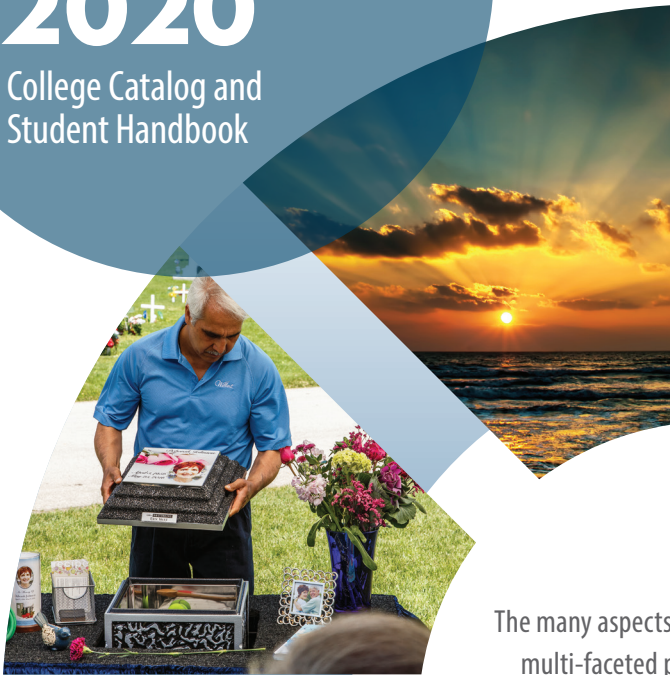


2019 2020

College Catalog and
Student Handbook



The many aspects of Funeral Service require multi-faceted professionals – and that is precisely the foundation provided by the quality education at Gupton-Jones College of Funeral Service.

Graduating Professionals of Distinction



GUPTON-JONES
COLLEGE
OF FUNERAL SERVICE
The Wilbert Group

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

www.gupton-jones.edu 770.593.2257

GUPTON-JONES
f
COLLEGE
OF FUNERAL SERVICE
The *Without*. Group

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

Hope Iglehart

Hope Iglehart, MBA
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

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

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
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

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

Effective as of July 1st, 2019

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COLLEGE CATALOG

Message from the President



Welcome to Gupton Jones College of Funeral Service,

We are excited to have you join our Gupton Jones College family! On behalf of the staff and faculty, we are delighted to be part of your educational journey in funeral service.

Gupton-Jones College has established itself as a leader in funeral service education with a clear commitment to empowering students to reach their full potential.

As a new student at Gupton-Jones College you are bound to have questions. New Student Orientation is designed around you, helping to uncover the answers to the questions you have. It will also provide you with the necessary information pertaining to all campus resources. By the time you leave New Student Orientation, you will be on your way to becoming a successful GJ student.

The New Student Orientation is an opportunity for you to meet the staff and faculty, your fellow classmates/colleagues and it will provide you with the necessary information needed for you to be successful while in school. During the orientation you will begin to build a network of resources that will help you to start your GJCFS journey on the right path.

At New Student Orientation you will find out more about:

- ❖ Your major
- ❖ Your schedule of classes
- ❖ Financial aid and scholarships
- ❖ Books
- ❖ Tutoring
- ❖ Clubs and organizations
- ❖ Online Resources
- ❖ And many other campus resources!

Additionally, during New Student Orientation you will learn tips from students, faculty and staff who will serve as your guides during your time at GJCFS. Our Welcome Leaders will be around to answer your questions about life on campus. Come to the New Student Orientation with your questions about what it means to be a GJCFS student! We look forward to meeting you and if you have questions don't hesitate to ask.

Thank you again, for choosing Gupton Jones College of Funeral Service as a step towards reaching your dreams.

Hope Iglehart

Hope Iglehart, MBA
President

2019 Academic Calendar

January 1	New Year's Day – College Closed	May 15	Spring Quarter Midterm Grade Reports Due
	Winter Quarter	May 27	Memorial Day Holiday – College Closed
January 7	Winter Quarter Begins	May 31	Third Installment of TIP Due
	Orientation/Registration	June 15	Spring Quarter Midterm Grade Reports Due
January 7	Winter Quarter First Day of Classes		Open House
	Tuition Due	June 18	Spring Quarter Last Day of Classes
	First Installment of TIP Due	June 19-21	Spring Quarter Final Exams
January 9	Late Registration Ends	June 21	Spring Quarter Ends
January 9	Last Day to Withdraw with Full Refund of Tuition	June 24	Spring Quarter Final Grades Due
January 21	Martin Luther King, Jr. Holiday – Classes and College Offices	June 24 – July 5	Summer Quarter Break – No Classes
February 1	Second Installment of TIP Due		2 nd & 4 th Quarter Probation Period
February 13	Winter Quarter Midterm Grade Reports Due	July 4	July 4 th Holiday – College Closed
March 1	Third Installment of TIP Due		Summer Quarter
March 2	Open House	July 8	Summer Quarter Begins
March 12	Final Quarter Last Day of Classes		Orientation/Registration
March 13-15	Final Quarter Final Exams	July 9	Summer Quarter First Day of Classes
March 18-19	Final Quarter Clearing Exams		Tuition Due
March 20-22	Winter Quarter Final Exams	July 10	First Installment of TIP Due
March 22	Winter Quarter End	July 10	Late Registration Ends
March 25	Winter Quarter Final Grades Due		Last Day to Withdraw with Full Refund of Tuition
March 22 – April 5	Spring Quarter Break – No Classes	August 1	Second Installment of TIP Due
March 28	Graduation Rehearsal	August 14	Spring Quarter Midterm Grade Reports Due
March 29	Graduation Ceremony		Open House
	Spring Quarter	August 24	Third Installment of TIP Due
April 8	Spring Quarter Begins	August 30	Labor Day Holiday – College Closed
	Orientation/Registration	September 2	Final Quarter Last Day of Classes
April 8	Spring Quarter First Day of Classes	September 10	Final Quarter Final Exams
	Tuition Due	September 11-13	Final Quarter Final Exams
	First Installment of TIP Due	September 13	Final Quarter Final Grades Due
	Late Registration Begins	September 16-17	Final Quarter Clearing Exams
April 10	Late Registration Ends Last Day to Withdraw with Full Refund of Tuition	September 17	Summer Quarter Last Day of Classes
April 19	Good Friday Holiday – No Classes – College Offices Open	September 18-20	Summery Quarter Final Exams
May 1	Second Installment of TIP Due	September 18-24	Comprehensive Exams
		September 20	Summer Quarter Ends
		September 23	Summery Quarter Final Grades Due
		September 23-	Fall Quarter Break – No Classes
		October 4	

2019 Academic Calendar

September 26 Graduation Rehearsal
September 27 Graduation Ceremony

Fall Quarter

October 7 Fall Quarter Begins
Orientation/Registration

October 8 Fall Quarter First Day of Classes
Tuition Due
First Installment of TIP Due
Late Registration Starts

October 9 Late Registration Ends
Last Day to Withdraw with Full
Refund of Tuition

October 26 Open House

November 1 Second Installment of TIP Due

November 11 Veteran's Day – No Classes

November 13 Fall Quarter Midterm Grade Reports
Due

November 28-29 Thanksgiving Holiday – College
Closed

December 2 Third Instalment of TIP Due

December 17 Fall Quarter Last Day of Classes

December 18-20 Fall Quarter Final Exams

December 20 Fall Quarter Ends

December 23 Fall Quarter Final Grades Due

December 23 – Winter Quarter Break – No Classes

January 3, 2020

2020 Academic Calendar

January 1	New Year's Day – College Closed	May 1	Second Installment of TIP Due
	Winter Quarter	May 13	Spring Quarter Midterm Grade Reports Due
January 6	Winter Quarter Begins	May 25	Memorial Day Holiday
	Orientation/Registration	June 1	Third Installment of TIP Due
	Late Registration Begins Tuition Due	June 13	Open House
	First Installment of TIP Due	June 17-22	Spring Quarter Final Exams
January 7	Winter Quarter First Day of Classes	June 22	Spring Quarter Last Day of Classes
January 8	Late Registration Ends		Spring Quarter Ends
	Last Day to Withdraw with Full Refund of Tuition	June 23	Spring Quarter Final Grades Due
		June 23 – July 3	Summer Quarter Break – No Classes
January 20	Martin Luther King, Jr. Holiday – Classes and College Offices		Probation Period
January 31	Second Installment of TIP Due	July 4	July 4 th Holiday Observed – College Closed
February 12	Winter Quarter Midterm Grade Reports Due		Summer Quarter
March 2	Third Installment of TIP Due	July 6	Summer Quarter Begins
March 7	Open House		Orientation/Registration
March 11-13	Final Quarter Final Exams		Tuition Due
March 13	Senior Final Grades Due by 1pm	July 7	First Installment of TIP Due
March 16-17	Final Quarter Clearing Exams	July 8	Summer Quarter First Day of Classes
March 18-23	Winter Quarter Final Exams	July 8	Late Registration Ends
March 18-24	Comprehensive Exams		Last Day to Withdraw with Full Refund of Tuition
March 23	Final Quarter Last Day of Classes	August 3	Second Installment of TIP Due
March 24	Winter Quarter Final Grades Due	August 12	Spring Quarter Midterm Grade Reports Due
March 24 – April 3	Spring Quarter Break – No Classes	August 29	Open House
March 26	Graduation Rehearsal	September 1	Third Installment of TIP Due
March 27	Graduation Ceremony	September 7	Labor Day Holiday – College Closed
	Spring Quarter	September 9-11	Final Quarter Final Exams
April 6	Spring Quarter Begins	September 11	Senior Final Grades Due by 1pm
	Orientation/Registration	September 14-15	Final Quarter Clearing Exams
	Tuition Due	September 16-21	Summery Quarter Final Exams
	First Installment of TIP Due	September 16-22	Comprehensive Exams
	Late Registration Begins	September 21	Summer Quarter Last Day of Classes
April 7	Spring Quarter First Day of Classes	September 22	Summery Quarter Final Grades Due
April 8	Late Registration Ends	September 22-	Fall Quarter Break – No Classes
	Last Day to Withdraw with Full Refund of Tuition	October 2	Probation Period
		September 24	Graduation Rehearsal
April 10	Good Friday Holiday – No Classes – Colleges Offices Open	September 25	Graduation Ceremony
			Fall Quarter

2020 Academic Calendar

October 5	Fall Quarter Begins Orientation/Registration Tuition Due First Installment of TIP Due Late Registration Starts
October 6	Fall Quarter First Day of Classes
October 7	Late Registration Ends Last Day to Withdraw with Full Refund of Tuition
October 26	Open House
November 2	Second Installment of TIP Due
November 11	Veteran's Day – No Classes – College Offices Open Fall Quarter Midterm Grade Reports Due
November 26-27	Thanksgiving Holiday – College Closed
December 1	Third Instalment of TIP Due
December 16-21	Fall Quarter Final Exams
December 18	Fall Quarter Last Day of Classes Fall Quarter Ends
December 22	Fall Quarter Final Grades Due
December 22 –	Winter Quarter Break – No Classes
January 1, 2020	Quarter Probation

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

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. Web: www.abfse.org

Board of Trustees

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 Trustees, 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.

Dennis P. Welzenbach

Current President of Pierce Mortuary Colleges Board of Trustees & Current President, CEO and Board Member of Wilbert Funeral Services, Inc.

Ann Mesle

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

Tim 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 Dodds

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

Jill Karn

Chief Operating Officer, Pierce Mortuary Colleges

Michael Bogacki

Chief Financial Officer, Pierce Mortuary Colleges

College Information

Tyler Wright

Director of Compliance, Pierce Mortuary Colleges

Nancy Arnold

Director of College Programs, Pierce Mortuary Colleges

Donald Madelung

Director of Special Projects, Pierce Mortuary Colleges

Faris Jafar

Accountant, Pierce Mortuary Colleges

Gupton-Jones College of Funeral Service Staff

President

[Hope Iglehart](#)

Campus Dean

[Mark Palumbo](#)

Admissions Department

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

E-mail: admissions@gupton-jones.edu

Members

❖ [Karen Larde](#)

Financial Aid Department

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

E-mail: financialaid@gupton-jones.edu

Members

❖ [AdeOchun Hamilton](#)

Registrar Department

E-mail: registrar@gupton-jones.edu

Members

❖ [Lisa McGreer-Staples](#)

Veterans' Affairs Department

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

E-mail: financialaid@gupton-jones.edu

Members

❖ [AdeOchun Hamilton](#)

Student Accounts/Bursar Department

E-mail: registrar@gupton-jones.edu

Members

❖ [Lisa McGreer-Staples](#)

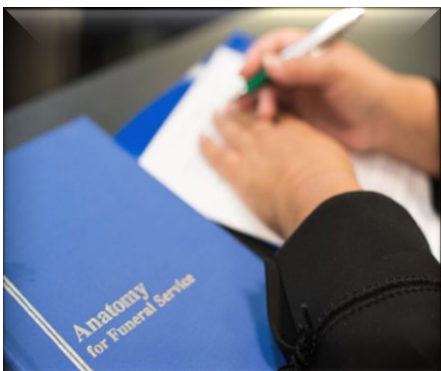
Instructors

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

College Information

In addition, the College is open on a designated weekend just prior to each stated matriculation to assist the incoming student with specialized needs related to their professional training

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. Wi-Fi is available to all students

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

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 equivalency

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. The minimum requirement for admission in all cases is high school graduation or its equivalent

Application and Acceptance

The application for matriculation should be completed and returned to the Admissions Office in person, [online](#) or via e-mail at admissions@gupton-jones.edu. In addition, the following items are required for admission and acceptance to the College:

- 1) The \$50.00 non-refundable application fee
- 2) A high school transcript certifying graduation or a GED certificate and scores sent directly to the college from the certifier
- 3) Official transcripts from all other educational institutions previously attended by the applicant should also be sent directly to the college from the certifier
- 4) A recent photograph for ID purposes only

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

Students, both international and domestic, are welcome to apply to the College. International students, who are accepted to be educated at our College, must complete additional steps to obtain the proper immigration paperwork necessary to attend the College. Please contact the Admissions Department for steps to complete the enrolling and immigration process

Transfer Credits

Transfer credit may be awarded for courses successfully completed with C grade or better. In subject areas that are core components of the National Board Examination, the student must demonstrate subject matter competency through proficiency testing before transfer credit can be awarded

Transfer credits will be awarded individually by course. The College evaluation will use the formula that one quarter hour(QH) is equal to .667 semester hours (SH) when making calculations (i.e., 45 QH = 30 SH)

General education transfer credits must be made up of the following categories and sample courses:

- ❖ **English/Literature 5 quarter hours (3 semester hours)**
 - English Composition or Literature (may transfer for ENG 101 and 102)
- ❖ **Behavioral Science 5 quarter hours (3 semester hours)**
 - General Psychology or Intro to Psychology (may transfer for PSY 102)
- ❖ **Math/Science 5 quarter hours (3 semester hours)**
 - College level Math, Chemistry or Physics (may transfer for MGT 101)
- ❖ **General Electives 10 quarter hours (6 semester hours)**
 - History, Political Science, Government, Humanities, Anthropology, Economics, Philosophy, or Religion (may transfer for HIS 101 & HIS 102)

Transfer students shall complete at least thirty-five (35) quarter hours in residency or online at Gupton-Jones College of Funeral Service. Students who enroll at this college with a degree from an accredited college or university shall be eligible to receive the Associate of Science Degree in Funeral Service upon successful completion of the four quarters of funeral service core at Gupton-Jones College of Funeral Service

Transferability of Credits from Gupton-Jones to Other Institutions

The 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

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

Registration and Orientation

Registration/Orientation at Gupton-Jones College of Funeral Service for on-campus students occurs a day prior to the start of their course(s). For entering students, the day will be spent registering for the program, signing enrollment and financial documents, paying tuition and receiving books, speaking with an academic advisor and attending an orientation session covering the student handbook

Late Registration

Gupton-Jones College of Funeral Service expects students to plan both their academic career and financial arrangements prior to the beginning of their quarter, but we understand that situations occur where a late registration is necessary

Students may apply, and be accepted, to Gupton-Jones College of Funeral Service, months from the start of the interested quarter of enrollment and up to five (5) business days after the start of that quarter. By the 5th day, the student must be accepted by the Gupton-Jones College of Funeral

Service by close of business. If this is not possible, the student may apply for the subsequent quarter of enrollment

Add/Drop Policy

A Gupton-Jones College of Funeral Service offers students the opportunity to add and/or drop a course(s) up until ten (10) days from the start date of the quarter. Students can add/drop for only courses within the same quarter.

Students who add/drop a course(s), tuition will be billed or refunded in accordance with the tuition and refund policy.

Note: Dropping a course(s) may impact your financial aid

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 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

Professional Practices and Ethics Standards

Gupton-Jones College of Funeral Service pledges to follow the AACRAO Ethics Statement. It is as follows:

AACRAO Ethics Statement Professional Practices and Ethical Standards

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) are concerned with the advancement of postsecondary education and the standards and conduct of those professionals who are involved at all levels. To provide guidance to these professionals, AACRAO has adopted the following principles which exemplify those qualities and attributes that distinguish members of the association both past and present. AACRAO members shall:

- ❖ Believe in and be loyal to the philosophy and goals of the profession and the institutions we serve
- ❖ Understand and respect the civil and human rights and responsibilities of all individuals while supporting and protecting the principles of due process and confidentiality.
- ❖ Adhere to the principles of nondiscrimination and equality without regard to race, color, creed, gender, sexual orientation, age, disability, religion or national origin
- ❖ Represent an institutional or association perspective without vested interests or personal bias

Admissions

- ❖ Initiate policies that support the goals of our profession
 - ❖ Assert ourselves when policies or practices are proposed that seem to be contrary to the philosophy and goals of our professions and institutions
 - ❖ Participate in and contribute to professional activities and their development to ensure effective and efficient management of resources, data and personnel
 - ❖ Communicate an accurate interpretation of our institutions' admissions criteria, educational costs, financial aid availability and major offerings to assist prospective students and parents in making an informed decision
 - ❖ Assist in improving educational standards and methods of evaluation at the institutional, state, and federal level so that grading is meaningful in reflecting the academic achievement of students
- Understand and appreciate the dynamics of interpersonal relationships when dealing with students, parents, faculty, administration, associates and the public
- ❖ Develop and implement effective management systems that will ensure integrity, confidentiality, security of institutional records and provide an accurate interpretation of such information
 - ❖ Dedicate ourselves to the ideals and principles that will enable students to develop their talents and interests to become responsible citizens and contributors to the improvement of society
 - ❖ Practice honesty and integrity in our professions and in our lives

Enrollment

Gupton-Jones College of Funeral Service's enrollment process is considered open enrollment. Open enrollment is a type of unselective and noncompetitive college admissions process

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

What is Distance Learning?

General education courses at Gupton-Jones College of Funeral Service may be completed through distance learning. These courses are necessary for obtaining the Associate of Science Degree in Funeral Service. 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 courses are available through distance learning?

<u>Course No.</u>	<u>Course Name</u>	<u>Credit Hours</u>
ENG 101	English Composition	5
ENG 102	English Literature	5
HIS 101	U.S. History to 1865	5
HIS 102	U.S. History Since 1865	5
MGT 101	Business Math	5
PSY 102	General Psychology	5

Only those applicants for the Associate of Science Degree in Funeral Service may take distance learning courses through Gupton-Jones College of Funeral Service. New students enrolling in the in-residence funeral service curriculum, which begins third quarter, must have successfully completed all liberal arts courses required in first and second quarters, either through distance learning, or in-

Enrollment

residence at Gupton-Jones College of Funeral Service, or at a regionally accredited institution. A grade of “C” or higher is required for transfer of credit courses. Distance learning courses are not available for the funeral service curriculum

Auditing Courses

A student who is terminated for academic reasons may remain enrolled by transferring to the class immediately behind their class. The student will be required to audit any courses where a grade of “C” or below was earned previously, however other courses may be audited as well. Upon transfer, the student will be advised by the administration concerning what courses will be audited. The minimum number of hours required to remain enrolled is nine (9)

Once a determination of what courses will be taken is made, the student is expected to participate in the courses as though they had never taken them before. The student is also responsible for adhering to the attendance policy set forth elsewhere in this catalog. In order to remain enrolled in the courses, the student must maintain grades that are equal to or better than they were when the courses were taken previously. If the textbooks have changed since the last time the student took the audited courses, it will be the student’s responsibility to purchase the new textbooks in order to properly participate

Failure to meet any of the above requirements is grounds for administrative withdrawal

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 & 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 & Composition</i>	3+	English Composition	5
<i>English Literature & 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 & 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

AS – On Campus and Online

- ❖ Full-time is taking a minimum of 12 credits per quarter
- ❖ Cost of tuition On Campus and Online per year (4 quarters) is \$15,960.00
- ❖ Tuition is \$3,990.00 per quarter. Students enrolled part-time will be charged \$270.00 per credit

Gupton-Jones College of Funeral Service charges tuition by quarter based on credits enrolled for all programs of study. Full-time students are charged a flat cost and students enrolled part-time are charged a per credit cost

What is considered a full-time student?

A full-time student is enrolled in 12 or more credits

What is considered a part-time student?

A part-time student is enrolled in 11 or less credits

How much does tuition cost per term?

Tuition is \$3,990.00 per quarter. Part-time students will be charged \$270.00 per quarter hour

How much will my program cost if I have all of my general education courses completed?

If a student's general education courses are transferred in to the College, the total cost of the program will be \$15,960.00

How much will my program cost if I want to take all of my general education courses at Gupton-Jones College of Funeral Service?

If a student's general education courses are included in the program, the total cost of the program will be \$23,940.00

Fees

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

[Applying and application process](#)

Textbooks: All textbooks are provided by the college for in-class students. If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost

Note: *Textbooks for General Education courses (ONLY): The general education textbooks shall be returned undamaged. Damage includes written notes, highlighting, pages ripped or excessive damage. If a student drops or*

withdraws from a general education course, these textbooks still must be returned. If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost

Distance Learning Textbooks: The College provides all required e-books, if available. If a hardback text book is desired, in addition to the e-book, the student will be required to purchase the book

Clinical & Laboratory Supplies: The College provides each student with required clinical and laboratory supplies

Technology Fee: A \$25.00 per online course is charged at the beginning of each quarter of enrollment. The technology fee is a nominal charge in addition to tuition costs that will be used to enhance the student learning environment, protect the academic integrity of online 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 based on the number of online courses the student is enrolled in in the quarter. Technology fees are nonrefundable and can be covered by financial aid. This fee includes:

- ❖ Technical infrastructure – software and hardware
- ❖ Technology Maintenance
- ❖ Learning Management System – Moodle
- ❖ ProctorU – Online secured examination
- ❖ McGraw-Hill Connect
- ❖ EBooks
- ❖ Faculty and student resources
- ❖ Computer Lab and Deep Freeze
- ❖ Office 365
- ❖ Student Information System (SIS)

Graduation Fee: A \$150.00 graduation fee is charged in the final quarter of enrollment. All students will be charged a graduation and commencement fee regardless of their attendance at the ceremony. The graduation fee is due in the first two (2) weeks of the final quarter of enrollment. Graduation fees are non-refundable and may be covered by financial aid. This fee includes:

- ❖ Administrative student graduation audit review
- ❖ An official commencement ceremony
- ❖ Cap, Gown, and Tassel
- ❖ Awards and Honor Cords
- ❖ Official diploma indicating degree earned
 - Additional official diplomas are available for purchase in the Registrar's Office
- ❖ Diploma covers presented at the ceremony (covers provided to only those attending the ceremony)
 - Additional diploma covers are available for purchase in the Registrar's Office
- ❖ Official Transcript
 - Additional official transcripts are available for purchase in the Registrar's Office

Tuition & Fees

- ❖ Administrative cost
- ❖ Photographer
 - Graduation pictures are available for purchase through ceremony photographer
- ❖ Friends and family attendance
- ❖ Parking

Re-Entry 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

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

Offsite Clinical Location Visit Fee: A fee based on location distance from the College will be charged to a student to have a funeral home inspected for their embalming cases, if not completed at the College
NOTE: This fee is not eligible to be covered by financial aid

Clinical Location Visit within fifty (50) mile radius of College

A non-refundable \$200.00 fee will be charged to the student at the beginning of the second quarter. This fee will cover:

- ❖ Administrative On-Site Inspection
- ❖ Travel
 - This includes: taxi (or other), hotel, mileage, tolls, etc.
- ❖ Meals
- ❖ Administrative Cost
- ❖ Funeral Home Business Verification

Clinical Location Visit outside of the fifty (50) mile radius of College and within the Continental US

A non-refundable \$650.00 fee will be charged to the student at the beginning of the second quarter. This fee will cover:

- ❖ Administrative On-Site Inspection
- ❖ Travel
 - This includes: taxi (or other), hotel, mileage, tolls, etc.
- ❖ Airfare
- ❖ Meals
- ❖ Administrative Cost
- ❖ Funeral Home Business Verification

National Board Exam Fee: The NBE is not required for graduation. National Board Exam Fee (or State Board Exam Fee for FD's) for first-time takers will be reimbursed up to \$250.00 if taken and passed within 60 days of last Comprehensive Exam. [See details here](#)

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

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, 2018 - June 30th, 2019, is the 2018/19 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](#)

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

Financial Assistance

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](#)

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

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 -
http://www.benefits.va.gov/gibill/mgib_ad.asp

Chapter 31: Vocational Rehabilitation and Employment

For information on Chapter 31: Vocational Rehabilitation and Employment -
<http://www.benefits.va.gov/vocrehab/index.asp>

Chapter 33: Post-9/11 GI Bill

For information on Chapter 33: Post-9/11 GI Bill -
http://www.benefits.va.gov/gibill/post911_gibill.asp

Chapter 35: Survivors' and Dependents' Assistance Program

For information on Chapter 35: Survivors' and Dependents' Assistance Program -
<http://www.benefits.va.gov/GIBILL/DEA.asp>

Chapter 1606: Montgomery GI Bill – Selected Reserve

For information on Chapter 1606: Montgomery GI Bill – Selected Reserve -
http://www.benefits.va.gov/gibill/mgib_sr.asp

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.vets.gov/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:

http://www.benefits.va.gov/gibill/yellow_ribbon.asp

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 your branch of service's processes may lead you to ineligibility for each quarter's 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

Financial Assistance

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 – go [here](#)

Army – go [here](#)

Coast Guard – go [here](#)

❖ For information on the Application Process, go [here](#)

❖ Or online, go [here](#)

Marines – go [here](#)

Navy – go [here](#)

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

Grades are given to students at the end of each quarter. Grades are based on the quality of work as reflected on assignments, examinations, and/or class projects. Cumulative grade averages (CGPA) will include only the highest grade for any course subjects that are repeated. The following grading symbols are used to evaluate a student's progress:

Letter Grade	Grade Points	Numeric Grade	Included in Credits Earned	Include in Credits Attempted	Included in CGPA
A	4	97 – 100	Yes	Yes	Yes
A-	3.75	93 – 96	Yes	Yes	Yes
B+	3.5	90 – 92	Yes	Yes	Yes
B	3	87 – 89	Yes	Yes	Yes
B-	2.75	85 – 86	Yes	Yes	Yes
C+	2.5	81 – 84	Yes	Yes	Yes
C	2	75 – 80	Yes	Yes	Yes
D	1	70 – 74	Yes	Yes	Yes
F	0	0 – 69	No	Yes	Yes
Incomplete (I)	n/a	n/a	No	Yes	No
Transfer Credits (TR)	n/a	n/a	Yes	Yes	No
Repeated Course (R)	n/a	n/a	Yes	Yes	Yes
Voluntary Withdrawal (VW)	n/a	n/a	No	Yes	No
Administrative Withdrawal (AW)	n/a	n/a	No	Yes	No

An incomplete grade must be cleared within two (2) calendar weeks following the quarter in which the incomplete grade was given, except at the end of the student's final quarter. The grade of "I" is changed to "F" if the work is not completed in the specified time

Repeating a Course

A student may repeat courses to replace a failed grade, a withdrawal from a course, or to improve a grade when the initial course resulted in a passing grade

A student may enroll twice into a course that the student has a grade other than a “VW” (voluntary withdrawal) or an “AW” (administrative withdrawal). A student, who requests to retake a course for a third time, or more, will require approval by the College Dean or President

Conditions of Repeating a Course

1. When a course is repeated, the grade and credits of the first attempt will no longer count towards the degree requirements and are excluded from the student’s credits attempted, credits completed, GPA for that quarter, and the CGPA, even if the repeated course grade is lower than the initial grade
2. When a course is repeated, results in a passing grade (e.g., “D” or higher) the grade and credits of the repeated course counts towards degree requirements and included in the student’s credits attempted, credits completed, GPA for that quarter, and the CGPA
3. If a repeated course results in the grade of “F,” the course may be repeated, subject to the approval of the College Dean or President. The credits and grades for every failed repeated course are included in the student’s credits attempted, GPA for that quarter, and the CGPA. Failed repeats negatively affect the student’s GPA for that quarter, CGPA, and multiple repeated courses may result in SAP warning, suspension, or dismissal
4. When a course is repeated more than once and the last repeat results in a passing grade, the grade and credits for the last repetition count toward degree requirements and are included in the student’s credits attempted, credits completed, GPA for that quarter, and the CGPA
5. When a repeated course results in a passing grade, the course may not be repeated for credit. A student may repeat a course that resulted in a passing grade solely to demonstrate proficiency for their degree. Any further course repetition shall require the approval of the College Dean or President, shall not carry credit, but will be included with the grade achieved in the student’s academic transcript

All courses taken and all grades earned will be included in the student’s academic transcript. Repeated courses that appear on the academic transcript will indicate that the course has been repeated

A student may not repeat a course that has resulted in an incomplete (“I”). After the incomplete has been changed to a grade “A” through “F,” the course may be repeated

Financial Aid and Repeating a Course

In order for a repeated course to count toward the financial aid enrollment status (e.g., 12 credits or higher is considered full-time), you may only repeat a previously passed course once (a total of two (2) attempts). If you enroll in a previously repeated course for a third or more attempts, this repeat will not count towards your enrollment for financial aid purposes. This rule applies whether or not the student received financial aid in prior courses

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1. A student is eligible to receive financial aid when repeating a course for the first time
2. A student is eligible to receive financial aid when repeating a course that was previously failed or withdrawn from, regardless the number of times the course was attempted and failed (SAP Policy still applies)
3. A student is eligible to receive financial aid to repeat a previously passed course one (1) additional time. If a student fails the second attempt, the student will no longer be eligible for financial aid in third or more attempts. If the second attempt is withdrawn from, then it is eligible for financial aid for a third attempt
4. Once a student completed a course twice, with a grade, the student is no longer eligible to receive financial aid for that course

Student Academic Progress (SAP)

All students must maintain satisfactory academic progress (SAP) in order to remain enrolled at the school. Additionally, SAP must be maintained in order to maintain eligibility to receive federal financial assistance. SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. Both the CGPA and ROP standards must be met in order to be considered as meeting SAP

Quantitative and qualitative SAP Progression for Standard Quarters

Cumulative GPA end of quarter based on a 4.00 Scale and 2.00 = C

6 Quarters - Associate of Science

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6
1.50	1.75	2.00	2.00	2.00	2.00

If more than 6 quarters are necessary, a 2.00 is required per quarter

To meet Satisfactory Academic Progress (SAP)

- ❖ Students must complete a minimum of 67% of all credit hours each quarter. Each credit hour a student enrolls in is considered an "attempted" credit hour for SAP calculations. Credit hours attempted are defined as all classes for which a student receives a passing grade ("A", "B", "C", or "D"), or an "F", "VW", "AW", or "I"
- ❖ **AND** Maintain a Cumulative Grade Point Average (CGPA) as indicated in the following chart:

Associate of Science Degree Program

<i>Total Number of Credit Hours Attempted</i>	<i>Minimum Cumulative GPA</i>
0-25	1.50
26-50	1.75

51 *or more*

2.00

- ❖ Attempt no more than 163.5 credit hours for an associate degree requiring 109 credit hours

Financial Aid Warning

Academic progress will be checked at the end of each quarter for which the student is enrolled. A student, who is receiving Title IV funds and fails to meet any of the standards at the end of the quarter, will be placed on Financial Aid Warning. Any student on Financial Aid Warning during that quarter may continue to receive Title IV funds for one quarter. At the end of the quarter, if the student has met the standards, the student is considered to be meeting Satisfactory Academic Progress

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will then lose their eligibility for Title IV funds. The student will be placed on Financial Aid Suspension

Financial Aid Suspension

A student will be required to meet specific criteria to assist them in regaining Satisfactory Academic Progress and Title IV eligibility. During this period, the student will not be eligible to receive Title IV funds, but may continue on a cash pay basis with an approved payment plan. A student, who loses their financial aid eligibility due to Financial Aid Suspension, has a right to file an appeal regarding their Satisfactory Academic Progress evaluation

Financial Aid Probation

Financial Aid Probation is the status assigned by the institution to a student, who fails to make SAP, but has appealed and has won the appeal and had their Title IV eligibility for aid reinstated for one payment period

If the student has not met the academic progress standards and/or the requirements specified in an academic action plan by the end of the probationary quarter, he/she will be ineligible for further Title IV aid until such time as he/she meets the standards.

Appeal Process

A student, who is on Financial Aid Suspension, must request an appeal in writing, within ten **(10) business days** following the action of the school. The request must be made to the Director of Student Financial Aid with supporting documentation showing the reasons why the decision should be reversed and request a re-evaluation. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstances. The request must also include why he/she failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation point

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The appeal will be reviewed by a committee that shall be composed of two individuals to be designated by the student's school, and one to be designated by the Director of Student Financial Aid. The committee shall review the student's progress in light of any extenuating circumstances that may be present, and make a recommendation to the President of the Institution or Dean. As part of the response to the appeal, the student will be on an academic action plan that must be met to achieve SAP. If a student fails to appeal the decision, the decision will stand. Notification of the school's action on the appeal including the reason, if the appeal is denied, will be sent to the student within **5 business days**. If the appeal is granted, see financial aid probation above

Notification of Financial Aid Status

All notification of Financial Aid Warning, Financial Aid Suspension, or Financial Aid Probation will be sent to the student via their GJCFS student e-mail. All students should check their GJCFS e-mail regularly

Student Returning from Leave of Absence or a Withdrawal

All students who have withdrawn or taken a leave of absence and choose to re-enter in a program, will be placed under the same satisfactory or unsatisfactory status prevailing at the time of the prior withdrawal or leave

Reinstatement of Title IV Financial Aid

Title IV funds will be reinstated to qualified students who are placed on financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of the payment period and are able to complete their program within the maximum time frame

Requirements for an Academic Action Plan

- ❖ Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period
- ❖ Attend classes regularly (student must attend an average of at least 90% of all scheduled hours)
- ❖ Complete all required tests and assignments on time
- ❖ The academic action plan will be monitored regularly by the Dean or School Director (or designee)
- ❖ The school will notify the student on a monthly basis concerning their academic status as related to their action plan. The student's status will be recorded on a progress report for the student to sign
- ❖ Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted

Incomplete Courses

Incomplete courses will result in a grade of “I”, and will be considered the same as an “F” when evaluating SAP. A student must complete all required coursework in order for the “I” to be changed to an actual letter grade (“A”, “B”, “C”, “D”, or “F”) by the beginning of the next term. Grades of "VW", "AW", & unresolved “I” will be considered as credits attempted

Repeated Courses

A student may repeat a course that they successfully passed (with a grade of "A", "B", "C", or "D") in a previous quarter ONE TIME. A limit of two (2) repeated attempts will be allowed for courses the student does not successfully complete. Grades of "F", "VW", "AW", or "I", (and in some instances a "D" where the quarterly GPA was less than 2.00) are not considered a successful completion

All courses that are repeated will be used in the calculation of a student's SAP length of time status. The highest grade received will be calculated in the student's CGPA

Effect of Change of Program on SAP policy

When a student changes programs, their cumulative GPA (CGPA) will be computed from all courses attempted and passed that are a part of the new program only. The maximum number of credits allowed will also be based on 150% of the normal program length of the new program

Quarterly Promotion

In order to be promoted from one quarter to the next quarter the student must have met the following requirements:

1. A minimum cumulative GPA to meet the guidelines of the Satisfactory Academic Progress policy with no course grade below 70%, or a 2.0 GPA
2. Completion of all required exams, assignments, and clinical work, embalming and/or funeral directing cases. Failure to submit the clinical case reports may result in administrative withdrawal

Attendance

The College has measured a direct correlation between class attendance and academic success, and, therefore, provides the following guidelines:

Students are expected to attend all scheduled classes, lab, and scheduled off campus tours. The College views class attendance as an academic issue and as an individual student responsibility. The instructor records attendance at the beginning of each class, lab session, or field trip on the daily attendance record and this is transcribed automatically to the Master Attendance Record

An attendance record is kept on all students in each class, lab session, and off campus tours. Students should be continually aware of their attendance and their absences. In addition to attending

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classes and scheduled field trips, students are expected to complete all assignments and to be honest with their instructors regarding their ability to complete their academic work. The College encourages students who need to miss a class, lab, field trip, quiz or exam due to illness, injury, or other 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. The College encourages faculty members to have a conversation with the student that allows them to present their situation and identify how the student can fulfill their academic responsibilities while accommodating their short-term illness or injury

Falsifying absence from a class is in violation of this policy. Students may not offer a falsified excuse for an absence from an examination, test, quiz, or other course requirement, directly or through another source

Chronic Absenteeism will Lead to Disciplinary Probation and/or Administrative Withdrawal from the College

- ❖ When absences reach 10% scheduled hours – **Attendance Warning**
- ❖ When absences reach 15% scheduled hours – **Disciplinary Advising**
- ❖ When absences reach 20% scheduled hours – **Disciplinary Probation**

A student who exceeds 20% of absences in a quarter will be placed on Disciplinary Probation for the subsequent quarter. If the student exceeds 20% in the next quarter, the student will be administratively withdrawn from the college. A leave of absence will not count towards the 20% in either quarter, but will reduce the total contact hours accordingly for computation purposes

Administrative withdrawal will also occur if the student misses ten (10) consecutive days or more than 20% of the contact hours in the program, whichever occurs first

A student missing an excessive number of classes in any one course may, at the discretion of the instructor, be subject to extra work, which will in no way remove the absence(s)

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 at a later date or immediately upon the student's return to school

Distance learning is defined as regular and substantive interaction between the students and in the instructor

Attendance for Distance Learning Courses

Distance Learning Attendance and Participation

Just as on-campus students are expected to attend class, distance learning students too must regularly attend and participate in their online courses. Distance learning student adhere to the same attendance policy as the on ground students. Online course are set up with a weekly activity

schedule. A student attends a distance learning course by participating in class or otherwise engaging in an academically related activity

Participation is essential to your success in this class. In distance education courses you are required to participate just as if you were in a face-to-face course. This means that in order to get full credit for participation, you will have to complete your discussion assignments, lesson assignments quizzes or other activity on a timely basis

Documenting Attendance in Distance Learning Courses

Changes to Federal financial aid regulations in recent years have highlighted the importance of accurate reporting on student attendance and participation in all courses, including distance learning courses

Per 2017-2018 FSA Handbook:

<https://ifap.ed.gov/fsahandbook/attachments/1718FSAHbkVol5Master.pdf#page=67>

“In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- ❖ student submission of an academic assignment,
- ❖ student submission of an exam,
- ❖ documented student participation in an interactive tutorial or computer-assisted instruction,
- ❖ a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- ❖ a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- ❖ an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course”

To comply with the federal student aid regulation, the College is providing the following procedure to taking attendance

A student attends a distance learning course by participating in class or otherwise engaging in an academically related activity. Academic related activities may include:

- ❖ contributing to an online discussion or chat session
- ❖ attending live lectures (GTM)
- ❖ submitting an assignment or a working draft

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- ❖ working through exercises
- ❖ taking a quiz or an exam
- ❖ viewing and/or completing a tutorial
- ❖ initiating contact with a faculty member to ask a course-related question
- ❖ Reading assignments with discussion, poll or summary.
- ❖ BaseCamp for project based assignments
- ❖ Office 365 Tools: <https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>
 - Sway – Students can express their ideas on an interactive web-based canvas. Sway is integrated with OneDrive, student and instructor’s devices, social networks, the web and it’s built in design engine integrates your content into a cohesive layout.
<http://sway.com> <https://sway.com/education/>
 - Skype – Allows students to collaborate with other students, wherever they are. Have a guest speaker join your class. <http://education.skype.com>
 - OneNote -- Create notebooks that help instructors and students stay organized, deliver curriculum and collaborate with students. <https://www.onenote.com/hrd>
 - OneDrive -- Create, edit and share documents with students
<https://office.live.com/start/OneDrive.aspx> <http://www.onenote.com/>
 - Office Mix -- Easily create and share interactive online lessons with this PowerPoint add-in. Create interactive lessons, presentations and discussions to help your students learn in new ways
 - Instant Messenger – for instructors and students to interact in a safe place
 - Forms – Easily create surveys, quizzes, and polls. <https://forms.office.com/>
- ❖ Online Surveys
- ❖ Creating spreadsheets or PPT
- ❖ Research projects with publication goals
- ❖ Journals
- ❖ Posting to organizational websites
- ❖ Watching videos with polls, discussion, or summary
- ❖ Interviews with summary
- ❖ LinkedIn Group discussion threads participation assignment. Other online discussion threads
- ❖ Debates given within Learning Management System or through GTM
- ❖ Group presentations
- ❖ Social Media posting assignments
- ❖ Visual diagrams
- ❖ Reflective essays
- ❖ Project proposals
- ❖ Graph creations
- ❖ Portfolios

❖ Completing a poll

Such academically related activities are readily tracked and documented through the College's learning management system

Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student

*Example: A student logs into their distance learning course and logs out without any further activity; the student **did not** attend the distance learning course on that day*

Probation & Administrative Withdrawal

Progress will be evaluated at the midpoint of each quarter as well as at the end of each quarter. The school will place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period

When a student is placed on academic probation, the school will advise the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file

If a student on academic probation fails to achieve satisfactory progress for the next probationary progress evaluation period, the student's enrollment will be administratively withdrawn. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two (2) successive probationary progress evaluation periods will be administratively withdrawn

The school may allow a student whose enrollment was administratively withdrawn for unsatisfactory progress to re-enroll after a minimum of one (1) quarter

The school will place a student who returns after his/her enrollment was administratively withdrawn for unsatisfactory progress on academic probation for the next grading period. The school will advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be administratively withdrawn

A grade of "F" or "I" in any class or a GPA of less than 2.00 is considered academic probation

Academic Probation Grace Period

If at the end of a quarter, a student has not achieved satisfactory progress as noted above at the end of the second probationary progress evaluation period, the student will be granted a grace period of

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approximately three weeks. During this grace period, probation exams will be given to provide the student an opportunity to bring the unsatisfactory grades up and therefore raise the student's GPA

If the student fails to achieve satisfactory progress and remove the academic probation status at this time, the student will be administratively withdrawn

If a student's cumulative GPA does not meet the requirements for Satisfactory Academic Progress AND the quarterly GPA is below 1.00 at the end of a quarter or a student has failed 50% or more of his/her classes, this grace period will not apply and the student's enrollment will be administratively withdrawn at the end of the quarter

Leave of Absence (LOA)

A student in good academic standing may request an official Leave of Absence (LOA) for personal reasons without withdrawing from the College. An application for a LOA must be requested by the student and approved by the Dean or the President. Except in extraordinary circumstances, as determined by the Dean or the President, 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, not to exceed 180 days, within a 12-month period.** Any exceptions should be directed to the Dean or the President

A new student, who has registered for courses and paid the application fee, but has withdrawn from the College prior to the 3rd day of class, cannot take a LOA. Rather, she/he should contact the Admission's Office to request to defer their admission

If the student whose leave is approved does not return at the end of the LOA, the student will automatically be withdrawn from the College, with the withdrawal date being the date that the student began the LOA. Once the student is withdrawn, he or she may seek readmission through the Admission's Office. Any outstanding account balance is immediately due in full. Except in extraordinary circumstances, as determined by the Dean or the President, a student leaving the College at any point after the term begins will be considered withdrawn for that term and may not request a leave of absence for the following term

Any outstanding account balance is immediately due in full

To be considered for readmission, students must complete an application for the College and submit all official transcripts for any college level coursework completed since leaving the College

The academic files for a student on a LOA remain active during the duration of the LOA. A student returns at the end of a LOA with the same academic status she/he held prior to the LOA and is subject to the same academic policies and procedures while on the LOA as currently enrolled students. A student is not considered enrolled or registered for the duration of the LOA. In addition, the College cannot confirm enrollment for student loans or other enrollment verification purposes

On or before the expiration date of the LOA, a student should meet with the Dean or the President to discuss any items that may be needed prior to the student returning to class

Leave of Absence Process

A student must complete an application for a leave of absence and is expected to take the following steps:

1. Meet with the Registrar, Dean, or President to complete the “Leave of Absence Request Form”
2. Meet with the Financial Aid representative to discuss eligibility for scholarships, grants, and/or student loans
3. Meet with the Registrar regarding outstanding balances to a student account
4. Meet with the Registrar to return any outstanding items
 - a. Security/FOB card (if applicable)
 - b. Textbooks

Emergency Leave of Absence

Emergency Leave of Absence (occurs during a quarter)

A leave of absence may be granted for medical emergencies and for military service obligations. A student should request a leave of absence in writing prior to the date of leave except in extenuating circumstances. The request must contain the dates of the leave, the reason for the leave, and be signed by the student. If approved, the request will be placed in the student’s file. Please find the specific points of an emergency leave of absence:

- ❖ A maximum of two leaves per twelve month time period may be requested
- ❖ Two leaves may not be consecutive
- ❖ Maximum of one leave per quarter
- ❖ Each leave will permit the student miss up to ten (10) consecutive school days
- ❖ It will not count towards the 20% allowed absences, but will reduce the total contact hours accordingly for computation purposes
- ❖ If a student fails to return from leave, they will be administratively withdrawn and the proper refund process will be followed
- ❖ Students are responsible to arrange for make-up of class work missed as a result of the leave
- ❖ Students receiving an emergency leave of absence are no longer eligible for the Exemplary Attendance Award

Standard Period of Non-Enrollment (SPNE)

There are a certain set of limited circumstances when the College determines it is necessary to interrupt the sequential order of required courses and requires an academically initiated leave of absence otherwise known as a standard period of non-enrollment (SPNE)

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Once a dean or president determines a student's need for a standard period of non-enrollment, or the student requests a SPNE, the student will complete the SPNE letter and the dean or president will complete the "Campus Use Only", which will state:

1. the date that the standard period of non-enrollment has been approved;
2. the expected return date;
3. that while the student is on a standard period of non-enrollment s/he will NOT be considered to have withdrawn;
4. that while the student is on a standard period of non-enrollment no additional charges will be generated;
5. if a student fails to return from an approved standard period of non-enrollment, s/he will be withdrawn;
6. if withdrawn, the "withdrawal date" will be retroactive to the student's last date of attendance and the "date of determination" will be the day s/he should have returned to college;
7. upon returning from a standard period of non-enrollment, s/he must return to the same point in the program from which s/he left;
8. students must meet with the financial aid department before returning to classes; and upon returning from a standard period of non-enrollment

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)

Probationary Examination

At the end of a quarter, if a student receives a failing grade in a course, the student may be granted a probationary continuance. To receive the probationary continuance:

1. The student must have no more than 20 hours of absences for the quarter
2. The student cannot have failed more than 2 courses in the funeral service core or 1 course in the general education division

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3. The failed course/s cannot be below a grade of 55%
4. Probate exams can only occur within a maximum of 2 quarters in the program

The period of probation will conclude with the administration of examinations as determined by the instructor of the failed course in question. If a grade of 75% or higher is achieved on the probationary test, then a final course grade of 75% is substituted for the “F” previously recorded. A student who fails a probation exam must repeat the course when it is next offered

Probationary exams must be completed in full prior to taking the Comprehensive Examinations. Comprehensive examinations are not a replacement of probationary exams or failed courses

Withdrawal Policy

Administrative Withdrawal

A student may be dismissed from the college for failure to make satisfactory academic progress, for inappropriate behavior that is detrimental to good order, failing to pay college financial obligations, or for violation of the attendance policy of the college. Administrative dismissal does not relieve the student of the responsibility for all debts, including tuition, fees, and other incidental charges for the full quarter. Any consideration for a refund of tuition will be based upon the last date of attendance and federal/state regulations

“AW” = An Administrative Withdrawal is a neutral grade used to indicate that a student has been involuntarily withdrawn by the college. An “AW” grade is not used in the grade point average (GPA) calculation, but is counted toward the hours attempted

Voluntary Withdrawal

Voluntary Withdrawal pertains to the student who wishes to leave the college in good standing after registering for classes in any quarter

Students withdrawing from Gupton-Jones College for any reason must make a formal declaration of intention to withdraw and must be clear in every respect with the college. Merely discontinuing class attendance does not constitute formal withdrawal. To be considered official, the withdrawal must be in writing and signed by the student requesting withdrawal. Verbal withdrawal is not considered formal withdrawal. The written notice submitted by the student must contain the student’s name, address, phone number and a signature. The notice may be faxed, mailed, scanned and e-mailed or hand delivered to the college. The official date of the withdrawal is the date the written notice is formally received by the college, NOT the postmarked date or the date stated in the notice. Any consideration for a refund of tuition will be based upon the last date of attendance and federal/state regulations

A student who does not cancel registration or completely withdraw by the appropriate deadline for the quarter will be awarded a final grade of “F”. Complete withdrawal after the published deadline

will only be granted due to extraordinary circumstances. The college will administratively withdraw the student who ceases to attend classes and fails to notify the college that he/she is withdrawing. (See Administrative Withdrawal)

“VW” = A voluntary withdrawal is a neutral grade used to indicate that a student has officially withdrawn from the college on or before the published deadline of last day to withdraw. A “VW” grade is not used in the grade point average (GPA) calculation, but is counted toward the hours attempted

Withdrawing from a Course(s)

Withdrawing (or dropping) from a course, on or after the add/drop period is considered a withdrawal from the course.

A student may withdraw from a course(s) after the add/drop period has ended with no grade penalty up to the end of the sixth week of the quarter; however the student will not be eligible for a tuition refund and will owe all outstanding balances owed to the College. The course(s) dropped after add/drop will count as an attempt for the course.

Grades

The student will receive a “VW” (Voluntary Withdrawal) grade for the course dropped. A student must withdraw from a course by the withdrawal deadline; the end of the sixth week of the course. If students withdraw from the course after the withdraw deadline, the student will be assigned a grade in the course.

Students receiving financial aid should meet with the Financial Aid Office to discuss financial aid eligibility.

Note: Orientation date is not included as a day enrolled

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

Comprehensive Exam

End of program examinations are administered at the conclusion of all program coursework. These examinations indicate the proficiency attained by the student in instructional areas of significance in state and national licensing examinations. The results of all comprehensive examinations will be entered on the student’s permanent academic transcript

Graduation

In order to be considered a candidate for graduation from Gupton-Jones College of Funeral Service, a student must:

1. The student has successfully completed any of the following programs of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses for the AS
2. For the AS degree, a student must successfully complete 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 must successfully complete all requirements of the Funeral Director Practicum
4. Successfully complete and pass all end-of-program comprehensive exams, and;
5. Be free of all indebtedness to the College prior to taking your comprehensive exams

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

Honoring Graduates for Successfully Passing the NBE

For the graduate who sits for and passes the National Board Examination on the first attempt, Pierce Mortuary Colleges would like to honor your success! PMC will pay the cost not to exceed a total of \$250.00 in Exam fees to a graduate who has completed the following:

1. Sit for the exam within 60 days of your last date of attendance (LDA); AND
2. Pass both portions of the exam on your first attempt; AND
3. Complete a request form within 30 days after passing both portions of the exam on your first attempt; AND
4. Submit to your college the completed form and results from The International Conference of Funeral Service Examining Boards demonstrating your passing status for both the Arts and Sciences sections

This is not a reimbursement or a refund. While funds are limited, we do our best to provide support to those students who are willing to work hard and succeed. Monies will be disbursed only in the year the student graduates. However, the College also reserves the right to change without notice any statement due to federal, state, or College changes in policies, procedures, or regulations

Returning to the College

Returning from LOA, SPNE, or Withdrawal

All students who have withdrawn or taken a leave of absence and choose to re-enter in a program, will be placed under the same satisfactory or unsatisfactory status prevailing at the time of the prior withdrawal or leave

Reinstatement of Title IV Financial Aid

Title IV funds will be reinstated to qualified students who are placed on financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of the payment period and are able to complete their program within the maximum time frame

Incomplete Courses

Incomplete courses will result in a grade of "I", and will be considered the same as an "F" when evaluating SAP. A student must complete all required coursework in order for the "I" to be changed to an actual letter grade ("A", "B", "C", "D", or "F") by the beginning of the next term. Grades of "VW", "AW", & unresolved "I" will be considered as credits attempted

Repeated Courses

A student may repeat a course that they successfully passed (with a grade of "A", "B", "C", or "D") in a previous quarter one (1) time. A limit of two (2) repeated attempts will be allowed for courses the student does not successfully complete. Grades of "F", "VW", "AW", or "I", (and in some instances a "D" where the quarterly GPA was less than 2.00) are not considered a successful completion

All courses that are repeated will be used in the calculation of a student's SAP length of time status. The highest grade received will be calculated in the student's CGPA

Effect of Change of Program on SAP policy

When a student changes programs, their cumulative GPA (CGPA) will be computed from all courses attempted and passed that are a part of the new program only. The maximum number of credits allowed will also be based on 150% of the normal program length of the new program

Class Organization

It is encouraged that each class work together closely as a team. Class officers are elected during the academic year and with their leadership and faculty guidance, many class functions are planned and enjoyed by the entire student body. Many classes work together to make notable civic and charitable contributions

Pi Sigma Eta

This fraternity is a nationally chartered professional and social funeral service organization. Admission to membership in the Pi Sigma Eta fraternity is based on scholastic standing, invitation, and is subject to the rules and regulations of the Supreme Council

Class Trips and Guest Lectures

As a valuable supplement to the student's classroom education, the classes visit a manufacturer of embalming supplies in the Atlanta area acquainting the student with an allied profession that supports the funeral service profession. Throughout the academic program, guest lecturers may address the student body on various subjects associated with the profession

Student Advising and Guidance

Student guidance is an on-going process at the College and is designed to ensure that the student matures in all areas and not just scholastic areas. A student can expect to find individual advice and assistance from any member of the administrative or instructional staff in arranging financial matters, forming good study habits, making social adjustments and resolving academic issues that he or she may be experiencing

Living Accommodations

Student housing while attending Gupton-Jones College is the responsibility of the student. A student should secure personal housing based on rental costs, the availability of public or personal transportation, and the number of members who will occupy the facilities. The College does not maintain resident halls or dormitories, but will assist the student in locating suitable housing in accordance with his or her specialized needs

Student Employment

Gupton-Jones College of Funeral Service participates in the Federal Work Study (FWS) Program. For further information on the FWS Program, you may read more on our [website](#)

Positions are often available in local firms and businesses, some of which are funeral homes. For employment outside of funeral service, the College will assist the student in finding part-time or full-time employment upon his or her enrollment as most positions cannot be reserved prior to the arrival of the student in the general area. Finding suitable student employment is primarily the

responsibility of the student and the College cannot guarantee employment for its students. Students seeking funeral home employment should make such arrangements a minimum of two to three months prior to actual enrollment, as there are many more students than funeral home positions available

The primary goal of each student should be to successfully complete his or her education. As such, the College recommends that the student pursue studies for a few weeks to determine his or her ability to effectively handle the demands of the academic program prior to seeking employment

Placement Assistance

The College strives to be a resource for employers and employees. Job opportunities are posted throughout the building and electronically through the College's social media. It is not uncommon for funeral homes from neighboring 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, an alumnus who wishes to find new employment, or a funeral home that needs a new employee. Obtaining suitable employment, however, is the primary responsibility of the graduate. The College cannot guarantee placement following graduation

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

Courses by Quarter

Quarter 1		
Course Number	Course Title	Quarter Credit Hours
HIS 101	United States History to 1865	5
ENG 101	English Composition	5
MGT 101	Applied Business Mathematics	5
Quarter 1 Totals		15
Quarter 2		
Course Number	Course Title	Quarter Credit Hours
HIS 102	United States History from 1865	5
ENG 102	Introduction to Literature	5
PSY 102	General Psychology	5
Quarter 2 Totals		15
Quarter 3		
Course Number	Course Title	Quarter Credit Hours
MGT 201	Principles of Accounting	5
ENG 201	Communication Skills for Funeral Service	3
SCI 202	Principles of Anatomy I	3
SCI 221	Principles of Microbiology I	2
PSY 201	Psychology of Funeral Service	3
HIS 201	History of Funeral Service	2
MGT 211	Computers in Funeral Service	2
Quarter 3 Totals		20
Quarter 4		
Course Number	Course Title	Quarter Credit Hours
SCI 301	Principles of Anatomy II	3
SCI 212	Principles of Embalming I	3
MGT 212	Funeral Service Mgmt I	3
SCI 222	Principles of Microbiology II	2
PSY 202	Counseling	2
SCI 242	Principles of Restorative Art I	2
MGT 222	Small Business Management	5
Quarter 4 Totals		20
Quarter 5		
Course Number	Course Title	Quarter Credit Hours
MGT 221	Mortuary Law/Ethics	3
SCI 351	Principles of Inorganic Chemistry I	3
SCI 311	Principles of Embalming II	3
MGT 311	Funeral Service Mgmt II	3
SOC 301	Sociology of Funeral Service	3
SCI 331	Principles of Pathology I	2
SCI 341	Principles of Restorative Art II	2.5

Academic Programs

Quarter 5 Totals		19.5
Quarter 6		
Course Number	Course Title	Quarter Credit Hours
MGT 322	Business Law	5
SCI 352	Principles of Organic Chemistry II	2
SCI 312	Principles of Embalming III	3
MGT 312	Funeral Service Mgmt III	3
SCI 332	Principles of Pathology II	2
SCI 342	Principles of Restorative Art III	2.5
MGT 302	Comprehensive Survey/Review	2
Quarter 6 Totals		19.5
Program Total		
		109

Categories of Instruction

Public Health and Technical (FSS)	Quarter Hours
Anatomy	6
Chemistry	4
Embalming	9
Microbiology	4
Pathology	4
Restorative Art	7
Total Quarter hours in Division	34
Business Management (FSM)	Quarter Hours
Accounting	5
Computers in Funeral Service	2
Funeral Service Management	9
Small Business Management	5
Total Quarter hours in Division	21
Social Science (FS)	Quarter Hours
Communication Skills	3
Sociology of Funeral Service	4
Psychology of Funeral Service	3
Counseling	2
History of Funeral Service	2
Total Quarter hours in Division	14
Legal, Regulatory and Ethics (FS)	Quarter Hours
Business Law	5
Mortuary Law/Ethics	3
Comprehensive Survey & Review	2
Total Quarter hours in Division	10
General Education/Liberal Arts/Electives	Quarter Hours
Business Math	5
English Composition	5
General Psychology	5
Introduction to Literature	5

Academic Programs

U.S. History Before 1865	5
U.S. History Since 1865	5
Total Quarter hours in Division	30

General Education Courses

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

HIS 101 United States History to 1865 (5 QH)

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

HIS 102 United States History from 1865 (5 QH)

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

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

MGT 101 Applied Business Mathematics (5 QH)

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

PSY 102 General Psychology (5 QH)

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

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

Funeral Service Core Courses

SCI 202 Principles of Anatomy I (3 QH)

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

SCI 301 Principles of Anatomy II (3 QH)

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

SCI 351 Principles of Inorganic Chemistry (3 QH)

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

SCI 352 Principles of Organic Chemistry (2 QH)

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

SCI 212 Principles of Embalming I (3 QH)

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

SCI 311 Principles of Embalming II (3 QH)

As a continuation, the student is introduced to the embalming procedure through case analysis. A detailed discussion of proper procedure and sequence in embalming is emphasized. Methods of

Course Descriptions

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

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

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

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

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

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

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

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

MGT 211 Computers in Funeral Service (2 QH)

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

MGT 212 Funeral Service Management I (3 QH)

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

Course Descriptions

theory as it relates to funeral service practice. A study of the proper terminology specific to funeral service is also included

MGT 311 Funeral Service Management II (3 QH)

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

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

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

ENG 201 Communication Skills for Funeral Service (3 QH)

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

SOC 301 Sociology of Funeral Service (3 QH)

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

PSY 201 Psychology of Funeral Service (3 QH)

An understanding of the emotion of grief, the process of mourning, and the state of bereavement can aid the funeral director in offering a more empathetic and emotionally satisfying funeral service. Included in this course are the stages of grief, views of death according to age, complicated grief reactions, and the therapy provided by the funeral service. Special types of losses, such as suicide, SIDS, AIDS, and accidents are studied for their effects on the family system

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

HIS 201 History of Funeral Service (2 QH)

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

MGT 322 Business Law (5 QH)

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

MGT 221 Mortuary Law/Ethics (3 QH)

A study of the laws regarding the disposal of the dead human body and rights, duties and responsibilities of the funeral service practitioner in relation to preparation, interment and disinterment of the dead human body are covered in this course. Statutory laws directly pertaining to funeral service



Course Descriptions

are discussed. Landmark court decisions relating to funeral service are presented. Funeral service professional ethics from both a personal and business point of view are thoroughly discussed. The Federal Trade Commission Rules and Compliance are also updated in this course

MGT 302 Comprehensive Survey and Review (2 QH)

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

FSM 000 Funeral Directing Practicum (0 QH)

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

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 a non-profit institution dedicated to education and research for the funeral profession. Gupton-Jones College of Funeral Service offers educational opportunities to those interested in funeral service as a career. The institute provides the theory portion and practical application of funeral service education preparing the student for entry into the profession and for a State and/or National Board examination enabling him/her to begin or continue apprenticeship or internship for licensure

Central Aims

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

- ❖ members of a human service profession
- ❖ health, safety, and welfare in caring for human
- ❖ 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 remains

Objectives

The objectives of Gupton-Jones College of Funeral Service are to 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

Student Conduct

Gupton-Jones College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. 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. All college rules and the code of conduct are presented in the Student Handbook. The right of due process is guaranteed to students by following the grievance procedures outlined in the Student Handbook

Student Code of Conduct

Student Bill of Rights and Responsibility

Gupton-Jones College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which 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

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. In addition, Gupton-Jones College will explain the provisions of this document each school year during the orientation of the incoming class

Procedures in Reporting Violations of Student Code of Conduct:

Any individual from inside or outside the College community may file a complaint against a student suspected of violating College Regulations. The complaint shall follow the procedures outlined in the Student Grievance Policy and Process. We encourage for complaints to be submitted as soon as possible after the event takes place

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 an 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

Student Behavior & Expectation

prohibited by 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

Student Disciplinary Procedure

A list of disciplinary sanctions that may be imposed in cases of violation of the Student Code of Conduct follows:

1. **Informal Action** – Educating students about the behavioral standards expected of them as members of the College community and hold them accountable for inappropriate conduct. The issuance of an oral or written warning, educational sanction and/or use of counseling procedures may result if it is alleged that a student has engaged in inappropriate behavior
2. **Expulsion** – Mandatory separation from the College with no promise of future re-admission. A student who has been expelled is barred from enrolling at or visiting any of the campuses of Pierce Mortuary Colleges. The Dean will present recommendations for expulsion to the President. Only the President may authorize an expulsion. The Dean may authorize an expulsion only in the absence of the President
3. **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. The Dean will present recommendations for suspension to the President. Only the President may authorize a suspension. The Dean may authorize a suspension only in the absence of the President
4. **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 temporary suspension to the President. Only the President may authorize a suspension. The Dean may authorize a suspension only in the absence of the President

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 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 which is lewd, indecent conduct or obscene, or procuring another person to breach the peace is prohibited. Use of cellular telephones (beeping, vibrating, etc.) is prohibited in the classroom, labs, and library. All devices are prohibited during classes, labs, and examinations
8. **Children on Campus** – Because of potential disruptiveness to the learning environment, children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of 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 schedule 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. **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 which implies an official endorsement, logo, or brand by the College
11. **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
12. **Defamation, Threats, and Extortion** – Verbal or written communication that is considered threatening or defamatory that could lead to extortion, exposes an individual or group to hatred, or ridicule and thereby injures the person, property, or reputation of another is prohibited

Student Behavior & Expectation

13. **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
14. **Dress and Appearance** – Students are expected to maintain standards of personal appearance. See Dress Code
15. **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
16. **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
17. **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 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
18. **Food and Drinks** – Are permitted in the student center
19. **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
20. **Gambling** – Gambling is prohibited on the campus
21. **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
22. **Hate Crime** – Any conduct 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
23. **Hazing** – Hazing in any form on campus or at any College sponsored activity is prohibited
24. **Identification of Students** – Students are required to present proper identification when requested by College officials. Any misrepresentation, alteration or misuse of identification is prohibited
25. **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

26. **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
27. **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 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
28. **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
29. **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
30. **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
31. **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
32. **Laws** – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College
33. **Profanity and Obscene Language** – Persistent use of obscene or profane language may lead to disciplinary action
34. **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 reckless disregard for truth

Student Behavior & Expectation

35. **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
36. **Search and Seizure** – College officials reserve the right to search lockers or other personal property for suspicious cause. If necessary, local law enforcement may be contacted for follow up
37. **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 intimate partner or domestic/dating violence or harassment. This may lead to immediate expulsion
38. **Smoking** – Smoking is prohibited in all enclosed facilities of the College. Smoking is ONLY allowed in designated/posted areas on any campus
39. **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
40. **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
41. **Threat to any College Guest** – The active threat of violence against any member or guest of the College is strictly forbidden
42. **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
43. **Use of College E-mail or Mail Services** – Use of College e-mail or mail services is limited to official business of the college or College-sponsored or approved College-related organizations
44. **Use of Vehicles** – Motorized vehicles are prohibited in areas other than designated parking areas
45. **Violations of Law** – Federal and state law, respective county and city ordinances, and all college rules and regulations will be strictly enforced

Behavioral Expectations

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

Student Behavior & Expectations

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

Student Behavior & Expectation

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

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

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

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

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

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

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

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

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

- ❖ Take ownership of concepts learned in previous courses and be prepared to apply them to current coursework
- ❖ Acknowledge that your effort to acquire your previous academic skills (e.g. 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

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offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; golf-type shirts; collarless or banded collar shirts; sweatshirts; and t-shirts

4. Shoes and Footwear

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

5. Accessories and Jewelry

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

6. Makeup, Perfume, and Cologne

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

7. Hats and Head Covering

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

Business Casual Attire

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

"Dress Down" Attire

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

Unacceptable Attire

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

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

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

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

Conclusion

If clothing fails to meet these standards, as determined by the administration, the person will be asked not to wear the inappropriate item again. If the problem persists, the 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

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 (DI) 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 DI's sexual discrimination and misconduct policy. All members of DI are expected to conduct themselves in a manner that does not infringe upon the rights of others. DI is committed to eliminating sexual misconduct in all forms to include, but not limited to, sexual discrimination, stalking, relationship violence, and domestic violence. DI provides reporting options, investigations, disciplinary processes, and prevention training to ensure the safety of students, faculty, staff, and visitors

Confidentiality

DI 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 reporting

Sexual Misconduct & Discrimination

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 DI to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. ***DI 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 DI'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

Sexual Misconduct & Discrimination

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

Tony Wallace

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

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

Sexual Misconduct & Discrimination

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:

Sexual Misconduct & Discrimination

- ❖ 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

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

Sexual Misconduct & Discrimination

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?

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?

Sexual Misconduct & Discrimination

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

Step 1: Informal Resolution

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 President/Dean of the college shall confer with the parties and make every reasonable effort to resolve the grievance informally as quickly as possible. Discussions regarding informal resolution are expected to be treated with confidentiality and may not be disclosed or referenced during any subsequent formal proceedings on the grievance. The grievant should normally initiate this informal process within fifteen (15) 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 a fair and reasonable resolution to the complaint

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

When possible, the College prefers to resolve conflicts informally through discussion or mediation

Step 2: Mediation

Any student, who has not reached an informal resolution and prefers to avoid escalating the complaint to the status of a formal grievance, may request a mediation session 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. Mediation requires the consent of both parties and suspends the grievance procedure for up to 30 days from the first day of the most recent incident, and can be extended at the discretion of the President/Dean upon the consent of both parties. Complaints that are addressed through mediation need not be made in writing. A written document, which will remain confidential to both parties, may be produced to memorialize the agreement

Any student, who chooses not to go through the mediation process after trying to resolve the grievance through the informal resolution stage, will need to file a final grievance within fifteen (15) days of the abandonment of an attempt at an informal resolution

Step 3: Filing a Formal Grievance

If an informal resolution or mediation does not occur and the student wishes to make a formal grievance, the student should file a final grievance within fifteen (15) days of the abandonment of attempts at informal resolution or mediation. The student should state in writing that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance. To file a formal grievance, the student must submit a written, signed statement (the "grievance") to the President/Dean of the college within thirty (30) days of the

date that the grievant knew, or should have known, of the alleged violation. The grievance must contain the following information

Submit a written statement to the President/Dean documenting and describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought

Gupton-Jones College Formal Grievance

Students have thirty (30) calendar days to file a grievance from the date of the incident that they are grieving, unless the grievance process was extended by the President. The process involves a review and written response from the college's administrator. Review proceeding may involve one or more meetings, depending on how long it takes to collect, present and evaluate the evidence needed to review the grievance. The grievant attends the review/s and, if he or she wishes, may select a faculty member or student to attend the meeting and serve as his or her advocate. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the grievant in a non-disruptive manner. The merits of the grievance are evaluated within the context of College policies, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The President then makes the final decision on the issue

Formal Appeals

If the grievant is not satisfied with this decision, he or she may appeal in writing to the Chief Operating Officer (Chief Operating Officer, Pierce Mortuary Colleges, Inc., 2913 Gardner Road, Broadview, IL. 60155). This appeal must be submitted within thirty (30) days of the decision of the President. Additional appeal materials or presentation from the grievant or administration may be necessary to be made to the Chief Operating Officer of Pierce Mortuary Colleges

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/webform/gnpec-student-complaint-form>

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

Grievance Policy

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 nation-wide 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

Drug Free Campus

Pierce Mortuary Colleges cooperate 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, Pierce Mortuary Colleges encourage its students and faculty to seek help from a qualified counselor with an appropriate agency

Security Policy

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

Key and Building Security Guidelines

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

Keys and Electronic Access Fob/Cards

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

Code (combination) Locking Devices

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

Loaning of Keys

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

Maintenance of Locking Systems

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

Campus Safety

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

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

Campus Safety

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 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 must take a clearing or probation exam anytime during the year is considered to be ineligible for this award as well as anyone who has been placed on disciplinary probation

Awards

Other than the awarding of scholarships throughout the time spent at a Pierce Mortuary 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

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

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))

Academic Information

- ❖ 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 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 is administratively withdrawn for absenteeism may request re-admission in writing for the next available class following advising by a member of the school’s administrative staff. A student administratively withdrawn due to absenteeism may not reenter school until the next grading period (quarter). A student administratively withdrawn for violation of the attendance policy may be re-admitted no more than three (3) times, provided the reasons for the attendance problems are justifiable

A student who is suspended or terminated for scholastic or academic deficiencies may apply for re-admission in the next succeeding academic quarter. A student, having been terminated for the second time, must show evidence of remedial work and improvement, before re-admission to the college. Any request for re-admission following the third termination will be reviewed by the administration. The student has the right to appeal in writing to the Chief Operating Officer (COO) of Pierce Mortuary Colleges if the decision of the administration is not satisfactory. Please see the Grievance Policy

A student who is suspended or administratively withdrawn for disciplinary reasons may be re-admitted to the college only after a request for admission has been approved by the administration and a personal interview with an administrative officer of the college

A student that is re-entering the college must retake all subjects with a grade below a “C” (75%) in the quarter in which the re-entry is made. All coursework over three (3) years old and with a grade below a “B” (85%) and all courses where considerable change in the course’s content has been made must be repeated in the quarter in which re-entry is made. To determine tuition for repeating work failed or work loss to time, please refer to the hourly rate in the Catalog

Learning Skills Workshop

Completion of the learning skills workshop will be required if a student who demonstrates by tests of subject examinations that a severe deficiency exists. Beginning with the second week of the initial quarter for a student, those who score at or below the benchmarks set by the college on the college's chosen assessment tool (or do not take the test) will be required to attend special workshops for remediation

Copyrighted Materials

It is the policy of Pierce Mortuary Colleges 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 Pierce Mortuary Colleges 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

Academic Information

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

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

How it Works

With a particular use in mind

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

The Four Fair Use Factors

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

Factor 1: What is the character of the use?

Nonprofit	Criticism	Commercial
Educational	Commentary	
Personal	News Reporting	
	Parody	
	Otherwise “transformative” use	

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

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

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

Financial Information

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)

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a term of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school, or the date of dismissal for a student who is dismissed by the institution

The period of time in which Title IV financial aid is earned for a term of enrollment is the number of calendar days the student has been enrolled for the term of enrollment up to the day the student withdrew, divided by the total calendar days in the term of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the term of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the term of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the term of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the term of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment

For Return of Title IV (R2T4) purposes in a term based program, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the term of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved Leave of Absence (LOA), or those who have attested to an expected return to a future module within the same term

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future term or within the same term. The fact that the student is scheduled to attend the next term will NOT be acceptable

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the term completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received

Once the amount of Title IV financial aid not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the term of enrollment and used for institutional costs in the following order:

1. Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Direct PLUS Loans received on behalf of the student
2. Federal Pell Grants
3. Federal SEOG
4. Other grant or loan assistance authorization by Title IV of the HEA

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at the school is the date indicated in written or verbal communication by the student to a school official. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records

For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the school that is greater than that which was owed prior to the withdrawal

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.

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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

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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
 - c. Procedures for School Closing Due to Inclement Weather

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

Use of Facilities

Student Center

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

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

Library

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

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

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

Computer Lab

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

Computer Use Policies

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

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

Assumption of Risk

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

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

Hallways

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

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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

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 PMC personnel. Pierce Mortuary 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

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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 Pierce Mortuary Colleges and its e-mail system and services is 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 e-mail communications are 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. 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 student has 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 student receives an .edu e-mail account upon their enrollment. Personal e-mail accounts are prohibited to be 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. Automated forwarding of e-mails 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

E-mail access is controlled through individual accounts and passwords. It is the responsibility of each student 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 6 month period after commencement exercises, when the alumnus e-mails the college concerning their National Board Examination Results. The college will notify the alumnus before the e-mail account is terminated

College e-mail users are responsible for mailbox management, including organization and cleaning. College e-mail users are expected to remember that e-mail sent from the college's e-mail accounts reflects on the College. It is the responsibility of all e-mail account holders to manage the use, message content, and size of their e-mail account. Due to e-mail being the "official" communication method of the college, it is the responsibility for e-mail account holders to read e-mail daily, remove old messages and delete e-mails from unknown origin. Please comply with normal standards of professional and personal courtesy and conduct

The following are deemed inappropriate, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, opening e-mail attachments from unknown or unsigned sources attempt to obtain another person's e-mail account password and computer tampering

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

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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

Social Media

Introduction

Pierce Mortuary Colleges 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. PMC 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

Student Social Media Policy

Pierce Mortuary Colleges seeks to promote free and open discussion on social media sites, subject to its existing codes and policies. All members of the community, students, staff and faculty are expected to adhere to codes of conduct reflective of the values of the college, both on and off line.

The following guidelines govern student communications on College administered 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
2. 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
3. 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
4. The College also reserves the right to block individual's 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
5. Conduct online, including on social media sites, otherwise can be subject to discipline in accordance with the College's codes and policies
6. Concerns about conduct online should be reported to the Dean or President of the College

Faculty and Staff Social Media Policy

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

Account Administrators

All social media accounts officially recognized by PMC must have PMC faculty or staff member as an administrator at all times. Should a PMC employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is the Dean/President's responsibility to designate another PMC employee to be an account administrator prior to removing himself or herself from that role. PMC employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts.

Administrators are responsible to remove 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

Hardware and Software Requirements

In order to have a successful learning experience in your online courses, Gupton-Jones College of Funeral Service recommends that your primary computer meets or exceeds the following specifications for their courses. ProctorU will be used for online test taking and Moodle is utilized as

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the learning management system through which your courses will be delivered. In addition, please refer to the “Notes” section for other important information.

Technical Requirements	Learning Management System	Test Taking
	Moodle	ProctorU
Operating System - PC	Windows 7 (or later)	Windows Vista (or later) (Windows 10 S is not supported)
Operating System - MAC	MAC OS X 10.6.8 (or later)	MAC OS X 10.5 (or later)
Processor	Pentium 1GHz	Pentium 1GHz
Hard Drive/Space Available	6GB	6GB
RAM - PC	2GB	1024 Mbps (2GB recommended)
RAM - MAC	4GB	4GB
Display/Video Card	Capable of 1280x800 resolution and 16-bit color	Capable of 1280x800 resolution and 16-bit color
Web Camera	N/A	640x480 Resolution or higher
Audio Card	Sound Blaster compatible, 16-bit sound card	Sound Blaster compatible, 16-bit sound card
Audio Device	Headset with microphone or speakers with built-in or separate microphone	Headset with microphone or speakers with built-in or separate microphone
Internet Connection	Broadband/DSL	Broadband/DSL
Web Browser*	IE 10 - FireFox 11 - Chrome 18 - Safari	IE 10 - FireFox 11 - Chrome 18 - Safari
Download Speed		1.5Mbps
Upload Speed		1Mbps
Ports		1935, UDP/TCP

Software Required

Microsoft Office Suite 7.0 (or later) – you will receive this as part of your enrollment

Adobe Acrobat Reader – download [here](#)

Flash Player – download [here](#)

Items Recommended

Printer

Scanner

Notes

1. Students are required to have regular access to a computer that meets or exceeds the minimum specifications for online courses
2. It is strongly recommended that you have malware protection installed and running regular updates on your computer system
3. *Netscape, Opera, AOL and other proprietary browsers may not be supported
4. For those who may access courses from their place of employment, as well as the military, often place restrictions on the type of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond PMC's ability to predict or control
5. If you are unable to meet purchase, or meet, the recommendations and/or the requirements stated above, please research methods to meet these
 - a. Public libraries often provide free computer and internet usage
 - b. Local electronics stores will have printers/scanners that may charge you to use them
 - c. Friends and family may assist you with purchases or in using their equipment
 - d. If you reside in the area of the College, the College has computers, scanners and printers that may be accessed
6. Moodle Installation Requirements: [https://docs.moodle.org/23/en/Installing Moodle](https://docs.moodle.org/23/en/Installing_Moodle)
7. Moodle Contact: <https://moodle.org/mod/page/view.php?id=8191>
8. ProctorU Technical Requirements: <https://www.proctoru.com/tech-requirements/>
9. ProctorU How To PDF: https://www.proctoru.com/downloads/how_it_works_test_taker.pdf
10. ProctorU Pre-Exam Checklist: <https://www.proctoru.com/pre-exam-checklist/>

ProctorU Computer Equipment Tester: <https://test-it-out.proctoru.com/>

Gupton-Jones College of Funeral Service Library

Upon enrollment the student will receive a username and password to access the Russell M. Millison Library at Gupton-Jones. The student will be given a virtual library card and will have access to all aspects of the library. Library books may be requested for a period of two weeks. Students are responsible for return shipping costs.

The Follett-Destiny system also provides other e-resources as well (libraries, news sites, encyclopedias, journals, etc.) to assist the student with research projects.

Out-of-State Academic Student Complaint Procedure

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (ED) conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

Students enrolled in online classes at Gupton-Jones College of Funeral Service who reside out-of-state should follow the Grievance Policy listed in the [catalog](#) to resolve concerns. Online students have the same rights and responsibilities as those students enrolled in on-campus courses.

Students who have concerns involving harassment or discrimination should see specific procedures listed in the catalog: Violence and Harassment on Campus and Title IX and Violence Against Women's Act (VAWA).

If after following the college procedure the issue cannot be resolved internally and the student seeks additional resolution, students can refer to the contacts below for the appropriate state agency or accrediting body.

Gupton-Jones College of Funeral Service is accredited by the American Board of Funeral Service Education (ABFSE). More information regarding their complaint process can be found on here, <http://www.abfse.org/html/committee.html#Complaints>.

Complaint Contacts by Location

Alabama

Alabama Department of Postsecondary Education

- ❖ <https://secure.ethicspoint.com/domain/media/en/gui/33877/index.html>

Alaska

Alaska Commission on Postsecondary Education 4

- ❖ <http://akadvantage.alaska.gov>

Arizona

Arizona State Board for Private Postsecondary Education Student Grievance Procedure

- ❖ <https://ppse.az.gov/complaint>

Arkansas

Arkansas Department of Higher Education – See Appendix J: Student Grievance Procedure

- ❖ <http://www.adhe.edu/institutions/academic-affairs/institutional-certification-advisory-committee/>

California

Bureau for Private Postsecondary Education

- ❖ <http://www.bppe.ca.gov/enforcement/complaint.shtml>

Colorado

Colorado Department of Higher Education Student Grievance Procedure

- ❖ <http://higher.ed.colorado.gov/Academics/Complaints/default.html>

Connecticut

Office Higher Education – Student Complaints

- ❖ <https://www.ctohe.org/studentcomplaints.shtml>

Delaware

Delaware Department of Education

- ❖ <http://www.doe.k12.de.us/>

Florida

Florida Department of Education Student Grievance Procedure

- ❖ <http://cdn.fldoe.org/policy/cie/filea-complaint.stml>

Georgia

Georgia Nonpublic Postsecondary Education Commission

- ❖ <https://gnpec.georgia.gov/student-complaints>

Hawaii

Hawaii Post-Secondary Education Authorization

- ❖ www.cca.hawaii.gov/hpeap

Idaho

Idaho Board of Education Student Grievance Procedure

Addendums

- ❖ http://www.boardofed.idaho.gov/priv_col_univ/student_complaint.asp

Illinois

Illinois Board of Higher Education

- ❖ www.ibhe.org

Indiana

Indiana Commission on Proprietary Education

- ❖ <http://www.in.gov/cpe/2329.htm>

Iowa

Iowa College Student Aid Commission

- ❖ <https://www.iowacollegeaid.gov/>

Kansas

Board of Regents Student Grievance Procedure

- ❖ http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Kentucky

Kentucky Council on Postsecondary Education Student Grievance Procedure

- ❖ http://cpe.ky.gov/campuses/consumer_complaint.html

Louisiana

Louisiana Board of Regents Student Grievance Procedure

- ❖ <http://regents.la.gov/proprietaryschools/policies-procedures-3/>

Maine

Maine Department of Education

- ❖ <http://www.maine.gov/doe/>

Maryland

Maryland Higher Education Commission Student Grievance Procedure

- ❖ http://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx

Massachusetts

Massachusetts Board of Higher Education Student Grievance Procedure

- ❖ <http://www.mass.edu/forstufam/complaints/complaints.asp>

Michigan

Michigan Department of Energy, Labor & Economic Growth Student Grievance Procedure

- ❖ https://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf

Minnesota

Minnesota Office of Higher Education Student Grievance Procedure

- ❖ <http://www.ohe.state.mn.us/mPg.cfm?pageID=1078>

Mississippi

Mississippi Commission on College Accreditation

- ❖ <http://www.mississippi.edu/mcca/>

Missouri

Department of Higher Education Student Grievance Procedure

- ❖ <http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

Montana

Montana University System, Montana Board of Regents

- ❖ <http://mus.edu/board/>

Nebraska

Nebraska's Coordinating Commission for Postsecondary Education Student Complaints

- ❖ <https://ccpe.nebraska.gov/student-complaint-form>

Nevada

Nevada Commission on Postsecondary Education Student Complaints

- ❖ <http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>

Addendums

New Hampshire

New Hampshire Postsecondary Education Commission Student Grievance Procedure

- ❖ <http://www.education.nh.gov/highered/colleges/index.htm>

New Jersey

New Jersey Commission of Higher Education Student Grievance Procedure

- ❖ <http://www.state.nj.us/bpu/assistance/complaints/>

New Mexico

New Mexico Higher Education Department Student Grievance Procedure

- ❖ <http://www.hed.state.nm.us/institutions/complaints.aspx>

New York

New York Office of College and University Evaluation

- ❖ <http://www.nysed.gov/college-university-evaluation/contact-college-and-university-evaluation>

North Carolina

North Carolina Community College System, Office of Proprietary School Services Student Grievance Procedure

- ❖ <http://www.nccommunitycolleges.edu/proprietary-schools>

North Dakota

North Dakota State Board for Career and Technical Education

- ❖ <http://www.nd.gov/cte/>

Ohio

Ohio State Board of Career Colleges and Schools Student Grievance Procedure

- ❖ <http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

Oklahoma

Oklahoma State Regents for Higher Education

- ❖ <http://www.okhighered.org/>

Oregon

Department of Education – Private and Career Schools Office

- ❖ <http://www.ode.state.or.us/search/results/?id=83>

Pennsylvania

Pennsylvania Department of Education Student Grievance Procedure

- ❖ <http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#tab-1>

Puerto Rico

Puerto Rico Council on Higher Education

- ❖ <http://www2.pr.gov/agencias/cepr/Pages/default.aspx>

Rhode Island

Rhode Island Board of Governors for Higher Education

- ❖ <https://www.riopc.edu/>

South Carolina

South Carolina Commission on Higher Education Student Grievance Procedure

- ❖ http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/complaint_procedures_and_form.pdf

South Dakota

South Dakota Board of Regents Student Grievance Procedure

- ❖ <http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

Tennessee

Tennessee Higher Education Commission Complaint Form

- ❖ <http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

Texas

Texas Higher Education Coordinating Board Student Grievance Procedure

Addendums

- ❖ <http://www.twc.state.tx.us/svcs/propschools/problem-school.html>

Utah

Utah Division of Consumer Protection Student Grievance Procedure

- ❖ <http://consumerprotection.utah.gov/complaints/index.html>

Vermont

Vermont State Board of Education Student Grievance Procedure

- ❖ http://education.vermont.gov/documents/EDUComplaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf

Virginia

Private & Out-of-State Postsecondary Education Student Grievance Procedure

- ❖ <http://www.schev.edu/index/students-and-parents/resources/student-complaints>

Washington

Washington Higher Education Coordinating Board

- ❖ http://www.wtb.wa.gov/PCS_Complaints.asp

Washington DC

Education Licensure Commission

- ❖ <http://osse.dc.gov/service/education-licensure-commission-elcpublic-complaints>

West Virginia

West Virginia Higher Education Policy Commission Student Grievance Procedure

- ❖ <https://www.wvhepc.org/resources/133-20.pdf>

Wisconsin

Wisconsin Educational Approval Board Student Grievance Procedure

- ❖ <http://eab.state.wi.us/resources/complaint.asp>

Wyoming

Wyoming Department of Education

<https://edu.wyoming.gov/>