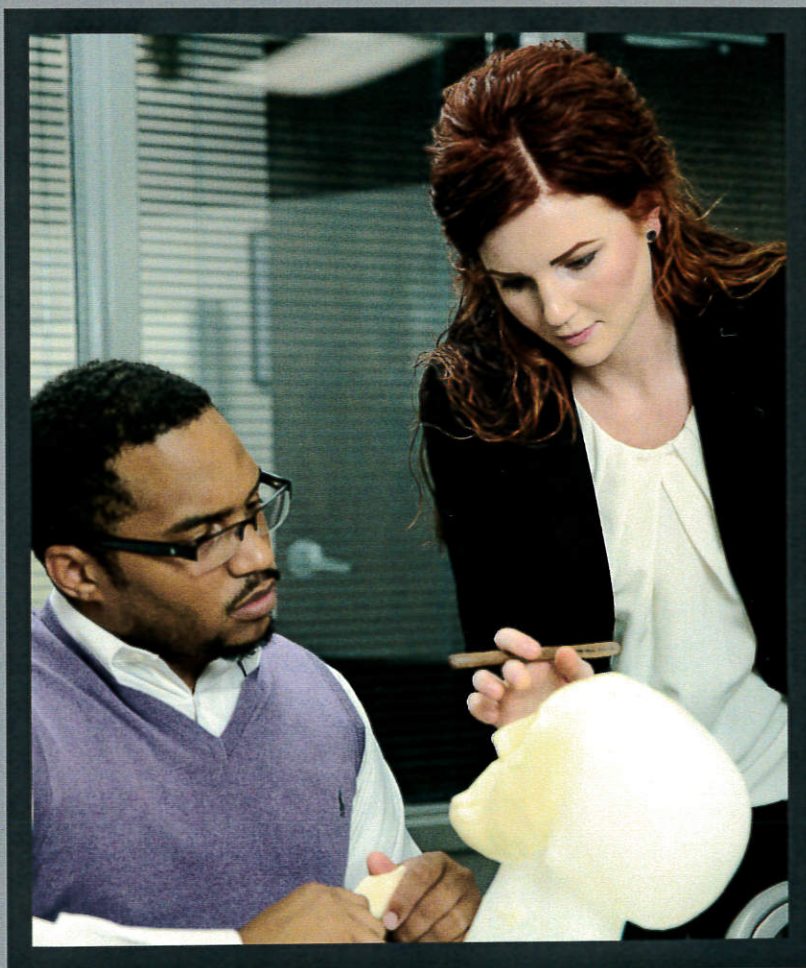


# Gupton-Jones College of Funeral Service

CATALOG 2015-2016



# Gupton-Jones College of Funeral Service

A non-profit institution dedicated to education  
for the funeral profession.

## Catalog

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Decatur (Atlanta), Georgia 30035-4022

(770) 593-2257

(800) 848-5352 Fax (770) 593-1891

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

Email Address: [info@gupton-jones.edu](mailto:info@gupton-jones.edu)





# WELCOME TO

*While attending Gupton-Jones College, one may enjoy exciting Atlanta which offers a variety of recreational, artistic, and historic attractions!*

*Of the recreational choices, one may visit Six Flags Over Georgia, with more than 200 acres of entertainment and just a few minutes from downtown Atlanta. Also, the downtown area offers a wide range of entertainment possibilities including Underground Atlanta, the World of Coke, and the Civic Center where concerts, shows and other attractions occur.*

*The world's largest aquarium, the Georgia Aquarium, opened downtown in 2006.*

*For the sports-minded, Atlanta has excellent, professional teams, headlined by the two year back-to-back National League Champions, and the 1995 World Champions, The Atlanta Braves. Atlanta also hosts the Atlanta Falcons, the Atlanta Hawks, and the Atlanta Thrashers.*

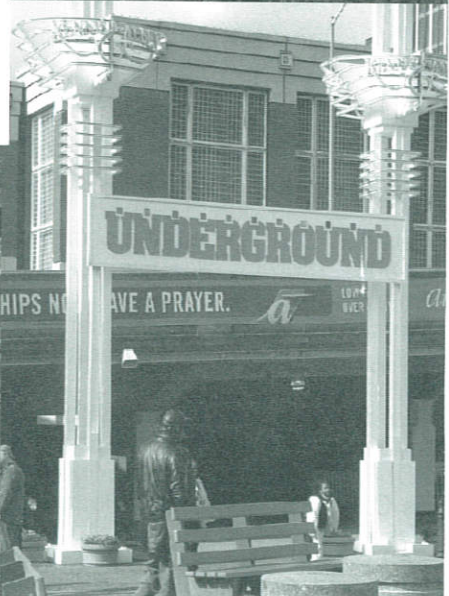
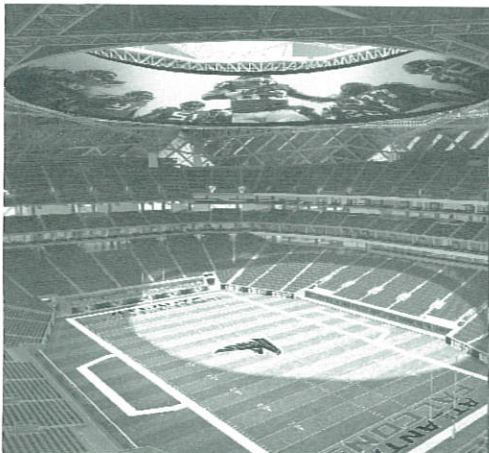
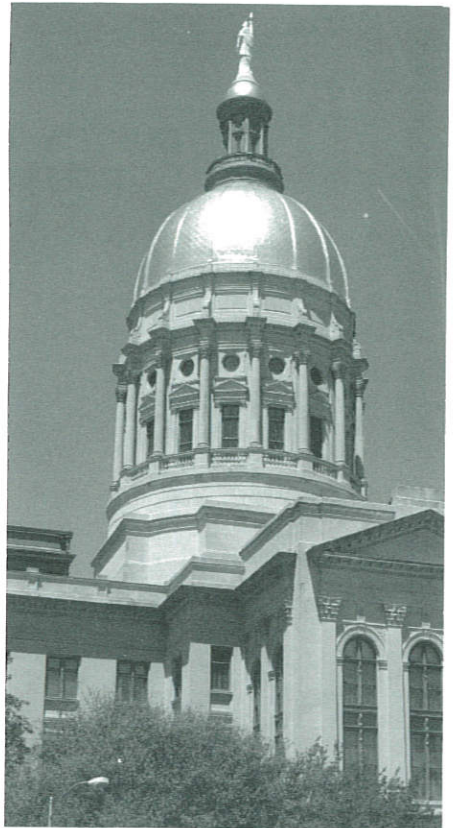
# Atlanta!

*In addition, the city offers several artistic attractions, such as the High Museum of Art, the famous Fox Theatre, and the Atlanta Symphony Orchestra.*

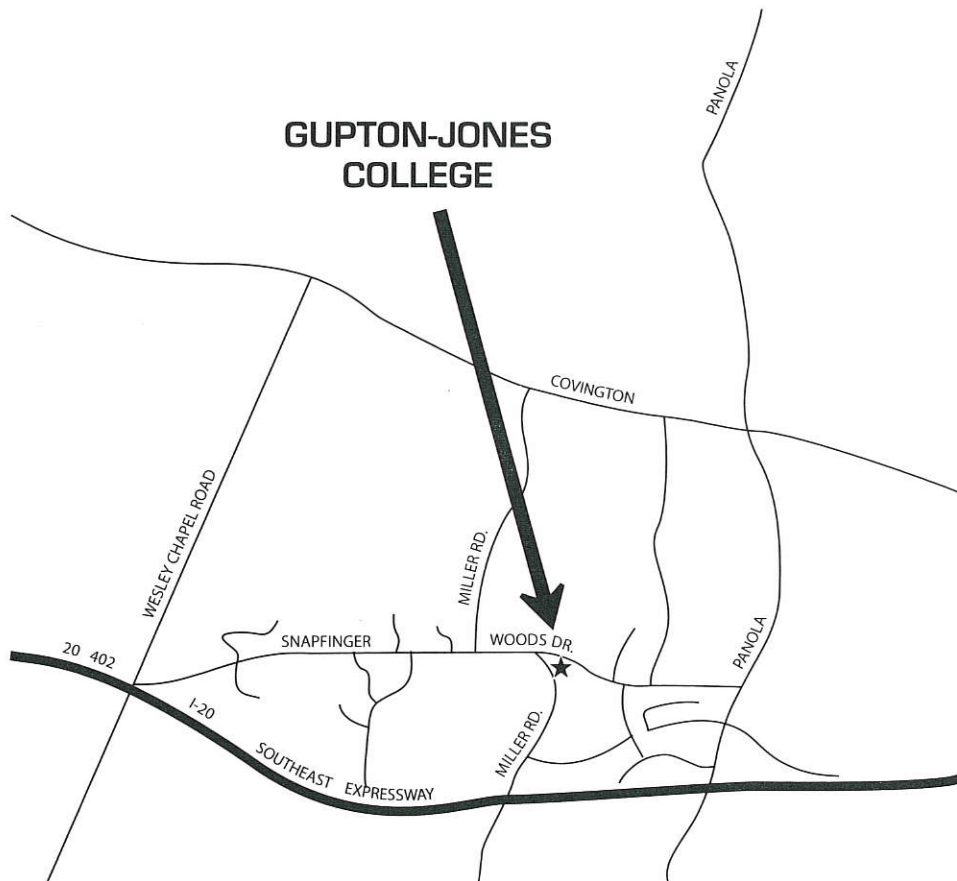
*Downtown Atlanta features many historic sites including the Martin Luther King, Jr. Center, the Carter Presidential Center; and the gold-domed State Capitol.*

*Just minutes from the College, one may visit historic Stone Mountain, regarded as the largest solid granite stone in the world. Carved in its side are figures of Jefferson Davis, Robert E. Lee, and Stonewall Jackson. Boat rides, a carillon, and many other amusements draw millions of people to the park each year.*

*Atlanta truly offers a great and exciting "home away from home" while attending Gupton-Jones College of Funeral Service!*



## GUPTON-JONES COLLEGE



Gupton-Jones College rests in Snapfinger Woods Park, a very prominent up-scale business park which is home to several Fortune 500 companies. The College is only 12 miles from downtown Atlanta. Many amenities are located in the immediate proximity of the College including shopping, restaurants, motels, etc. The college is also located on the route of public bus transportation.

Gupton-Jones College is located at 5141 Snapfinger Woods Drive in DeKalb County, Georgia near Interstate 20, east of Atlanta, just outside the I-285 perimeter.

**From the west:** Those visitors coming from the west should proceed east on I-20 out of Atlanta and exit at Panola Road (#71). Turn left and cross over I-20. Go to the third traffic light and turn left onto Snapfinger Woods Drive. The College is about  $\frac{1}{2}$  mile on the left.

**From the east:** Those visitors coming from the east will exit I-20 at Panola Road (#71). Turn right. Go two traffic lights and turn left on to Snapfinger Woods Drive. The College will be about  $\frac{1}{2}$  mile on the left.

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Gupton-Jones College of Funeral Service seeks to offer educational opportunities to persons pursuing a career in funeral service. The College provides the intensive theory portion of funeral service education, along with practical learning experience, in preparation for State and/or National Board examinations, which are requisite to licensure in funeral service.

## ACCREDITATION

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

Web: [www.abfse.org](http://www.abfse.org)

- \* An agency recognized by the United States Department of Education
- National Board Examination scores for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of Gupton-Jones College's scores go to [www.gupton-jones.edu](http://www.gupton-jones.edu) or contact the registrar's office by phone 800-848-5352.

## APPROVALS

Nonpublic Postsecondary Education Commission, State of Georgia

2082 East Exchange Place, Suite 220

Tucker, GA 30084

770-414-3300

[www.gnpec.org](http://www.gnpec.org)

- An agency authorizing the awarding of the Associate of Science Degree in Funeral Service

Department of Health and Human Services: Social Security Administration

State Boards of Funeral Service

Department of Justice: Immigration and Naturalization Service

State Approval for Vocational Rehabilitation Training

Veterans Administration benefits

## MEMBER

National Association of Colleges of Mortuary Science



In accordance with Title VI of the Civil Rights Act of 1964 (PL 88-352) we accept students without regard to race, color, sex, creed, or national origin.

## CENTRAL AIM

Gupton-Jones College of Funeral Service is a non-profit corporation offering post-secondary education to men and women interested in funeral service as a career.

The central aim of the College is to recognize the importance of funeral service education personnel as:

- members of a human services profession;
- members of the community in which they serve;
- participants in the relationship between bereaved families and those engaged in the funeral service profession;
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice, as well as
- professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

## OBJECTIVES OF THE COLLEGE

The objectives of Gupton-Jones College of Funeral Service reinforce its mission statement and institutional aims. To that end, the College will strive:

- to enlarge the background and knowledge of students about the funeral service profession;
- to educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
- to educate students concerning the responsibilities of the funeral service profession to the community at large;
- to emphasize high standards of ethical conduct;
- to provide a curriculum at the post-secondary level of instruction; and
- to encourage student and faculty research in the field of funeral service.



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 dreamed of move into the southeast to Atlanta, Georgia, was accomplished and once again, GUPTON-JONES COLLEGE OF MORTUARY SCIENCE, as it was named by 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.

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 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.

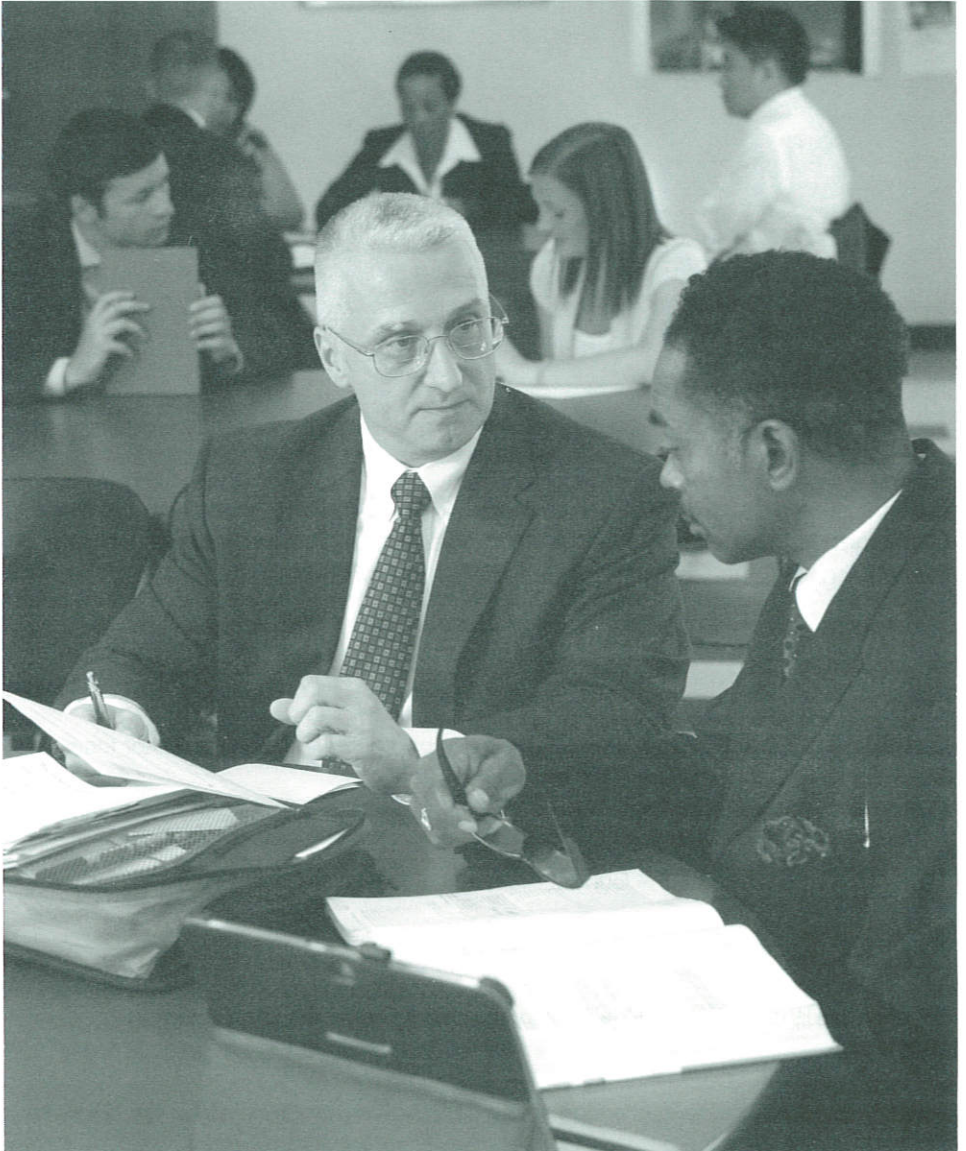
It soon became apparent however that the move to a much larger campus would be necessary as enrollments continued to increase. In September, 1974, the Board of Trustees authorized the purchase of property at 280 Mt. Zion Road and I-75, on which was excellent parking and which was located in a semi-residential 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 areas 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 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, 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 took place during an afternoon Open House.

The purpose of Gupton-Jones College, as approved by the Board of Trustees, is to engage in all activities necessary, useful, or expedient to promote and to further the interest in education. The college is primarily concerned with educational study and the dissemination thereof, teaching the subject of embalming of the human dead, and instructing about the business and profession of funeral service.





**Bottom from left:** John W. Firestone, Past Chairman, Joseph U. Suhor III, Chairman, Dennis P. Welzenbach, President – **Top from left:** Donald G. Madelung, Bill W. Forsberg, Michael Meierhoffer, Ann Mesle

**John W. Firestone** - Former Chairman and CEO of Pierce Mortuary Colleges.

**Joseph U. Suhor, III** - Currently Chairman of the Board & CEO of Suhor Industries.

**Dennis P. Welzenbach** - Current President and Board Member of Suhor Industries.

**Donald G. Madelung** – Current President of Madison & Minneapolis Media Institute.

**Bill W. Forsberg** - Current Chief Operating Officer for Lane Family of Companies.

**Michael Meierhoffer** - Chairman of the Board for Meierhoffer Funeral Home & Crematory.

**Ann Mesle** - Circuit Court Judge on the Jackson County Circuit Court for 12+ years.

## **BUILDING**

The College's facilities were designed and constructed to include the utmost in comfort, beauty, and utility for both students and faculty. Parking is provided on campus for the convenience of the student body and visitors. The building contains over 17,000 square feet to include the faculty and administrative offices, three spacious classrooms, laboratories for embalming and restorative art, a student lounge, and well equipped library facilities. A computer lab with 24 computer stations is available for student use and a merchandise/casket room adds to the student's educational experience.

Furnishings and decorations are coordinated in each area to provide a pleasant atmosphere conducive to learning. The arrangement of the facilities, along with wide hallways, provide easy access to any location therein. The facilities meet or exceed handicap requirements.

## **TEACHING AIDS**

The College is very aware of the ever-changing trends of modern education. Therefore, only the most modern and effective teaching aids are used in instruction. In addition to the finest in text and literary material, the faculty is aided in their instruction to the funeral service student through the use of videotapes, transparent overhead projectors, LCD projectors, computer software, and other audio visual aids. The college is equipped with a state-of-the-art Computer Learning Center. The students also have Wireless Internet connection capability within the College and the immediate surroundings.

## **LIBRARY**

The Russell M. Millison Library at Gupton-Jones College contains approximately 4,000 volumes relating to the course of study. This is exclusive of periodicals pertaining to funeral service and numerous other pamphlets, newspapers, video cassettes, and slides. The library also contains a computer for student use.

There is a well selected list of the finest reference books, including encyclopedias and dictionaries. Books are constantly being added on psychology, bereavement, funeral service administration, chemistry, and other disciplines.

In addition, the library has a well-rounded selection of fiction for light reading for the student and/or his family. The library is open to the area funeral directors for reference and research.

Hours of the library are from 7:30 A.M. to 4:00 P.M., Monday through Friday.

A well rounded schedule of extra-curricular activities is provided for the students' stay. The program endeavors to make available many types of events for enjoyment and relaxation.

### **CLASS ORGANIZATION**

Student Council representatives are elected early in the year so that each class might work together as a team and with the other classes enrolled. Under their leadership, the class plans many functions that are enjoyed by the entire student body. Many of the classes have worked collectively to make civic contributions and to help the underprivileged.

### **PI SIGMA ETA**

The honorary Mortuary Science Fraternity represented at the College is Pi Sigma Eta. Admission is based on scholastic standing and is subject to the rules and regulations of the Supreme Council.

### **ALLIED TRADE ACTIVITIES**

Various companies associated with the funeral service profession provide educational seminars, plant tours, and guest lecturers to enhance the funeral service educational experience.

### **STUDENT COUNSELING AND GUIDANCE**

The College feels that the students should mature in all areas, not just scholastic areas alone. With this in mind, the counseling of students is held at regular intervals. A student is provided a counselor and can expect to find individual counseling and assistance in arranging financial matters, forming good study habits, making social adjustments, and in solving any other personal or scholastic problem. It is hoped that the student will confide in a counselor whenever necessary, with the assurance that each student's problem is held in strict confidence and judged on an individual basis and with full consideration. Other members of the College staff, including the President, are available to assist with such needs whenever necessary.

### **LIVING ACCOMMODATIONS**

The College does not maintain resident halls or dormitories for incoming students, but assistance is offered to students in locating suitable housing. It is more satisfactory for students to make their own selection of housing accommodations because their choice will be determined by the rental cost, the availability of public or personal transportation and the number of members who will occupy the facilities.

### **STUDENT EMPLOYMENT**

The College is often in contact with employers who are looking for part-time employees. These positions are in local firms, some of which are funeral homes. Upon arrival of the student, the college will make every effort to help the student find part-time employment, although, the College cannot guarantee student employment. Generally, student jobs can only be obtained by the student in person upon arrival in the city, and cannot generally be reserved by mail prior to arrival. Students seeking funeral home employment should plan to make such arrangements two or three months prior to enrollment, as there are many more students than funeral home jobs available.

The student is to be reminded that the primary goal is to complete the educational requirements. As such, the College recommends that the student pursue his/her studies for a few weeks to determine his/her ability to handle the academic load before seeking employment. The student should be in a position to place studies above all else.

### **MATURE AND RETURNING STUDENTS (MARS)**

MARS is an organization created in response to the special needs and contributions of returning, non-traditional students. MARS enhances a student's sense of belonging while networking with other returning students and sharing experiences, frustrations, and successes. The group offers guidance and encouragement, plus a special warmth and friend-

liness with free seminars designed to help an older student deal with the challenges of college life.

### **PLACEMENT SERVICE**

A placement service is maintained by the College for both employers and employees. Whether a student is seeking employment upon graduation, a former student wishes to find new employment, or a firm needs an employee, the College placement service is constantly striving to aid graduates with their placement needs.

Numerous job opportunities are filled each year by our graduates, and the College has been successful in placing the majority of graduates. However, the College cannot guarantee placement upon graduation.

### **ALUMNI RELATIONS**

The College strives to maintain an accurate record of all graduates, their current addresses as well as other pertinent information of interest to graduates of the College. This information is used to help maintain a close relationship between the graduates of the College and the College. Each year the College hosts an Alumni Reunion in the Spring to foster the camaraderie among the graduates of Gupton-Jones College of Funeral Service.

### **DRESS CODE**

Since funeral service students are associated with the funeral profession, their classroom dress and appearance will be expected to reflect professional dignity. Male students must wear shirts with collars and dress or casual slacks. Female students must wear dresses, skirts or slacks with blouses. A more detailed dress code is in the Student Handbook.



The financial aid office at Gupton-Jones College is available to assist students in determining eligibility and applying for financial aid assistance.

There are several options which may be of help to students seeking financial assistance:

1. Private loans obtained from local banks, credit unions, churches, or family members.
2. Scholarships (see paragraph below).
3. Tuition payment plan.

While quarterly tuition is due and payable in full on the first day of each quarter, upon request from a student, the College may work out a payment plan during a given quarter. Such a plan would allow a student to pay a quarter's tuition in several installments, as long as the final installment is paid prior to the beginning of final exams at the end of that quarter.

4. To apply for Federal financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). This application may be completed by accessing the College web site at [www.gupton-jones.edu](http://www.gupton-jones.edu), or by going directly to the Federal web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, the College's code number of 010771 should be entered when the instructions ask for it.
5. Federal Financial Aid Programs, to include Pell Grants and Federal Direct Student Loans, are available to those who qualify. To maintain eligibility for Federal Financial Aid, a student must maintain satisfactory academic progress and regularly attend class.

## **SCHOLARSHIPS**

A limited number of scholarships are available to students of funeral service. Numerous funeral service organizations sponsor and administer scholarship programs, including many state funeral directors associations, the American Board of Funeral Service Education, the Ladies Auxiliary of the South Carolina Funeral Directors Association. Scholarships administered by the College are available to students at the end of the third quarter of study. It is advised that a student contact the College at that time to request an application for a scholarship.

## **PELL GRANTS**

Students may qualify for assistance in the form of a Pell Grant. These grants are awarded primarily on the basis of need to help pay for educational expenses after high school. The first step in applying for any of the Federally sponsored aid programs is to complete the Free Application for Federal Student Aid. In order to receive grant money, you must be enrolled on at least a half-time basis and be making satisfactory progress. To apply for a Pell grant, a student should complete the FAFSA application as mentioned above.

## **STUDENT LOANS**

Students planning to attend Gupton-Jones College are eligible to apply for Federal Direct Student Loans. When the results of the FAFSA application are received, the College will assist you in the proper procedures for completing the loan application.

These loans are funds that must be paid back to the lending institution after leaving college or changing your enrollment status to less than half-time. Additional details about the terms of repayment are available from the loan documents, the College, and the lenders.

## **G. I. BILL**

An applicant who desires to attend the College under the provisions of one of the Veteran's Administration programs applies for admission exactly as do non-veterans. However, the local Veteran's Administration counselor should also be contacted in order to determine eligibility for benefits and to complete the proper applications. Once the veteran is enrolled in school, the College will certify the veteran's enrollment to the Veteran's Administration. It is suggested that veterans complete their applications at least 60 days before enrollment to assure timely payment of benefits.

## **STATE REHABILITATION PROGRAMS**

If an applicant desires to attend the College under provisions of a state rehabilitation program it is suggested the local rehabilitation office be contacted.

## **REFUND POLICY (SEE SUPPLEMENT TO THE CATALOG)**

### **RETURN OF UNEARNED TITLE IV FUNDS**

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled.

This policy affects students who:

A) receive or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants or Federal Direct Student Loan (FDSL) programs.

And

B) who, on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Payment periods are defined as a quarter, trimester, semester, or X number of clock or credit hours.

Eligible Title IV recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition calculation is performed in accordance with the institution's refund policy. In many cases, the Return or Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.



## **ENROLLMENT**

Students enrolling in Gupton-Jones College of Funeral Service will enroll in an eighteen month course of study which, upon completion, qualifies the student to receive the Associate of Science Degree in Funeral Service.

## **PROCEDURE**

The application form for enrollment into the College should be secured from the Office of the Registrar of the College or accessed on our website. The completed application should be returned as far in advance as possible of the actual enrollment date to allow for proper processing of the application. Processing usually takes three to four weeks. All applications should be submitted at least thirty (30) days prior to the enrollment date.

## **EDUCATIONAL REQUIREMENTS**

The rules and regulations pertaining to the educational standards which must be met by the applicant prior to his or her enrollment in the college are prescribed by the state examining boards in the various states. It is essential that the applicant consult the secretary of his or her state board or the registrar of the college well in advance of the desired date of enrollment.

An applicant will not be accepted for admission into the College unless he or she has complied with all the rules and regulations required by the state licensing board prior to enrollment. The minimum requirement for admission in all cases is high school graduation or its equivalent, or other evidence of academic achievement.

## **APPLICATION FOR ADMISSION**

The application should be filled out completely and returned to the College. In addition, the following items are required for admission to the College:

- A. A high school transcript certifying graduation. In addition, a transcript of any college work completed must be submitted to the College. All transcripts must be sent directly to the College from the issuing institution.
- B. A recent photograph must be attached to the application. This is used for identification purposes only.
- C. A \$50.00 non-refundable application fee must accompany the application.

The applicant will be notified of the disposition of the application by letter from the College Registrar. Please note that processing of the application may take up to four weeks from the time the application is received by the College.

The College reserves the right to refuse admission to any applicant when it is considered to be in the best interest of the College, its students, and the funeral service profession. Only those applicants whose qualifications will ensure their becoming worthy members of the funeral service profession will be considered for enrollment.

No student may be enrolled after the passing of the fifth (5th) day of enrollment as published in the College calendar.

## **ADMISSION OF FOREIGN STUDENTS**

Foreign students who wish to enroll in the College should make application in the same manner as other students. Upon acceptance for training, the applicant must complete additional steps in order to obtain the proper immigration paperwork. Please contact the foreign student advisor at the college for additional information.

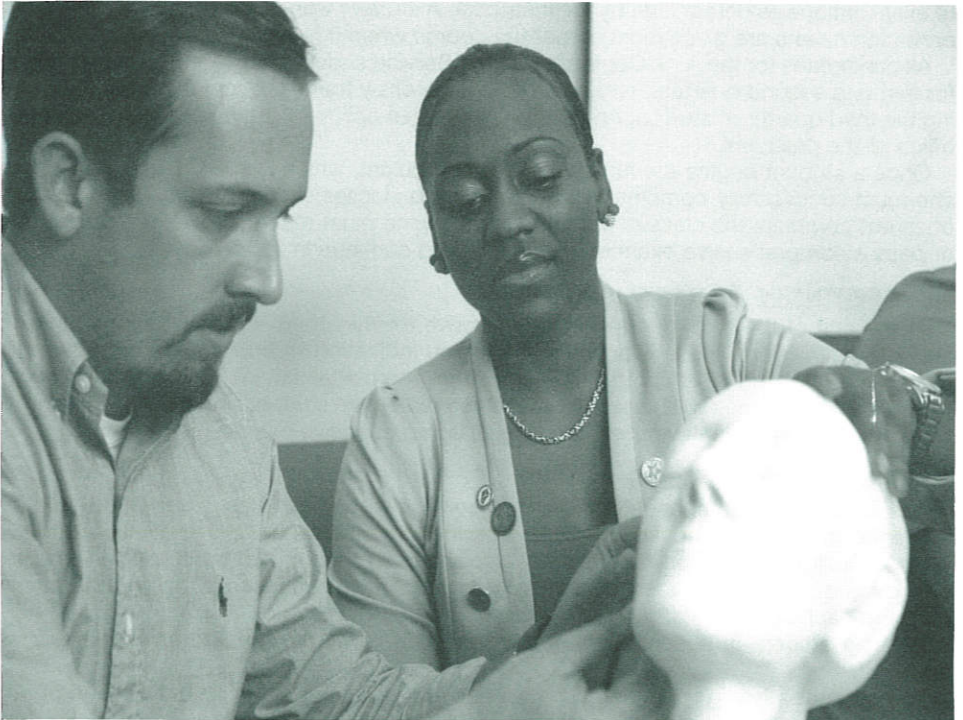
## **ADMISSION BY TRANSFER**

Any student wishing to transfer college credit to the College must, at the time of application, submit an official transcript of his or her record. Any transfer credit in the areas of the American Board of Funeral Service Education (ABFSE) required curriculum must have been earned at an ABFSE accredited program. Students wishing to transfer in credits to this part of the program must be able to successfully pass a proficiency exam in the subject(s) being transferred. Transfer credit in the area of Liberal Arts must have been earned at an institution accredited by an approved accrediting agency. No more than 55 quarter credit hours can be transferred. The College reserves the right to limit or deny credits transferred to Gupton-Jones College when it is in the best interest of the student.

Official college transcripts to verify credits earned must be submitted to the College at least four weeks prior to the beginning of classes. Only courses with a grade of "C" or better will be considered for transfer credit. Transfer students who will be starting classes at the College in quarters other than the first quarter of study, will be required to be present for orientation prior to the first day of classes in the quarter they are entering. Enrollment dates for transfer students may be different than those for students who are attending college for the first time. Transfer students are encouraged to maintain communications with the Registrar's Office prior to enrollment regarding the dates for enrollment.

## **REGISTRATION**

There are two registration dates each year; one in the fall and one in the spring. The actual dates of registration are always announced well in advance. The student is urged to be present on the actual enrollment date as an orientation period is provided to make the adjustment to the College and community as easy as possible. It is suggested that the student arrive a day or two early in order to get settled before the college work begins. No student will be enrolled later than five days after the enrollment date.



## SCHOOL HOURS

First and Second quarter classes, during which the student is taking the liberal arts component of the curriculum, will be conducted from 12 Noon until 4 PM, Monday through Friday. Third, Fourth, Fifth, and Sixth quarter classes are conducted from 8 AM until 1 PM, Monday through Friday. Class periods are fifty minutes in length with ten minutes between classes. The College reserves the right to modify class hours, as well as class schedules, in order to accommodate class size and other needs of the College.

## GRADES

The grade of a student in any course represents all the work of the student in the course, including class attendance and participation, daily assignments, and examinations, combined in such proportion as the instructor in charge of the course may decide.

The following table indicates letter grades and their corresponding numerical value:

Grade	Numerical Value	Interpretation
A	93-100	Excellent
B	85- 92	Good
C	75- 84	Average
D	70- 74	Poor
F	Below 70	Failure

The school maintains complete records of the academic progress of all students. The students are given copies of their grades at the end of each academic quarter.

## PROMOTION

In order to be promoted from quarter to quarter the student must have no grade below a "70". Should a student receive a failing grade in a subject, the student may be granted a probationary continuance. The period of probation will conclude with the administration of examinations as determined by the instructor. A student who is still failing a course after probation exams are given must repeat the course when it is next offered.

All candidates for the A. S. Degree in Funeral Service should complete the requirements for first and second quarters, either at the College or by transfer of credits, prior to entering the third quarter of studies. Any exceptions to this policy will require approval from the office of the president.

Once a student begins the funeral service curriculum, which begins in 3rd quarter, he/she must successfully complete all funeral service classes within 3 years. If the student does not complete the classes within 3 years, he/she must repeat all courses completed or pass a comprehensive exam in each subject to continue in the program.

## COMPREHENSIVE EXAMINATIONS

At the end of the sixth quarter, comprehensive examinations will be given in all major areas of instruction. These examinations give an indication to both the student and the College of the degree of proficiency that has been attained in Board testing areas. Comprehensive scores will be averaged and entered on the student's permanent transcript. No student may graduate without passing all comprehensive examinations.

## ATTENDANCE REGULATIONS

It is known that attendance in classes, laboratories, and lectures is important, and all students are expected to attend these activities in accordance with their schedule of classes. Instructors will be responsible for counseling their students regarding the academic consequences of absences. Instructors will carefully check and record the attendance in each class.

When a student is absent for a part of an hour, it will be counted as a full hour of absence.

Any student missing five consecutive school days without notifying the College of the reason for the absence may be withdrawn from the school and not allowed to continue in

that quarter. Any full-time student missing more than twenty hours of class during a quarter may be withdrawn from school for that quarter. Students so terminated will only be permitted to re-enroll when the same course is next offered.

A special faculty committee will review the termination of any student for reasons of attendance. Special dispensation may be made by this committee within the bounds of the following contingencies: 1. prolonged illness; 2. acts of God; 3. death in the immediate family; 4. absences due to legal requirements, such as jury or military duty.

A student missing more than ten percent of scheduled class time in any one course will have one point removed for each successive absence.

## **FORMAL WITHDRAWAL POLICY**

A student withdrawing from the College for any reason must make a formal declaration of intention to withdraw and must clear oneself in every respect with the College. Merely discontinuing class attendance does not constitute formal withdrawal. A student who does not formally withdraw from the College shall receive a failing grade for the work taken while in attendance. Any consideration for tuition refund will be based upon the date of formal withdrawal.

## **STUDENT RESPONSIBILITY, CONDUCT, AND DISCIPLINE**

Detailed information concerning studentship is supplied in the Student Rules and Regulations Handbook and on orientation day. However, as students of funeral service your behavior, conduct, dress, and attitude reflect not only upon yourself, but upon the profession which you are preparing to enter. Therefore, students will be expected to conduct themselves in a dignified and professional manner. The College reserves the right to require the immediate withdrawal of any student, when in its judgement, such action is necessary for the best interest of the College, the students, and the funeral service profession. A student so suspended may apply for re-enrollment when the quarter's work is next offered. The right of due process is guaranteed to such a student by appeal to the President of the College and subsequently to the Board of Trustees.

## **GRADUATION**

The following requirements must be met for graduation:

1. A final overall average of "75" or higher must be attained to be a candidate for graduation, with no course grade less than "70".
2. The student must assist in the preparation of the required clinical cases specified by the accrediting agencies and the College.
3. The student shall be free of all indebtedness to the college.
4. The student must receive the recommendations of the faculty.

## **GRADUATION WITH HONORS**

The conferring of all honors and awards shall be determined by a special awards committee composed of members of the College faculty and administration and the conferring of all such honors shall be left entirely to their discretion.

The College bestows awards in recognition of scholastic proficiency. The Academic Achievement Award is presented to those students who have maintained an overall "93" average for the year. The W. H. Pierce Award is presented to the student who has best exemplified funeral service by attitude, conduct, and relationship with others during the school year. These awards are given in addition to the Valedictorian and Salutatorian Awards which indicate the two top academic achievements in the class.

Special awards are given to those students who have maintained a perfect attendance record during the entire school year.

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. The courses are listed under the headings of: (1) Public Health and Technical (2) Business Management (3) Social Sciences (4) Legal, Ethical, Regulatory (5) Liberal Arts (6) Electives

<b>PUBLIC HEALTH AND TECHNICAL</b>	<b>COURSE DESIGNATIONS</b>	<b>QTR. HRS.</b>
Anatomy	SCI 202, 301.....	6
Chemistry	SCI 351,352.....	5
Embalming	SCI 212, 311, 312 .....	9
Microbiology	SCI 221, 222.....	4
Pathology	SCI 331, 332.....	4
Restorative Art	SCI 242, 341,342.....	7
Total Quarter Hours in Division	.....	35
 <b>BUSINESS MANAGEMENT</b>		
Accounting	MGT 201.....	5
Computers in Funeral Svc	MGT 211.....	2
Funeral Service Management	MGT 212, 311, 312 .....	9
Small Business Management	MGT 222.....	5
Total Quarter Hours in Division	.....	21
 <b>SOCIAL SCIENCES</b>		
Communication Skills	ENG 201 .....	3
Sociology of Funeral Svc	SOC 301 .....	3
Psychology of Funeral Svc	PSY 201.....	3
Counseling	PSY 202.....	2
History of Funeral Service	HIS 201.....	2
Total Quarter Hours in Division	.....	13
 <b>LEGAL, ETHICAL, REGULATORY</b>		
Business Law	MGT 322.....	5
Mortuary Law/Ethics	MGT 221.....	3
Comprehensive Survey & Review	MGT 302.....	2
Total Quarter Hours in Division	.....	10
 <b>LIBERAL ARTS</b>		
US History to 1865	HIS 101.....	5
US History Since 1865	HIS 102.....	5
English Composition	ENG 101 .....	5
Introduction to Literature	ENG 102.....	5
Business Math	MGT 101.....	5
General Psychology	PSY 102.....	5
Total Quarter Hours in Division	.....	30

The Associate of Science Degree in Funeral Service is the only program offered at Gupton-Jones College, and requires the successful completion of the 109 quarter hours indicated in the categories above. (See "Admission by Transfer" for information relative to transfer credit which may be permitted for courses listed in the Liberal Arts category above)

## QUARTERLY SEQUENCE OF COURSES

### FIRST QUARTER

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>QUARTER HOURS</b>	
HIS 101	U.S. History to 1865	5	
ENG 101	English Composition	5	
MGT 101	Business Math	5	
	<b>TOTAL</b>		<b>15</b>

### SECOND QUARTER

HIS 102	U.S. History Since 1865	5	
ENG 102	English Literature	5	
PSY 102	General Psychology	5	
	<b>TOTAL</b>		<b>15</b>

### THIRD QUARTER

MGT 201	Accounting	5	
ENG 201	Communication Skills	3	
MGT 221	Mortuary Law/Ethics	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>TOTAL</b>		<b>20</b>

### FOURTH QUARTER

SCI 202	Anatomy I	3	
SCI 212	Embalming I	3	
MGT 212	Funeral Service Mgmt. I	3	
SCI 222	Microbiology II	2	
PSY 202	Counseling	2	
SCI 242	Restorative Art I	2	
MGT 222	Small Business Management	5	
	<b>TOTAL</b>		<b>20</b>

### FIFTH QUARTER

SCI 301	Anatomy II	3	
SCI 351	Chemistry I	3	
SCI 311	Embalming II	3	
MGT 311	Funeral Service Management II	3	
SOC 301	Sociology of Funeral Service	3	
SCI 331	Pathology I	2	
SCI 341	Restorative Art II	2.5	
	<b>TOTAL</b>		<b>19.5</b>

### SIXTH QUARTER

MGT 322	Business Law	5	
SCI 352	Chemistry II	2	
SCI 312	Embalming III	3	
MGT 312	Funeral Service Management III	3	
SCI 332	Pathology II	2	
SCI 342	Restorative Art III	2.5	
MGT 302	Comprehensive Survey/Review	2	
	<b>TOTAL</b>		<b>19.5</b>
	<b>GRAND TOTAL</b>		<b>109.0</b>

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

### **SCI 202 PRINCIPLES OF ANATOMY I**

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. 3 quarter hours credit.

### **SCI 301 PRINCIPLES OF ANATOMY II**

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. 3 quarter hours credit.

### **SCI 351 PRINCIPLES OF INORGANIC CHEMISTRY**

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. 2 quarter hours credit.

### **SCI 352 PRINCIPLES OF ORGANIC CHEMISTRY**

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. 3 quarter hours credit.

### **SCI 212 PRINCIPLES OF EMBALMING I**

The basic course in embalming begins with a brief explanation of the need for embalming and its results. The history of embalming is explored from earlier times up to and including modern day. Also, the basic considerations such as equipment and instruments are introduced. In addition, a complete study of post mortem changes along with the various physical and chemical changes are addressed during this quarter. Cause and manners of death are also examined. Ante-mortem changes and their effect are also discussed. Last, analyzing the case and prescribing the proper fluid dilution mixture is explored. 3 quarter hours credit.

### **SCI 311 PRINCIPLES OF EMBALMING II**

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. 3 quarter hours credit.

### **SCI 312 PRINCIPLES OF EMBALMING III**

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 effect the embalmer's case analysis. Linear guides along with anatomical guides are discussed in depth. 3 quarter hours credit.

## **EMBALMING CLINICAL PROGRAM**

As a requirement for graduation, students must participate in at least the minimum number of case reports as required by the College. This requires the student to obtain practical exposure to the principles of embalming as taught in the classroom setting. The Clinical Program is provided in approved funeral establishments in the metropolitan area, as well as in the College preparation room. All clinical instruction is completed under the supervision of licensed embalmers who are approved by the College, using only established and accepted embalming techniques.

### **SCI 221 PRINCIPLES OF MICROBIOLOGY I**

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. 2 quarter hours credit.

### **SCI 222 PRINCIPLES OF MICROBIOLOGY II**

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. 2 quarter hours credit.

### **SCI 331 PRINCIPLES OF PATHOLOGY I**

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. 2 quarter hours credit.

### **SCI 332 PRINCIPLES OF PATHOLOGY II**

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. 2 quarter hours credit.

### **SCI 242 PRINCIPLES OF RESTORATIVE ART I**

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 terminology, terms of anatomical direction, bony structures which influence surface form, the muscles of expression, facial proportion, facial profiles, and geometric headshapes. 2 quarter hours credit.

### **SCI 341 PRINCIPLES OF RESTORATIVE ART II**

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. 2.5 quarter hours credit.

### **SCI 342 Principles of Restorative Art III**

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. 2.5 quarter hours credit.



## **MGT 201 PRINCIPLES OF ACCOUNTING**

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. 5 quarter hours credit.

## **MGT 211 COMPUTERS IN FUNERAL SERVICE**

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. 2 quarter hours credit.

## **MGT 212 FUNERAL SERVICE MANAGEMENT I**

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. 3 quarter hours credit.

## **MGT 311 FUNERAL SERVICE MANAGEMENT II**

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. 3 quarter hours credit.

## **MGT 312 FUNERAL SERVICE MANAGEMENT III**

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. 3 quarter hours credit.

## **MGT 222 SMALL BUSINESS MANAGEMENT**

A course which has as its focus 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. 5 quarter hours credit.

## **ENG 201 COMMUNICATION SKILLS FOR FUNERAL SERVICE**

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. 3 quarter hours credit.

### **SOC 301 SOCIOLOGY OF FUNERAL SERVICE**

The social phenomena 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 non-traditional funeral practices are uniquely approached to prepare the funeral director for the challenges of service in the profession. 3 quarter hours credit.

### **PSY 201 PSYCHOLOGY OF FUNERAL SERVICE**

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. 3 quarter hours credit.

### **PSY 202 COUNSELING**

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. 2 quarter hours credit.

### **HIS 201 HISTORY OF FUNERAL SERVICE**

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. 2 quarter hours credit.

### **MGT 322 BUSINESS LAW**

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. 5 quarter hours credit.

### **MGT 221 MORTUARY LAW/ETHICS**

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. 3 quarter hours credit.

### **HIS 101 UNITED STATES HISTORY TO 1865**

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. 5 quarter hours credit.

## **HIS 102 UNITED STATES HISTORY FROM 1865**

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. 5 quarter hours credit.

## **ENG 101 ENGLISH COMPOSITION**

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. 5 quarter hours credit.

## **ENG 102 INTRODUCTION TO LITERATURE**

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. A knowledge of grammar and skill in writing will be necessary to meet the composition requirements of the course. 5 quarter hours credit.

## **MGT 101 APPLIED BUSINESS MATHEMATICS**

This is a one quarter course designed for the funeral service manager who works with the special problems of the operation and management of a funeral home. 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. 5 quarter hours credit.

## **PSY 102 GENERAL PSYCHOLOGY**

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. 5 quarter hours credit.

## **MGT 302 COMPREHENSIVE SURVEY AND REVIEW**

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. 2 quarter hours credit.



Prior to enrollment, new students should contact the state funeral service licensing agency in the state in which he/she intends to practice following graduation. Each applicant for a professional funeral service license must meet the requirements of the state issuing the license. Some states have requirements which must be met before attending a funeral service college.

**ALABAMA**

Alabama Board of Funeral Service  
P.O. Box 309522  
Montgomery, AL 36130  
334-242-4049•Fax 334-353-7988

**ALASKA**

Division of Occupational Licensing  
P. O. Box 110806  
Juneau, AK 99811-0806  
907-465-2695•Fax 907-465-2974

**ARIZONA**

Arizona State Board of Funeral  
Directors and Embalmers  
1400 W. Washington, Room 230  
Phoenix, AZ 85007  
602-542-3095•Fax 602-542-3093

**ARKANSAS**

Arkansas State Board of  
Embalms & Funeral Directors  
101 E. Capitol Suite 113  
Little Rock, AR 72201  
501-682-0574•Fax 501-682-0575

**CALIFORNIA**

Cemetery & Funeral Programs  
1625 Market St.  
Suite S-208  
Sacramento, CA 95834  
916-574-7870 or Fax 916-574-  
8620

**COLORADO**

Colorado Funeral Service Board  
P. O. Box 261664  
Highlands Ranch, CO 80163  
303-791-2336 • Fax 303-344-5297

**CONNECTICUT**

Department of Public Health  
Embalmer & Funeral Director  
P. O. Box 340308  
Hartford, CT 06134-0308  
860-509-7579 • Fax 860-509-7539

**DELAWARE**

Division of Professional Regulation  
Cannon Building, Suite 203  
861 Silver Lake Blvd.  
Dover, DE 19904  
302-744-4506•Fax 302-739-2711

**DISTRICT OF COLUMBIA**

Board of Funeral Directors &  
Embalms  
941 N. Capitol NE St.-Rm. 7200  
Washington, DC 20002  
202-442-4461•Fax 202-442-4528

**FLORIDA\***

Board of Funeral Directors &  
Embalms  
200 E. Going St., Suite 524  
Tallahassee, FL 32399-0361  
850-413-3039•Fax 850-922-3610

**GEORGIA**

Georgia State Board  
237 Coliseum Dr.  
Macon, GA 31217-3858  
478-207-2440•Fax 478-207-1468

**HAWAII**

State of Hawaii Dept. of Health  
Sanitation Branch  
591 Ala Moana Blvd.  
Honolulu, HI 96813  
808-586-8000•Fax 808-586-8040

**IDAHO**

Idaho State Board of Morticians  
Bureau of Occupational Licensing  
1109 Main St., Suite 220  
Boise, ID 83702  
208-334-3233•Fax 208-334-3945

**ILLINOIS**

Illinois Department of  
Professional Regulation  
Funeral Directors and Embalmers  
320 W. Washington St. 3rd Floor  
Springfield, IL 62786  
217-524-6734•Fax 217-782-7645

**INDIANA**

Indiana Professional Licensing  
Agency  
302 W. Washington Room W072  
Indianapolis, IN 46204  
317-234-3031•Fax 317-233-4236

**IOWA\***

Bureau of Professional Licensure  
Board of Mortuary Public Health  
Lucas State Office Building  
321 E. 12th Street 5th Floor  
Des Moines, IA 50319-0075  
515-281-5234•Fax 515-281-3121

**KANSAS**

Kansas State Board of  
Mortuary Arts  
700 S. W. Jackson Suite 904  
Topeka, KS 66603-3733  
785-296-3980•Fax 785-296-0891

**KENTUCKY**

Kentucky Board of Embalmers and  
Funeral Directors  
P. O. Box 324  
Crestwood, KY 40014-0324  
502-241-3918•Fax 502-241-4297

**LOUISIANA**

State Board of Embalmers &  
Funeral Directors  
P. O. Box 8757  
Metairie, LA 70011-8757  
504-838-5109•Fax 504-838-5112

**MAINE**

Board of Funeral Service  
35 State House Station  
Augusta, ME 04333-0035  
207-624-8623•Fax 207-624-8637

**MARYLAND**

Department of Health &  
Mental Hygiene  
4201 Patterson Ave. Room 315  
Baltimore, MD 21215-2299  
410-764-4792•Fax 410-358-6571

**MASSACHUSETTS**

Board of Embalming and Funeral  
Directing  
239 Causeway St., Suite 500  
Boston, MA 02114  
617-727-1718•Fax 617-727-1627

**MICHIGAN\***

Department of Commerce &  
Industry Services  
Office of Commercial Services  
Board of Examiners in Mortuary  
Science  
P. O. Box 30018  
Lansing, MI 48909  
517-241-9252•Fax 517-373-2162

**MINNESOTA**

Mortuary Science Section  
P. O. Box 64975  
St. Paul, MN 55164-0975  
651-282-3829•Fax 651-282-3839

**MISSISSIPPI**

Board of Funeral Service  
3010 Lakeland Cove, Suite W  
Flowood, MS 39232  
601-932-1973•Fax 601-932-1901

**MISSOURI**

State Board of Embalmers &  
Funeral Directors  
3605 Missouri Blvd.  
Jefferson City, MO 65109  
573-751-0813•Fax 573-751-1155

**MONTANA**

Montana Board of Funeral Service  
P. O. Box 200513  
Helena, MT 59620-0513  
406-841-2394•Fax 406-841-2305

**NEBRASKA\***

Board of Funeral Directing and  
Embalming  
P. O. Box 94986  
Lincoln, NE 68509-4986  
402-471-2117•Fax 402-471-3577

**NEVADA**

Board of Funeral Directors,  
Embalmers & Operators of  
Cemeteries & Crematories  
4894 Lone Mountain Rd. PMB 186  
Las Vegas, NV 89130  
702-290-5366•Fax 702-648-5100

**NEW HAMPSHIRE**

Board of Registration of Funeral  
Directors & Embalmers  
29 Hazen Drive  
Concord, NH 03001-6527  
603-271-4648•Fax 603-271-3447

**NEW JERSEY**

State Board of Mortuary Science  
P. O. Box 45009  
Newark, NJ 07101  
973-504-6425•Fax 973-648-2855

**NEW MEXICO**

New Mexico Board of  
Thanatopractice  
P. O. Box 25101  
Santa Fe, NM 87504  
505-476-4662•Fax 505-476-4645

**NEW YORK**

Bureau of Funeral Directing  
Hedley Park Place Suite 303  
433 River Road  
Troy, NY 12180-2299  
518-402-0785•Fax 518-402-0784

**NORTH CAROLINA**

Board of Mortuary Science  
1033 Wade Ave., Suite 108  
Raleigh, NC 27605-1158  
919-733-9380•Fax 919-733-8271

**NORTH DAKOTA**

State Board of Funeral Service  
P. O. Box 161  
Rugby, ND 58368  
701-776-6222•Fax 701-776-2546

**OHIO\***

Board of Embalmers &  
Funeral Directors  
77 S. High St. 16th Floor  
Columbus, OH 43215-6108  
614-466-4252•Fax 614-728-6825

**OKLAHOMA**

Board of Embalmers & Funeral  
Directors  
4545 Lincoln Blvd. Suite 175  
Oklahoma City, OK 73105  
405-522-1790•Fax 405-522-1797

**OREGON**

State Mortuary & Cemetery Board  
800 N. E. Oregon Street, Suite 430  
Portland, OR 97232-2162  
503-673-1502•Fax 503-673-1501

**PENNSYLVANIA\***

Board of Funeral Directors  
P. O. Box 2649  
Harrisburg, PA 17105-2649  
717-783-3397•Fax 717-705-5540

**RHODE ISLAND**

Board of Examiners in Embalming  
& Funeral Directing  
Department of Health Room 104  
State Health Department Bldg.  
3 Capitol Hill  
Providence, RI 02980-5097  
401-222-2828•Fax 401-222-1272

**SOUTH CAROLINA**

State Board of Funeral Service  
P.O. Box 11329  
Columbia, SC 29211  
803-896-4497•Fax 803-896-4484

**SOUTH DAKOTA**

State Board of Funeral Service  
135 E. Illinois Suite 214  
Spearfish, SD 57783-2446  
605-642-1600•Fax 605-642-1756

**TENNESSEE\***

Board of Funeral Directors &  
Embalmers  
2nd Floor Davy Crockett Tower  
500 James Robertson Pkwy.  
Nashville, TN 37243-1144  
615-741-5062•Fax 615-532-1903

**TEXAS**

Texas Funeral Service Commission  
P. O. Box 12217-Capitol Station  
Austin, TX 78711-1440  
888-667-4881•Fax 512-479-5064

**UTAH**

Board of Funeral Service  
P. O. Box 146741  
Salt Lake City, UT 84114-6741  
801-530-6632•Fax 801-530-6511

**VERMONT**

Board of Funeral Service  
81 River Street - Heritage 1 Bldg.  
Montpelier, VT 05609  
802-828-3228•Fax 802-828-2368

**VIRGINIA**

Virginia Board of Funeral Directors  
and Embalmers  
6603 W. Broad St., 5th Floor  
Richmond, VA 23230-1712  
804-662-9111•Fax 804-662-9523

**WASHINGTON**

Funeral & Cemetery Office  
P. O. Box 9012  
Olympia, WA 98507-9012  
360-664-1555•Fax 360-586-4414

**WEST VIRGINIA\***

West Virginia Board of Funeral  
Directors & Embalmers  
179 Summers St., Suite 305  
Charleston, WV 25301  
304-558-0302•Fax 304-558-0660

**WISCONSIN**

Funeral Directors Examining Board  
Department of Regulation &  
Licensing  
P. O. Box 8935  
Madison, WI 53708-8935  
608-266-2112•Fax 608-267-3816

**WYOMING**

State Board of Embalming  
2020 Carey Avenue, Suite 201  
Cheyenne, WY 82002  
307-777-5403•Fax 307-777-3508

**CANADA****ONTARIO, CANADA**

Ontario Board of Funeral Services  
777 Bay Street Suite 2810  
P. O. Box 117  
Toronto, Ontario, Canada M5G2C8  
416-979-5450•Fax 416-979-0384

**ALBERTA, CANADA**

Alberta Funeral Services  
Regulatory Board  
11810 Kingsway Avenue  
Edmonton, Alberta, Canada  
T5G0X5  
780-452-6130•Fax 780-452-6085