievant's witnesses. Following the Grievant's questioning, the Respondent may question each witness. The Panel may then question each witness.

After the Grievant has called all of the Grievant's witnesses, each Respondent will have a chance to call his or her witnesses and ask questions of each witness. The Grievant may then question the Respondent's witnesses. Following questioning by the Grievant, the Panel may question each witness.

After each side has called all of its witnesses, the Grievant and Respondent(s) may each make a closing statement. The Chair will then briefly review the issue(s) for determination, then all parties except Hearing Panel members will be excused.

Members of the Panel will then meet, in private, to evaluate information presented. If during its deliberations the panel determines that additional information and/or witnesses should be considered it may reconvene the hearing at an appropriate time to do so.

The Grievant has the burden of proving by a preponderance of the evidence that he or she has been wronged.

The Hearing Panel's determination will be based upon a vote of a simple majority of the Panel.

### **Report of the Hearing Panel**

The Panel's decision will be based on a simple majority vote of its members.

The Chair of the Grievance Hearing Panel or designee shall prepare a written report summarizing the Panel's findings as to whether the grievance has merit and will include recommendations on corrective action(s) to be taken, if any. The Chair's report will generally be given to the College President within fourteen (14) working days of the conclusion of the hearing. If the Panel requires longer than fourteen working days, the Chair of the Grievance Hearing Panel or designee will notify the College President, in writing, of the delay.

Upon receipt of the Hearing Panel's report, the College President will provide a copy to the Director of Compliance. The Director of Compliance will generally have fourteen (14) working days to review the report and issue a final written decision and corrective action report to the College President. The College President will transmit this final written decision to both the Grievant and Respondent.

If the determination is made that the grievance has merit, the College will take appropriate, corrective, and remedial actions.

### **Appeal of the Grievance Hearing Panel Decision**

- A. Procedures for Appealing a Panel's Determination that an Issue is not Grievable.

## Grievance Policy

If the Grievance Hearing Panel determines that the issue is not grievable under this Policy then the Grievant may appeal this decision to the College's President. The appeal must be made within five (5) working days of the date of the decision of the Grievance Hearing Panel, in accordance with the procedures below.

To appeal a Panel's determination that an issue is not grievable under this Policy, a Grievant must submit a written appeal request to the College President. This written appeal request must state the Grievant's basis for appealing the Panel's determination. The College President will then submit the appeal to the Director of Compliance in writing of his or her decision within fourteen (14) working days of its receipt of the appeal. The College President will notify the Grievant and Respondent of the decision in writing. The President's decision on the appeal is final at the institutional level. If the President reverses the Hearing Panel's determination, the grievance will proceed to a Grievance Hearing in accordance with the procedures described above.

### B. Procedures for Appealing a Hearing Panel's Post-Hearing Determination on the Merits.

A Grievant or Respondent who disagrees with a decision issued following the Grievance Hearing may appeal the decision to the President. To appeal the decision, a party must submit a written request for appeal to the President within five (5) working days of the date of receiving the initial written decision. The written request for appeal must include a clear explanation of the party's basis for appealing the Panel's decision.

The President will thoroughly review the Grievance Hearing Panel's recommendations, along with any witness statements or other documents used during the hearing and any additional information. After conducting this review, the President will furnish a written decision to the Director of Compliance within fourteen (14) working days after receiving the written request for appeal. If the President's review of a case requires longer than fourteen days, then he or she will notify the Director of Compliance in writing of the delay who will notify the Grievant and Respondent in writing.

The President's decision regarding the appeal will be submitted to the Director of Compliance, members of the Hearing Panel, and appropriate members of management of the decision. The President's decision on the appeal is final at the institutional level.

### Conclusion

The College reiterates the positive nature of the grievance Procedures. These Procedures provide structures which should smooth and speed the resolution of College-related grievances and thus affirm the College's desire to treat each student and each employee fairly. The publication of this Policy and Procedure should guarantee access to the necessary information for the internal resolution of College-related grievances at a Pierce Mortuary College.

### **Additional Grievance Policies Available**

Students who reside in Georgia and have a complaint must first “make every attempt to achieve a fair and reasonable solution” per rules of the Georgia Nonpublic Postsecondary Education Commission (GNPEC) with Gupton-Jones College of Funeral Service. Students should first follow the Gupton-Jones College Grievance & Appeal Policy and Process:

1. Should the student deem the solution not fair and reasonable, he/she may file a complaint with the GNPEC via their Authorized School Complaint Form at <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

GNPEC will conduct a complete investigation, gathering information from both the student and the school, and come to a resolution as they see fit. As part of the authorization process, Gupton-Jones College of Funeral Service agrees to honor the decision of GNPEC.

### **To contact GNPEC**

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place  
Suite 220  
Tucker, GA 30084-5305  
Office: (770) 414-3300  
Fax: (770) 4141-3309  
<https://gnpec.georgia.gov>

### Drug Abuse Prevention

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

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

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

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

First Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function, individual advising with the Dean or President will be mandatory.

Second Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in referral to applicable advising, treatment, and/or rehabilitation. It may also result in suspension from school or employment.

Third Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in termination of the student or employee.

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

If you feel that you may have a drug or alcohol problem, there are numerous organizations in the Decatur/Atlanta area that can offer assistance. For a referral to an appropriate agency we suggest contacting:

Dekalb Medical Hillandale  
2801 Dekalb Medical Parkway  
Lithonia, Georgia 30058  
(404) 501-8000  
[www.dekalbmedicalhillandale.org](http://www.dekalbmedicalhillandale.org)

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

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

#### **Key and Building Security Guidelines**

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

#### **Keys and Electronic Access Fob/Cards**

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

#### **Code (combination) Locking Devices**

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

#### **Loaning of Keys**

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

#### **Maintenance of Locking Systems**

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

### Key-Fob/Card Access System

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

### Smoking Policy

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

### Suicide Prevention and Mental Health Resources

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

#### Risk Factors

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

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

## Campus Safety

- Stigma associated with asking for help
- Lack of healthcare, especially mental health and substance abuse treatment
- Cultural and religious beliefs, such as the belief that suicide is a noble resolution of a personal dilemma
- Exposure to others who have died by suicide (in real life or via the media and Internet)

### Warning Signs

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

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

### How to Help

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

### Contact a Lifeline Center

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

### Do's and Don'ts

- Be direct. Talk openly and matter-of-factly about suicide
- Be willing to listen. Allow expressions of feelings. Accept the feelings
- Be non-judgmental. Don't debate whether suicide is right or wrong, or whether feelings are good or bad. Don't lecture on the value of life
- Get involved. Become available. Show interest and support
- Don't dare him or her to do it
- Don't act shocked. This will put distance between you

- Don't be sworn to secrecy. Seek support
- Offer hope that alternatives are available but do not offer glib reassurance
- Take action. Remove means, like weapons or pills
- Get help from people or agencies specializing in crisis intervention and suicide prevention

### **Awareness of Suicidal Feelings**

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

### **Local Mental Health Resources**

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

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

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

#### [National Suicide Prevention Lifeline](#)

#### [You Matter](#)

#### [Veterans Crisis Line](#)

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

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

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

### Support on Social Media

#### [Support on Social Media](#)

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

### ADA Accommodations

The Americans with Disabilities Act (ADA) and Gupton-Jones College's policy prohibit discrimination in employment and educational programs against qualified individuals with disabilities. It is the policy of the College to provide reasonable accommodations or academic adjustments when necessary. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis. It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to document their disability (from an appropriately licensed professional) and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits student's participation in the program or services of the College. Medical documentation will be kept confidential. Students, staff, and faculty members must maintain institutional standards of performance.

In accordance with the Americans with Disabilities Act (ADA), the College 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 the College 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

Provided, however, that the College will not admit any individuals to its program 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 the College; or
3. If the individual cannot meet the basic eligibility criteria set forth below or elsewhere in the admissions policies and requirements of the College

**Minimum Physical Requirements for Embalming Portion of the Program**

In order to enter into the embalming portion of the program, an individual must be physically able, with or without the use of auxiliary aids and services, to perform the disinfection, surgery, suturing and restoration required in embalming dead human remains in a competent and timely manner.

Applicants who will require modifications in courses or the provision of auxiliary aids or services should consult with the College regarding the provision of these modifications or auxiliary aids or services.

The College may require evidence in the form of documentation from a physician and/or other professional to demonstrate that an applicant requires the modifications or auxiliary aids or services requested.

**Minimum Physical Requirements for Funeral Directing Portion of the Program**

In order to enter into the funeral directing portion of the program, an individual must be physically able, with or without the use of auxiliary aids or services, to understand and process information received from other persons and to effectively communicate in a cogent manner information to third parties.

Applicants who will require modifications in courses or the provision of auxiliary aids or services should consult with the College regarding the provisions of these modifications or auxiliary aids or services.

The College may require evidence in the form of documentation from a physician and/or other professional to demonstrate that an applicant requires the modifications or auxiliary aids or services requested.

**Accommodations and Verification of Disabilities**

Students are required to submit specific documentation to verify their eligibility for accommodations. The documentation, which is provided as part of the registration process, must specify a major life activity (such as walking, eating, writing, or learning) that has been substantially limited by a disability.

This is to ensure that documentation of disabilities is appropriate, to verify eligibility, and to support requests for accommodations. These guidelines correspond with federal law and college policies. The Student ADA coordinator (Campus President) follows all appropriate and applicable federal and state laws and college policies with respect to confidentiality of a student's disability and disability verification information. In general, the Student ADA coordinator will not disclose or release information provided except as required by federal and/or state law and college policies.

Students are entitled to appeal accommodation decisions of the Student ADA coordinator, faculty, or other college entities.

### Academic Honors

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

### Awards

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

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

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

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

**Academic Honors** – The Academic Honors award is given to the student who has maintained a very high-grade point average (3.5+) over the year of study.

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

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

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

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

Many graduates see this award as the most prestigious given due to the winner's selection by their peers and recognition as the funeral service professional they would choose to serve their own family at a time of need.

### Attendance

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

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

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

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

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

1. The right to inspect and review the student's education records within 45 days after the day the Pierce Mortuary College ("School") receives a request for access. A student should submit to the registrar, dean, president, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

## Academic Information

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Gupton-Jones College of Funeral Service in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Gupton-Jones College of Funeral Service who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Gupton-Jones College of Funeral Service.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Gupton-Jones College of Funeral Service to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. **A postsecondary institution may disclose personally identifiable information (PII) from the education records without obtaining prior written consent of the student.**

- To other school officials, including teachers, within the Gupton-Jones College of Funeral Service whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or

## Academic Information

a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### Re-Admissions Policy

A student who voluntarily withdrew from the College in good standing (i.e., met satisfactory academic progress (SAP) requirements) at the time of withdrawal, may apply for readmission with the College Registrar for the next available quarter. A student who has been dismissed for any reason other than academic or disciplinary dismissal may apply for readmission to a Pierce Mortuary College by submitting all application materials along with a written request to the College Dean. The request should be in the form of a typed letter explaining the reason(s) why the student should be readmitted. The typed letter must be dated and signed by the student. A student may be required to wait at least one quarter before they are eligible to return. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Students facing dismissal for failing to meet SAP requirements may appeal their dismissal in writing to the College Dean, in accordance with the SAP Appeal for Reinstatement section of this catalog. Refer to the SAP Appeal for Reinstatement section of the catalog for appeal procedures and requirements, including requirements for students seeking to re-enter the program. Students who are readmitted are required to sign a new Enrollment Agreement and be charged tuition consistent with the existing published rate.

### Copyrighted Materials

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

1. Only copyrighted materials are subject to the restrictions in this Policy Statement. Non-copyrighted materials may be copied freely and without restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, **most works (except those authored by the United States Government) should be presumed to be copyright protected**, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. With regard to works published prior to March 1, 1989, a copyright notice generally is required in order for them to be copyright protected.
2. Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. Section 117 of the Act permits the making of a single archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user "permission" to make copies of the software in excess of the single archival copy permitted by the Copyright Act. Each software license agreement is

unique, and its terms and provisions will vary from product to product and from company to company. As a result, the extent of the user's rights to copy licensed software beyond that which is permitted under the Copyright Act cannot be determined without reference to the user's license agreement with the software copyright owner. It is the policy of Pierce Mortuary Colleges that any copying or reproduction of copyrighted software on Pierce Mortuary College computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, faculty, staff, and students may not use unauthorized copies of software on Pierce Mortuary College owned computers or computers housed in any Pierce Mortuary College.

3. Copyrighted materials may be copied without the copyright owner's permission where such copying constitutes "fair use" under the Copyright Act. Section 107 of the Act identifies four factors to be considered in determining whether a use is fair. While this statutory "balancing test" is the ultimate test of fair use, Congress has endorsed certain guidelines that provide more concrete guidance to educators as to the boundaries of permissible copying. Generally, copying is permissible as fair use to the extent it is permitted by the guidelines set forth in Fair Use. In some cases, copying not within the guidelines nevertheless may constitute fair use; however, before proceeding on that assumption, the appropriate administrative office may need to request legal advice.
4. In order to copy materials including software where:
  - a. the materials are copyrighted, and
  - b. copying extends beyond what is permitted by license of the boundaries of the guidelines in Fair Use, permission should be obtained from the copyright owner
5. The faculty, staff member or student will be personally responsible for the defense of an action for copyright infringement.

### **Penalties for Copyright Infringement**

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

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

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

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

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

### *How it Works*

With a particular use in mind

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

### *The Four Fair Use Factors*

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

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

<b>Nonprofit</b>	<b>Criticism</b>	<b>Commercial</b>
<b>Educational</b>	<b>Commentary</b>	
<b>Personal</b>	<b>News Reporting</b>	
	<b>Parody</b>	
	<b>Otherwise “transformative” use</b>	

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

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

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

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

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

<b>Fact</b>	<b>Fact and Imagination</b>	<b>Imaginative</b>
<b>Published</b>		<b>Unpublished</b>

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

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

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

<b>Small Amount</b>	<b>More than a small amount</b>
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This factor has its own peculiarities. The general rule holds true (uses green tip the balance in favor of fair use; uses in red tip the balance in favor of asking for permission), but if the first factor weighed in favor of fair use, you can use more of the work than if it weighed in favor of seeking permission. A nonprofit use of a whole work will weigh somewhat against fair use. A commercial use of a whole work would weigh significantly against fair use.

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

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

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

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

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

**No ready market for permission**

**Copyright owner is unidentifiable**

## Academic Information

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

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

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

*Here is why*

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

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

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

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

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

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

### Balance Due and Debt Collection Policy

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

#### Basic Standards and Controls

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

#### College Regulations

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

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

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

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

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

#### Step 1

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

## Financial Information

### Step 2

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

### Step 3

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

### Step 4

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

### Financial Appeals

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

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

### Exceptions

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

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

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

A student who is a member United States National Guard or the United States Reserve that is not called up for duty as defined above, is entitled to a refund only, if in the judgment of the campus

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

### Return to Title IV (R2T4)

The return of Title IV (R2T4) funds is administered by the Financial Aid Department. This policy applies to students who withdraw or are dismissed from their enrollment at Dallas Institute of Funeral Service. Students may still owe funds to the College to cover unpaid institutional charges. The College may also attempt to request and receive from the student, any Title IV program funds that the school was required to return. The calculated amount of the R2T4 funds that is required for students, are determined by following definitions and procedures imposed by regulation.

The College has 45 days from the date the College determines (date of determination) that the student withdrew to return all unearned funds for which it is responsible. The College is required to notify the student if they owe a repayment via written notice. The College must advise the student (or parent) that they have 14 calendar days from the date the College sent the notification to accept a post-withdrawal disbursement (PWD). If a response is not received from the student (or parent) within the permitted time frame or the student declines the funds, the school will return any earned funds that the College is holding to the Title IV programs. Post-withdrawal disbursements must occur within 120 days of the date the student withdrew.

R2T4 regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

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

The College is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

If the student withdraws from all of their courses prior to completing over 60% of the quarter, they may be required to repay a portion of the federal financial aid that they received for that quarter. A pro rata schedule is used to determine the amount of federal student aid funds they will have earned at the time of the withdrawal. Federal aid includes Federal Direct Loan (subsidized and unsubsidized), Parent Plus Loan, Graduate PLUS Loan, Pell Grants, SEOG Grants, and any other Title IV funds.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the

## Financial Information

third week of classes has earned less of their financial aid than a student who withdraws in the fifth week. Once 60% of the quarter is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

### Order of Return of TIV

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

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

### Withdrawal Date(s)

If you officially withdraw from Gupton-Jones College, the withdrawal date used to determine your financial aid eligibility will be:

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

Note: If a student officially withdraws while on a scheduled break of five consecutive days or more, the withdrawal date is the last date of scheduled class attendance prior to the start of the scheduled break or a student's documented last date of attendance if earlier.

When a student officially withdraws during a scheduled break of less than five days, the student's withdrawal date is the date the student notified the school, even if that date falls during the break or a student's documented last date of attendance if earlier.

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

- The date that you last attended a course, as reported by your instructor(s)

## State Refund Policy

### Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

### Refund Policy

Students who follow the formal withdrawal policy of Gupton-Jones College of Funeral Service may be eligible for a refund of tuition. Prior to the beginning of classes the full amount of any tuition paid will be refunded. A student may cancel his or her enrollment at any time before the beginning of the quarter. If a student requests a refund within a minimum of seventy-two (72) hours//three (3) business days after signing the enrollment agreement, the full \$50.00 app fee will be refunded.

A student who does not request cancellation by the beginning of the quarter will be considered as enrolled. It is to be noted that the Application Fee is non-refundable.

A student who is dismissed or withdraws in compliance with the formal withdrawal policy of the catalog will be refunded tuition on the following quarterly basis:

Refunds are based on tuition paid for an 11-week term

- a. Refunds any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:
  - a. Items that were special ordered for a particular student and cannot be sold to another student;
  - b. Items that were returned in a condition that prevents them from being used by or sold to new students;
  - c. Non-refundable fees for goods and/or services provided by third party vendors
  - d. Students attending less-than fifty (50) percent of a term will receive a prorated refund of tuition based on percentage attended
  - e. There will be no refund if a student attends fifty (50) percent, or more, of the term.
- b. Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal

### General Student Information

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

12. Gupton-Jones College of Funeral Service does NOT guarantee transferability of any of your credits completed at this institution. You must contact the registrar of the school to which you want to transfer as to acceptance of credits earned at any other school. Your Gupton-Jones College of Funeral Service credits are measured in quarter hours and if you should be able to transfer any credits to a semester hour institution, the accepting institution will determine the equivalence of the hours transferred
13. Emergency Information
  - a. In Case of Fire, Explosion, Tornado, or Bomb Threat

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

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

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

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

### Use of Facilities

#### Student Center

1. The Student Center is for student use and enjoyment; please help to care for it and keep it clean
2. A student who will be responsible for a guests' conduct must accompany guests using the student center

## Resources, Services & College Information

3. There is NO SMOKING, DIPPING, or E-CIGARETTES in the Student Center or anywhere in the school
4. Please place cups, paper wrappers, and trash in the containers provided
5. Please do not move or remove furniture without permission
6. Please do not sit on any of the tables
7. Any group using the kitchen facilities in the Student Center is responsible for any cleanup and putting away of all materials used. Failure to do so will cause the group to lose its kitchen privileges

### Library

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

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

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

### Computer Lab

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

### Computer Use Policies

1. The computers are available for use by students currently enrolled at the College and other individuals granted special access by College officials. Persons who are not affiliated with the College are not permitted to use these computing facilities and services (the resources)
2. Each computer in the Computer Lab is equipped with Microsoft Office. These programs include Word, Excel, and PowerPoint. Although it is not required that an individual use the computer lab for class assignments, it is recommended that one use Microsoft Office products for any work produced outside of the lab if you wish to correct, or print your papers
3. The computers are to be used for educational purposes. Users may not exploit these resources for commercial purposes, or for personal financial gain
4. Each student user shall be responsible for proper usage and are subject to both state and federal laws pertaining to such activity
5. All materials created, sent, received, or downloaded are the sole property of Pierce Mortuary Colleges
6. Users will treat as confidential and as private property, all information and software which may accidentally become available. No copying, retaining, modifying, or disseminating any part of such material.
7. Users will not use evasion or attempted evasion of security mechanisms
8. Understand that the College may, at any time, monitor any use of the resources either for reasons of system maintenance or to ensure compliance with regulations, laws, and rules of the College
9. Users will not use the resources in such a way that the work of other users, the integrity of the computing equipment, or any stored programs or data may be jeopardized. Settings should not be changed on any computer except by college personnel
10. Users are not to download or install any programs from the Internet, a privately owned disk, or any other source unless specific permission has been obtained from the College officials. Any program besides those already on the computer may result in damage, corruption, or loss of information. Recovery of lost material is usually not possible
11. Users are not to utilize the resources to visit, view, download, or obtain materials of any pornographic or unsuitable nature
12. Users will not engage in any illegal acts such as, but not limited to plagiarism and copyright infringement
13. Users will not remove equipment or supplies from the computer lab
14. If use of the resources contravenes any provision in this agreement, or is in breach of any rules in force, the College may withdraw access to the resources. Any dispute arising from such action by the College, or arising from other provisions of this agreement will be handled under the appropriate disputes and appeals procedure within the College
15. When finished using the computers, all students must properly shut down or log off of the computer and neatly place the keyboard and mouse in the proper position in front of the monitor

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16. Student users will NEVER
  - a. Bring food or drink into the computer lab
  - b. Violate any software license agreements or copyrights, including copying or redistributing copyrighted computer software or data
  - c. Save work on computer hard drives unless directed to do so by an instructor or the administration of the College. Personal data storage devices should not be removed until all work has been saved and the program closed
  - d. Delete or copy files from college computer hard drives
  - e. Load or run personal software programs or games on college computers
  - f. Deliberately crash or attempt to crash a system
  - g. Install a virus of any type, destructive or non-destructive
  - h. Transmit messages containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
  - i. Leave a PC you are working on unattended. The College is not liable for loss of student property or loss of work
  - j. Treat any of the material in a manner that could be potentially damaging, dangerous, or disruptive
  - k. Engage in personal or generalized attacks, harassment, or bullying
  - l. Send messages, using electronic means of any kind that contain false, defamatory, or menacing information or content
  - m. Skip classes to use the computer lab

### Assumption of Risk

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

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

### Hallways

1. The hallways should be kept clear of any materials that may impede a person's access to other rooms in the building

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

### Classrooms

1. Classrooms should facilitate an environment conducive to learning on all levels
2. Cheating, aiding or abetting another student in cheating will not be tolerated
3. Students are reminded not to throw objects inside the building
4. Willful destruction, damage or defacement of the college's or fellow students' property may subject the accused to the conduct policy
5. Possessing, appropriating or stealing property that belongs to another or to the college will not be tolerated. It is recommended that students mark or label their belongings in order to assist with their return if they are lost
6. Use of sounding (beeping, vibrating, etc.) of electronic devices such as cell phones in classrooms is NOT PERMITTED. No devices are allowed to be in view during classes, labs or examinations unless prior approval has been requested and given by the instructor
7. Students are to be respectful of both the instructor and the fellow students. If conduct rises to an intolerable level the instructor may ask the student to leave and report to the administrative offices
8. Students shall address concerns first to the individual instructor and then follow the grievance policy contained in this document

### Parking Policy

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

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

### Personal Electronic Device Policy

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

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

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

### Surveillance Camera Guidelines

This policy applies to all College personnel. Mid-America Colleges is using security cameras to monitor public areas in order to deter crime and to assist in security and safety of individuals and property of the College community. Video monitoring of public areas for security purposes at the College is limited to uses that do not violate the reasonable expectation of privacy. Surveillance camera monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited. All information and/or observations made in the use of surveillance cameras are considered confidential and can only be used for official College and law enforcement purposes.

#### Scope

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

#### Purpose

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

#### Installation Procedures and Locations

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

student/personnel when surveillance cameras are utilized. Surveillance cameras will not view private bedrooms, bathrooms, or offices.

### **Viewing**

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

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

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

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

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

### **E-Mail Policy**

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

### **Official Communication**

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

### Purpose and Scope

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

### E-mail Account Responsibilities

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

E-mail access is controlled through individual accounts and passwords. It is the responsibility of each user to protect the confidentiality of their account and password information, and be the only user of the account. E-mail access will be terminated when the e-mail account holder terminates his or her association with the College. This will normally occur within a 1-month period.

### Office 365

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

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

When your Office 365 Education plan expires:

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

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

### Recording Policy

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

### Policy

It is expected that faculty, students, and staff, will respect the privacy of other individuals in the workplace and educational setting. Consequently, the secret recording (audio or video) or photographing of classes, meetings or other conversations, including telephone calls, is prohibited. The College does not condone recording of any College activities when participants are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. No employee, student, or those who are listed on the student's release form, may use a device to observe, or record the activities of another which occur in any private place, meeting, telephone conversation, public view, funeral home property, preceptor location, organized event, clinical cases, and out of the public view unless the person making the recording gets the consent of all the persons observed.

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

Audio recording (audiotaping), photorecording (or photographing), video recording (videotaping) and/or digital recording in any format, including cell phones, of lectures, lecture/assessment material, laboratories, laboratory material, clinical settings, especially embalming labs, is prohibited without the written permission of the instructor(s), preceptor(s), faculty, or College President. All requests for such recordings (tapings) must be submitted to the instructor(s) or faculty member(s) in writing prior to the lecture, laboratory, or clinical experience, and approved by the College President. If approved, the student must be present while recording (taping), unless there are previously approved extenuating circumstances. All such recordings (tapings) are for the exclusive use of the student who has been given permission to record (tape) and cannot be distributed to other students

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without the written permission of the College President. Distribution of recorded (taped) lectures or lecture materials in any format or venue without written permission will result in disciplinary action. In any event, no recording may be shared or distributed outside of the College without the written permission of the President.

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

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

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

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

Classes may be audio recorded by the instructor, or by a student in the class (the student must submit a request in writing), for only the purpose of studying with the prior written consent, approved by the College President. In all circumstances, class recordings by students may not be

downloaded to another's computer, uploaded to the internet, or otherwise shared, transmitted or published without the further, prior written consent of the College President.

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

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

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

## Social Media

### Introduction

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

### Social Media Policy Scope

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

### Faculty and Staff Social Media Policy

Gupton-Jones College seeks to promote free and open discussion on social media sites, subject to its existing codes and policies. While all members of the community, students, staff and faculty are expected to adhere to codes of conduct reflective of the values of the college, both on and off line,

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the College Student Social Media Policy recognizes that employees of the College are governed by personnel policies that may use different guidelines for using social media.

### Account Administrators

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

### Student Social Media Policy

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

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

1. The Student Code of Conduct and other College policies apply online just as they would offline. Individual students and student organizations are expected to abide by the Student Code of Conduct. Students may be accountable to the College for acts on personal social media site(s) that violate the Student Code of Conduct.
2. Concerns about conduct online should be reported to the Dean or President of the College.
3. Posting of any kind by an individual that relates to the program clinicals, preceptor, funeral home, or practicum is strictly prohibited.
4. Livestreaming with any platform within and on the property of the College is strictly prohibited. Livestreaming off-campus must abide by the same rules within the Social Media Policy, Student Code of Conduct, and College Catalog.

5. The College has no duty to monitor and will not take on the duty to monitor any social media sites, including, but not limited to, those administered by College personnel.
6. Notwithstanding this, the College reserves the right to take down posts on pages administered by College personnel when considered to be necessary, including, but not limited to, violations of the College's codes and policies.
7. The College also reserves the right to block individuals' access to social media sites administered by College personnel when they have been found to have engaged in violations of the College's codes and policies on such sites.
8. Conduct online, including on social media sites, otherwise can be subject to discipline in accordance with the College's codes and policies.
9. It is prohibited from using the College's name or image to endorse an opinion, product, cause, business, or political candidate or otherwise holding yourself as a representative of the College when you are not.
10. Post must be consistent with the mission of the College. Post on social media sites should protect the College's institutional mission and voice. Appropriate etiquette includes using language that is professional in tone, taste, and content.
11. Take responsibility and use good judgment. Incomplete, inaccurate, threatening, harassing posts or profanity on postings are strictly prohibited, including but are not limited to written posts and emoji symbols. Students can receive sanctions by the College for commentary, content, recordings, videoing, or images that are defamatory, proprietary, harassing, libelous, or that create a hostile work or learning environment, or that contravenes the College's Student Code of Conduct or Ethics.
12. It is inappropriate to use social media sites as a venue for venting. Written, video, or photographic posts directed toward a student, institutional, or faculty/staff as well as environmental surroundings, are strictly prohibited. Example: A student posts on Facebook about his frustration with a course instructor (or preceptor) after he is given feedback. The instructor is not identified by name but is identified by title (my course instructor, or my preceptor), with negative or derogatory comments. Another example is posting photographs of facilities or any component within a facility with or without comments.
13. Negative or derogatory posts that may affect the program's ability to operate are strictly prohibited.
14. Anonymous posts will be thoroughly researched to identify the corresponding IP address.
15. All laws governing copyright and fair use of copyrighted material must be followed.
16. The College name and College email addresses may not be used on social media sites and online forums for personal communication.
17. Any attempt by a member of the College community to obscure his/her identity as a means to circumvent the prohibitions listed herein by representing himself/herself as another person, real or fictitious, is strictly prohibited

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18. Posting any student records on social media by any individual within the College community is strictly prohibited under the FERPA regulations.
19. Should a student be found in violation of misconduct online, they may be charged, and a sanction(s) determined.

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

### Legal Liability

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

### Non-Compliance/Breach of Policy

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

## Technology Requirements

Students attending the Gupton-Jones College of Funeral Service must adhere to the technology requirements required for success in the program. It is important for students to have basic skills in accessing and sending emails, conducting research on the internet, and how to use the word processor for paper/project creation. **Chromebooks, Cell Phones, and Tablets are not compatible with many of the college's required software programs.**

Minimum specifications are indicated below:

### Computer Based Requirements

Type	Requirements
Windows User Operating System	Windows 10 or 11
Mac User Operating System	iOS 10.14 or higher

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Processor	Intel i5 Intel i7 Intel i9 AMD Ryzen 7 AMD Ryzen 9 (quad core for desktops)
Memory	8 GB
Hard Drive	160 GB; with recommended SSD drive; 20 GB available space
Webcam	Built-in or add-on
Word Processor	Microsoft Office 365 provided after enrollment
Browser	Google Chrome (required)
Browser Plug-Ins	Java Adobe Reader Adobe Flash Player
Multimedia	Speakers/Headphones Windows Media Player for Windows QuickTime Player for Mac
Internet	High Speed (Wire Preferred)