



GUPTON-JONES  
COLLEGE  
OF FUNERAL SERVICE

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YOUR FUTURE IS NOW  
DISCOVER  
it TODAY

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PIERCE  
COLLEGES  
The *Wilbert* Group

Catalog  
2016-2017

GUPTON-JONES  
COLLEGE  
OF FUNERAL SERVICE  
*The Wilbert Group*

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Gupton-Jones College of Funeral Service  
5141 Snapfinger Woods Drive  
Decatur (Atlanta), GA 30035-4022  
(770) 593-2257

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

**This institution is authorized by:**

State of Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305

**Accreditation Statement**

The Funeral Service Degree Programs and Gupton-Jones College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph, MO 64506. (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org)

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

**Non-discrimination Statement**

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

# PIERCE COLLEGES

The *Walbert* Group

Pierce Mortuary Colleges promote excellence in the 21<sup>st</sup> century practice of mortuary arts and sciences. When you enter a Pierce Mortuary College classroom, you are enrolled with other like-minded students seeking an education in funeral service.

Pierce Mortuary Colleges have a rich history in tradition, and our success can be measured by the number of outstanding funeral directors who are alumni. Students are taught by professionals who have worked in funeral service and have the opportunity to learn to embalm under professionals with many years of experience.

**Your funeral service ASSOCIATE'S DEGREE** will equip you with superior, hands-on training that will help you stand out in the job market—and in the mortuary science profession. In addition to standard courses required for licensure as a funeral director and embalmer, your degree path will also provide you with two valuable certifications: **Cremation Arranger Certification** and the **Crematory Operator Certification**.

Most important, as a graduate from a Pierce Mortuary College, you will have studied under funeral professionals who not only teach theory and principles, but also impart their practical perspective that will better prepare you for the real world.

## THE PIERCE COLLEGE NETWORK

**GUPTON-JONES**  
COLLEGE  
OF FUNERAL SERVICE

**Gupton-Jones College of Funeral Service**  
5141 Snappinger Woods Dr.  
Decatur, Georgia 30035  
770.593.2257 | [info@gupton-jones.edu](mailto:info@gupton-jones.edu)  
[Gupton-Jones.edu](http://Gupton-Jones.edu)

**DALLAS**  
INSTITUTE  
OF FUNERAL SERVICE

**Dallas Institute of Funeral Service**  
3909 South Buckner Blvd.  
Dallas, Texas 75227  
214.388.5466 | [info@dallasinstitute.edu](mailto:info@dallasinstitute.edu)  
[DallasInstitute.edu](http://DallasInstitute.edu)

**MID-AMERICA**  
COLLEGE  
OF FUNERAL SERVICE

**Mid-America College of Funeral Service**  
3111 Hamburg Pike  
Jeffersonville, Indiana 47130  
812.288.8878 | [info@mid-america.edu](mailto:info@mid-america.edu)  
[Mid-America.edu](http://Mid-America.edu)

# DISCOVER

YOUR FUTURE IS NOW

## DISCOVER IT TODAY

Choosing a Pierce Mortuary College is a smart first step toward a respected, meaningful career. At Pierce, our sole purpose for almost 70 years, has been educating men and women for a rewarding future in the funeral service profession.

That's right. Funeral service is a **PROFESSION**. Just like other practitioners in the fields of medicine, finance and law, when you graduate from our program you will be stepping into a high calling. You will be embarking on an exciting, purpose-driven journey of discovery and service.



# YOUR TRUE CALLING



## PROGRAM OF STUDY

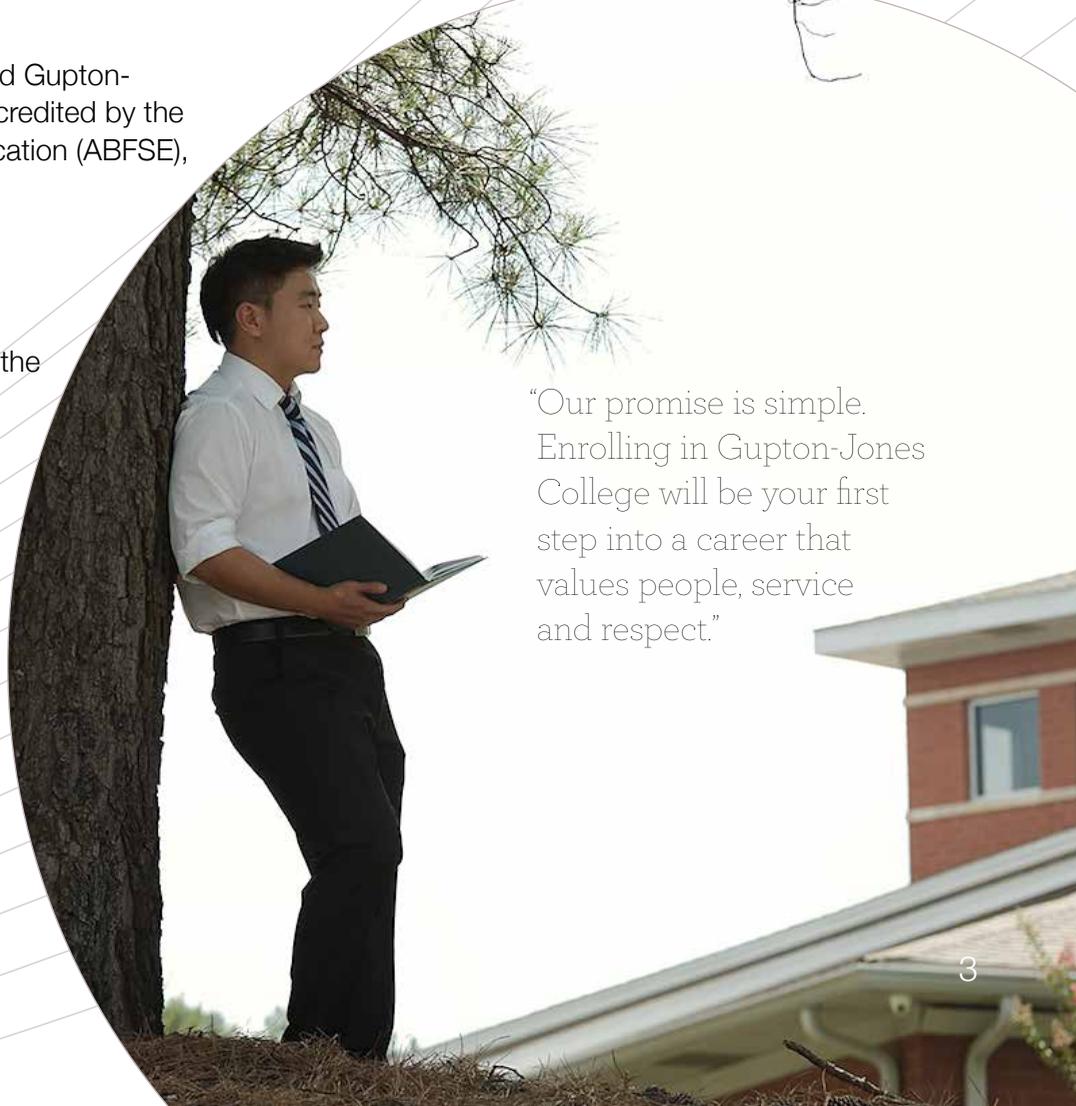
The **Associate of Science** program, the undergraduate academic degree offered at Gupton-Jones College of Funeral Service, is designed to give students job-ready skills that will allow them to enter the workforce upon completion of their program of study.

The **Associate of Science Degree** curriculum is a blend of theoretical and practical fundamentals of funeral service as well as selected courses in the liberal arts. The program is offered in academic quarters with each quarter consisting of eleven weeks of study. This program can be completed in eighteen months with no transfer credits or possibly as little as one year with the appropriate credits to transfer. Students who complete an Associate of Science degree also have options to transfer to select colleges and universities to pursue a Bachelor's degree.

The Funeral Service Degree Program and Gupton-Jones College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph, MO 64506 (816) 233-3747 Web: [www.abfse.org](http://www.abfse.org)

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

GUPTON-JONES  
COLLEGE  
OF FUNERAL SERVICE  
ESTABLISHED IN 1920



“Our promise is simple. Enrolling in Gupton-Jones College will be your first step into a career that values people, service and respect.”



# JUMP START YOUR

One of our greatest strengths is our diversity, in both staff and students, across all measures—age, gender, race, economic backgrounds and more. Both recent high school graduates and mid-career adults seeking a new path share our classrooms and collaborate in our labs. Our doors are open to all who seek a new and stimulating journey in their professional lives.

“Our teaching philosophy is designed to encourage collaborative learning. Funeral service requires an openness to sharing and to practicing empathy, selfless support and community.”



FLEXIBLE OPTIONS, MULTIPLE CHOICES

## FINANCIAL ASSISTANCE

At Gupton-Jones College, financial assistance in jump-starting your new career is available in many forms.

### FINANCIAL AID

Federal assistance through Title IV is one option. The first step is to complete the "Free Application for Federal Student Aid" at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (Gupton-Jones school code is 010771.) Pell Grants are awards designed to help undergraduates pay for their education after high school. Loans for students — William D. Ford Federal Direct Loans — and for parents — Federal "PLUS" loans — are additional options.

### VETERANS

Gupton-Jones College is approved for those who wish to attend and receive benefits under the Veterans Educational Benefits Programs. State rehabilitation and vocational programs also provide funding choices.

### SCHOLARSHIPS

A limited number of scholarships are available through a number of different organizations including the American Board of Funeral Service Education. Contact Gupton-Jones College for more information.

### TIP

Gupton-Jones College also offers students a Tuition Installment Plan (TIP), allowing the student to finance education over the period of a quarter. The TIP is interest free, making budgeting the cost of your education easier.

# CAREER

THE PIERCE COLLEGES EXPERIENCE

## HOW TO APPLY

### OPEN ENROLLMENT

Programs begin every six months, but application and enrollment can occur at any time during the year....there is no defined enrollment period.

### TWO SIMPLE STEPS

Applying couldn't be easier. Simply go to the college website and fill out an application for admission. Follow that by paying the fifty dollar non-refundable application fee and... You're done!

THAT'S IT!

YOU CAN APPLY TODAY

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



# YOUR VISION—OUR

Our mission at Gupton-Jones College is two-fold: to prepare you with the skills and knowledge to succeed, and to provide a platform from which you can clearly see your future potential.

## THE PIERCE COLLEGE PROMISE

To every student who chooses to enroll and collaborate with our faculty and staff in shaping their future at a Pierce Mortuary College, we make this promise:

- We will enlarge your understanding and knowledge of the funeral service profession;
- We will educate you in every phase of funeral service, and help enable you to become proficient in the skills necessary to succeed in the profession;
- We will prepare you to assume the responsibilities of the funeral service profession to the community at large;
- We will emphasize and insist that you maintain the highest standards of ethical conduct;
- We will provide a curriculum commensurate with post-secondary levels of instruction, and
- We will continually encourage both students and faculty to engage in research that elevates the profession and the field of funeral service.



# MISSION

“An outstanding education for students pursuing a career in funeral service.”

THE CHOICE IS YOURS  
MAKE IT COUNT

Located in Decatur, GA, just east of metro Atlanta, Gupton-Jones College provides students with the best of both worlds. Our easy-to-reach campus is in a suburban setting conducive to focused learning while the civic and cultural riches of the jewel of the South are just minutes away. Most importantly, our location enables both our faculty and students to stay connected to the funeral industry throughout the region.

On campus, you'll find plenty of study space, labs and library resources. Group classwork in our labs, as well as club activities, ensures that each class of students develops strong peer-to-peer ties.

This emphasis on shared learning and collaborative problem-solving mirrors the realities of being in the funeral service business. So as you approach graduation, your ability to shape your personal vision of your career is grounded in real-world realities.



“Funeral service is an honored profession that connects you to the fabric of your community.”

# MASTERING ART

## DISCOVER NEW TALENTS

### EXPLORE NEW SKILLS

At Gupton-Jones College you will be challenged in the best sense of the word. You will truly learn to do things you never dreamed of before. You will **UNLOCK** new, creative talents in our Restorative Art Lab. You will work toward becoming a **MASTER** of the scientific processes experienced in our Preparation Room. Along the way, you will also be taught analytical and business skill sets that will enable you to run your own small business one day, if you choose.

Opening yourself up to the world of mortuary arts and sciences is...**EXCITING** on so many levels. You will learn to use many tools, instruments and procedures that are crucial, on a **VERY PERSONAL** level, in helping people cope with the loss of family members and loved ones.

During the course of studies, your self-confidence will soar. Your worldview will expand. New career paths and **CHOICES** will become tantalizingly clear.

Above all, committing yourself to earning a degree from Gupton-Jones College of Funeral Service will be among the most **REWARDING** experiences in your life.

## DISTANCE LEARNING

Do time commitments at work and at home, transportation issues, and other factors make it difficult for you to participate in traditional classroom instruction? Gupton-Jones College offers a number of online classes for those who prefer not to or cannot attend regular classes on campus. Through distance learning, students can create **FLEXIBLE PLANS** to help complete their degree.

Distance learning is a **CONVENIENT METHOD** of earning college credits toward a degree offered by Gupton-Jones College of Funeral Service. Course content and transferability are identical to classes offered on campus, so students have more **SCHEDULING OPTIONS** and a selection of classes to meet their needs.

Contact Gupton-Jones College to find out if distance learning is right for you!



CROSS NEW THRESHOLDS

# EXPLORE THE UNKNOWN

While daunting at first, hands-on laboratory experiences will soon become some of the most fascinating and memorable parts of your Gupton-Jones College education. Our staff of licensed professionals will expertly

guide you through timeless procedures. You will acquire new understandings—both physical and intellectual—about how the human body works and is cared for after death.

# & SCIENCE

At Gupton-Jones College, we will challenge you in the best sense of the word to become more educated and an engaged student...as you become a highly skilled, career professional.



# START THE JOURNEY NOW!

## BEST IN CLASS

At the heart of every great school are great instructors. Our best-in-class faculty are knowledgeable and passionate about their disciplines, and equally passionate about engaging students in learning both inside and outside the classroom.

## LEARN FROM THE PROS

At a Pierce Mortuary College, students are taught by licensed funeral professionals. Along with outstanding education credentials, your instructors will be sharing with you a professional mind-set. From day one, you will have direct access to people who know first-hand what it takes to succeed — in the classroom and in the business.

This “learn-from-the-pros” philosophy is a hallmark of the Pierce Mortuary College experience. Unlike community colleges, our sole focus is funeral service education. You will be surrounded by like-minded students. You will be exposed to reality-based principles and practices. You will participate in group activities and programs that will create new friends for life.

Above all, you will be taught from a curriculum proven to prepare you to join the ranks of the most sought-after graduates in the industry.

## MEANINGFUL RELATIONSHIPS

Our instructors enjoy bright and enthusiastic students, outstanding facilities, and shared commitment to best-practice education and application of the most current research in effective teaching and learning. Lifelong learners who are committed to constantly improve their craft, our instructors collaborate closely within and across grade levels and disciplines in order to harness the collective talent of their colleagues while modeling the very behaviors we seek in our students. An advantage of single-purpose institutions is the ability of our faculty to form more meaningful relationships with each student, and to tailor instruction accordingly in order to best capture each student’s unique strengths and promise for improvement.



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## History of the Institution

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

# GUPTON-JONES

## COLLEGE

### OF FUNERAL SERVICE

*The Wilbert Group*

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 faculty 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.

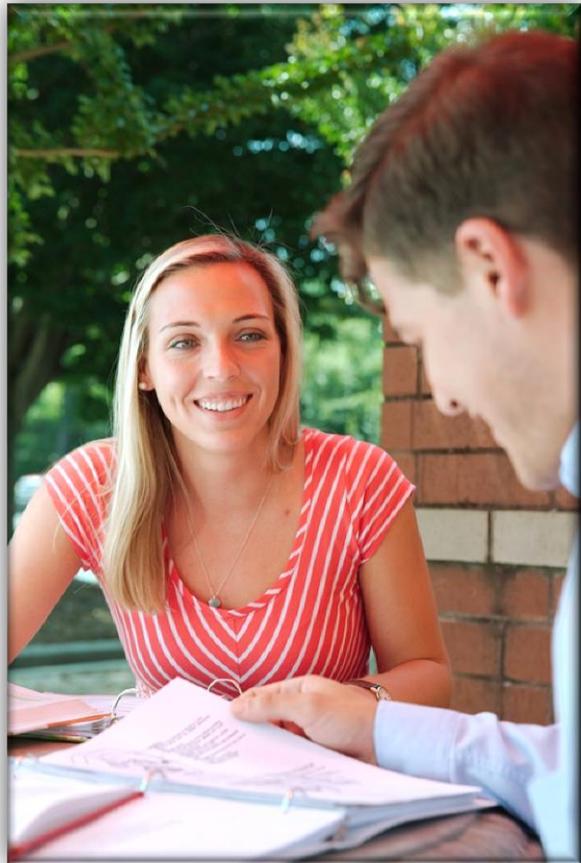
After an exhaustive search, a 3.4 acre property was purchased in the Snapfinger Woods Park of DeKalb County, Georgia. A beautiful new state-of-the-art facility designed by J. Stuart Todd, Inc. The Ground Breaking Ceremony for the new facility was held November 14, 1991. Construction began shortly thereafter, 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

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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, Aims and Objectives

### Mission

The mission of Gupton-Jones College of Funeral Service is to provide a contemporary education for those having chosen funeral service as their life's work so that they can become successful entry-level funeral service practitioners.

### Aims

Gupton-Jones College of Funeral Service is a non-profit corporation offering post-secondary education to men and women interested in funeral service as a career. The central aim of the College is to recognize the importance of funeral service education personnel as:

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

### Objectives

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

- ❖ 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
- ❖ to encourage student and faculty research in the field of funeral service

## Gupton-Jones College of Funeral Service

### Board of Trustees Members

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 responsibility 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.

**John W. Firestone** –Former Chairman of Pierce Mortuary Colleges, Board of Trustees & former CEO of Pierce Mortuary Colleges

**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.

**Bill W. Forsberg** – Current Member of Pierce Mortuary Colleges, Board of Trustees & currently serving as Executive Director of the North Carolina Funeral Directors Association

**Michael Meierhoffer** – Current Member of Pierce Mortuary Colleges, Board of Trustees & Chairman of the Board for Meierhoffer Funeral Home & Crematory

**Ann Mesle** – Current Member of Pierce Mortuary Colleges, Board of Trustees & Circuit Court Judge on the Jackson County Circuit Court

### Pierce Mortuary Colleges Members

**Jill Karn** – Chief Operating Officer of Pierce Mortuary Colleges

**Donald G. Madelung** – Vice President of Pierce Mortuary Colleges

**Tyler Wright** – Corporate Director of Financial Aid of Pierce Mortuary Colleges

**Michael Bogacki** – Chief Financial Officer of Pierce Mortuary Colleges

## Gupton-Jones College of Funeral Service Members

**Antonio C. Wallace** – President

Masters of Education with a concentration in Educational Organizational Leadership American Intercontinental University, Bachelors of Science in Healthcare Management and an Associates of Applied Science in Medical Assisting Anthem College

**Duane H. Piel** – Dean

M.S.W, University of Georgia; B.A., Emory University; A.S. Gupton-Jones College of Funeral Service; Licensed Social Worker; Member, Pi Sigma Eta; Instructor in, General Psychology, Funeral Service Psychology and Grief Counseling, Licensed Funeral Director and Embalmer, ICCFA Cremation Arranger and Operator Certification

**Gill A. Adams** – Instructor and Financial Aid Advisor

M.A. Ed in Higher & Post-Secondary Education Argosy University; B.A. National Louis University; A.S., Gupton-Jones College of Funeral Service; Member Pi Sigma Eta; Instructor in Communication Skills, Chemistry and Restorative Arts Lab, Licensed Funeral Director and Embalmer ICCFA Cremation Arranger and Operator Certification

**Dennis Flahive** – Instructor

M.B.A., Brenau University; B.S.M. Shorter College; A.S. Gupton-Jones College of Funeral Service; Member, Pi Sigma Eta; Instructor in Mortuary Administration, History of Funeral Service, and Sociology of Funeral Service, Licensed Funeral Director and Embalmer, ICCFA Cremation Arranger and Operator Certification

**David J. Herbert** – Instructor

B.B.A., West Georgia College; Graduate, Gupton-Jones College of Funeral Service; Instructor in Accounting, Business Law, Funeral Service Law/Ethics, and Small Business Administration, Licensed Funeral Director and Embalmer, ICCFA Cremation Arranger and Operator Certification

**Rickey Williams II** – Instructor

B.S. in Electrical Engineering Georgia Institute of Technology; A.A.S. in Funeral Service Education from Ogeechee Technical College; Licensed Life, Accident & Sickness Insurance Agent; Instructor in Embalming and Restorative Art, Licensed Funeral Director and Embalmer, ICCFA Cremation Arranger and Operator Certification

**Karen Smith Henson** – Instructor and Librarian

Master of Arts in English Literature, Georgia State University; Bachelor of Arts in English, University of Georgia; Instructor in U.S. History, English Composition and English Literature; Librarian, Russell Millison Library

**Karen Larde** – Admissions Representative

MBA in Marketing and a BFA in Fashion Merchandising, Volunteers with the Susan G. Komen Atlanta Foundation

and Hosea Feed the Hungry, Member of Dress for Success Atlanta, the Atlanta Business League and the National Costume Society

**Felicia R. Smith** – Registrar

A.S., Gupton-Jones College; Licensed Funeral Director and Embalmer, ICCFA Cremation Arranger and Operator Certification, Member, Pi Sigma Eta

**Stuart Ford** – Adjunct Instructor

M.B.A. University of New Orleans; B.S. Xavier University of Louisiana; A.S., Gupton-Jones College of Funeral Service; Member of Pi Sigma Eta Fraternity; Instructor in Pathology and Microbiology, Licensed Funeral Director

**James A. Hinz** – Adjunct Instructor

M.B.A., B.A., Michigan State University; Graduate, Gupton-Jones College of Funeral Service; Member, Pi Sigma Eta; Licensed Embalmer and Funeral Director; Instructor in Microbiology, Anatomy and Pathology, ICCFA Cremation Arranger and Operator Certification

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.

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.



## 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.

### 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.

## Student Life and Activities

### 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, by invitation, and is subject to the rules and regulations of the Supreme Council.

### Field Trips and Guest Lectures

As a valuable supplement to the student's classroom education, class visits to manufacturers of funeral merchandise, crematories and cemeteries in the Atlanta - Decatur area acquaint the student with those industries that support the profession itself. Throughout the academic program, guest lectures address the student body on various subjects associated with the profession.

### Student Advising and Guidance

Student advising and guidance is an on-going process at the College and is designed to insure that the students mature in all areas and not just scholastic areas alone. A student can expect 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 which he or she may be experiencing.

### Living Accommodations

Student housing while attending Gupton-Jones College of Funeral Service, 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

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 in the community room 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.

## Admissions

### Admissions Procedures

An application for enrollment into Gupton-Jones College of Funeral Service can be found on our website. Link to this website can be located at <http://www.gupton-jones.edu/admissions> or from the college admissions representative. The application should be completed as far in advance of the actual enrollment date as possible to allow for proper processing of the application. Processing usually takes three to four weeks. All applications and supporting documents should be submitted at least 15 days prior to the enrollment date.

### Educational 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 filled out completely and returned to the Admissions Office. 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.

### Transfer Credits

#### *Transfer Credits from ABFSE accredited College of Funeral Service*

A student who desires to transfer Gupton-Jones College from another ABFSE accredited college of funeral service must present an official transcript from that college of completed work.

Transfer credit may be awarded for courses successfully completed with an earned grade of C 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 from other Accredited Colleges or Universities*

Transfer credit may be awarded for courses successfully completed with an earned grade of C or better. Official transcripts must be provided in order to verify academic credits earned and should be submitted to the College four weeks in advance of the next quarter's classes. 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.

### Students with Disabilities Policy

In accordance with the Americans with Disabilities Act (ADA), Gupton-Jones 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 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.

**International Students**

International students who wish to enroll in the College should make application in the same manner as other students. Upon acceptance for training, the applicant will be sent an institution number that can then be taken to the local consulate to obtain the necessary papers for a visa.

**Enrollment**

Enrollment for Gupton-Jones College of Funeral Service is considered open enrollment. Open enrollment is a type of unselective and non-competitive college admissions process.

There are two primary registration dates each year; April and October. These dates are published in advance on the College website. A student may enroll at published secondary enrollment dates in either January or July based upon college-level work previously completed.

**Registration/Orientation**

Registration/Orientation at Gupton-Jones College of Funeral Service for on-campus students occurs on the first day of a new quarter. For entering students, the day will be spent registering for the program, signing important documents, paying tuition and receiving books, speaking with an academic advisor and attending an orientation session covering the student handbook.

**Late Registration**

Late registration for Gupton-Jones College of Funeral Service may occur during the first five days of classes.

After this point, prospective students will be required to wait until the next available registration date.

**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	<b>English Composition</b>	<b>5</b>
ENG 102	<b>English Literature</b>	<b>5</b>
HIS 101	<b>U.S. History to 1865</b>	<b>5</b>
HIS 102	<b>U.S. History Since 1865</b>	<b>5</b>
MGT 101	<b>Business Math</b>	<b>5</b>
PSY 102	<b>General Psychology</b>	<b>5</b>

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-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 third, fourth, fifth, and sixth quarters which comprise the funeral service curriculum.

*How much does distance learning cost?*

Distance learning courses cost the same as our on campus courses. Tuition is \$250.00 per quarter hour, not to exceed

\$3700.00 per quarter. A one-time \$50.00 non-refundable application fee must accompany the Application for Matriculation. Federal Financial Aid may be available for distance learning depending on your course load. Please speak with the Financial Aid advisor for details.

#### *Textbooks*

E-books are provided to students when they sign up for a distance learning course. If a student prefers a physical copy of the text being used, purchase of that book from the publisher will be at the expense of the student.

#### *What are the grading and testing procedures?*

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

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

#### *How do distance learning courses compare to courses on campus?*

Each course is the equivalent of the on-campus section of the same course in terms of objectives, content, and transferability between each Pierce Mortuary College. Students must meet stated prerequisites where applicable.

Except at another Pierce Mortuary College, the course curriculum may or may not transfer to another college or university. Determination of transfer credit for distance learning classes at a Pierce Mortuary College and transferred to other colleges or universities is solely at the discretion of that college's administrators.

#### *What is included in a distance learning class?*

A Distance Learning Class includes:

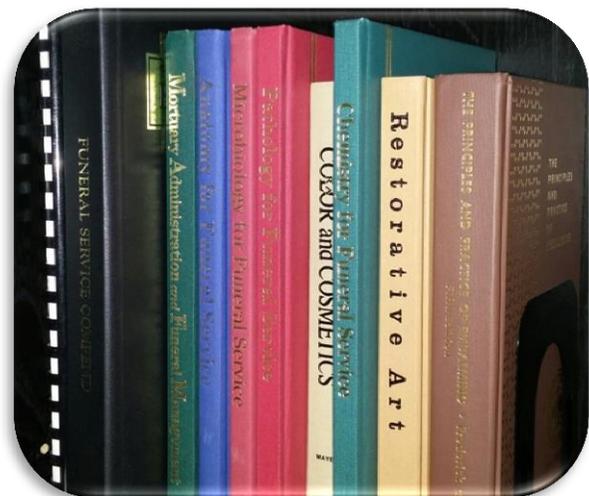
- ❖ Lectures, notes, and assignments available online.
- ❖ Interaction with the instructor or other students may include the use of phone calls, fax machines, e-mail, and online message boards.

- ❖ E-book, study guides, and supplemental reading where applicable. Students taking these courses must have a computer, reliable Internet access, an e-mail account, and be using a current Internet browser.
- ❖ Final exams may require an instructor approved proctor or to be taken on campus.
- ❖ Participation in special activities related to the course, if applicable.

#### *Withdrawal from a distance learning class*

A student withdrawing from the College must make a formal declaration of intention to withdraw and must clear oneself in every respect with the College.

Merely discontinuing assignments and examinations does not constitute a formal withdrawal. A student who does not notify the College in writing or e-mail will receive a failing grade for the work taken while enrolled in the distance learning program. Any consideration for tuition refund will be based on the date of formal notification.



## Fiduciary Responsibilities

### Tuition

*How many credits are considered "full-time?"*

Full-time is taking a minimum of 12 credits per quarter.

*How much does tuition cost per year?*

At Gupton-Jones College of Funeral Service, the cost of tuition per year (4 quarters) is **\$14,800.00**.

*How much does tuition cost per term?*

Tuition for all programs is \$3,700.00 per quarter. Students pursuing less than a full quarter of courses will be charged \$250.00 per quarter hour or \$3,700.00, whichever is less.

### **Associate of Science in Funeral Service Program (AS)**

*How much does the Associate of Science in Funeral Service Program cost if I have my general education courses completed?*

If you have earned all the required general education credits at another institution and want to transfer those credits to Gupton-Jones College of Funeral Service, the program cost is **\$14,800.00**.

With general education transferred, you could graduate after four quarters of study.

*How much does Associate of Science in Funeral Service Program cost if I want to take general education courses at Gupton-Jones College of Funeral Service?*

If do not have general education courses completed, we offer general education within the program. The program cost, including general education, is **\$22,200.00**.

With general education included within the program, you could graduate after six quarters of study.

### Fees

#### *Application Fee*

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

#### *Military Servicemember Application Fee Waiver*

The admission's application fee is waived for active duty and Individual Ready Reserve (IRR) U.S. military service members, U.S. military veterans who have been honorably discharged from both active duty and IRR. If you are eligible for a waiver, request a Military Application Fee Waiver Form from the Admissions Office at [admissions@mid-america.edu](mailto:admissions@mid-america.edu). 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.

#### *Textbooks*

All textbooks/E-books are provided by the college for 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 or the student will be charge the cost of replacement. If your textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost.

#### *Clinical & Laboratory Supplies*

The College provides each student with required clinical and laboratory supplies.

#### *Enrollment Fee, Activity Fee, & Technology Fee*

The College does not have an enrollment fee, activity fee, or technology fee.

#### *Graduation & Cap and Gown*

There is no fee for graduation and the College provides a cap and gown for each graduate.

#### *National Board Exam (NBE)*

The NBE is not required for graduation. National Board Exam Fee for first-time takers will be reimbursed if taken and passed within 60 days of last Comprehensive Exam

## Financial Assistance

### *Scholarships*

Gupton-Jones College of Funeral Service accepts scholarships. A limited number of scholarships are available to students of funeral service through a number of different organizations including the American Board of Funeral Service Education. Contact Gupton-Jones College of Funeral Service for more information.

### *Federal Financial Aid*

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.

### *Pell Grants*

A Federal Pell Grant does not need to be repaid.

Amount and eligibility is based on your:

- 1) Expected Family Contribution (EFC)
- 2) Cost of Attendance (COA)
- 3) Enrollment Status (Full-time, ¾ time, half-time, or less than half-time), and
- 4) If you are attending for a full academic year or less

To determine if you are eligible for a Federal Pell Grant, complete your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

For more information on the Federal Pell Grant, go to <https://studentaid.ed.gov/sa/types/grants-scholarships/pell>.

### *Student Loans*

Direct Stafford Loans must be repaid.

Eligibility for Direct Stafford Loans are:

- 1) Submit a valid FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- 2) Complete a Stafford Loan Sub/Unsub MPN at [www.studentloans.gov](http://www.studentloans.gov)

- 3) Complete Direct Stafford Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov)
- 4) Enrolled at Gupton-Jones College of Funeral Service at least half-time

Amounts are determined by:

- 1) Dependency Status
- 2) Financial Need
- 3) Grade Level
- 4) Program

For more information on Direct Stafford Loans, go to <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.

A Direct Parent PLUS loan is a credit based loan for a parent to borrow for a dependent student.

For more information on the Federal Direct PLUS Loan, go to <https://studentaid.ed.gov/sa/types/loans/plus>.

### *Veterans' 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](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](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](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](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)

*State Programs*

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

*Tuition Installment Plan*

Gupton-Jones College of Funeral Service is pleased to offer enrolled students, at the College, 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.

### Refunds

*Cancellation Policy*

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

*Refund Policy*

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

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

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

Refunds are based on tuition paid for an 11 week term

- a. 1. Refunds any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:
  - b. 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.
- c. Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.

#### *Refunds of Title IV*

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

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.

## Academic Programs

### Associate of Science Degree in Funeral Service

Gupton-Jones College of Funeral Service is authorized to award the Associate of Science Degree in Funeral Service. This program of study is accredited by the appropriate state and national accrediting agencies and permits the student to complete the general education requirements followed by completion of the funeral service division (quarters 3, 4, 5, and 6) as a resident student of Gupton-Jones College of Funeral Service. Successful completion of both non-resident and resident requirements will qualify the student to receive the Associate of Science Degree in Funeral Service.

Liberal Arts – General Education			PUBLIC HEALTH AND TECHNICAL			BUSINESS MANAGEMENT		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Course #	Course	Credit Hours
HIS 101	United States History Up To 1865	5	SCI 201	Anatomy I	3	MGT 201	Accounting	5
HIS 102	United States History Since 1865	5	SCI 202	Anatomy II	3	MGT 211	Computer in Funeral Service	2
ENG 101	English Composition	5	SCI 351	Chemistry I	3	MGT 212	Funeral Service Management I	3
ENG 102	English Introduction to Literature	5	SCI 352	Chemistry II	2	MGT 311	Funeral Service Management II	3
MGT 101	Business Math	5	SCI 212	Embalming I	3	MGT 312	Funeral Service Management III	3
PSY 102	General Psychology	5	SCI 311	Embalming II	3	MGT 222	Small Business Management	5
			SCI 312	Embalming III	3			
			SCI 221	Microbiology I	2			
			SCI 222	Microbiology II	2			
			SCI 331	Pathology I	2			
			SCI 332	Pathology II	2			
			SCI 242	Restorative Art I	2			
			SCI 341	Restorative Art II	2.5			
			SCI 342	Restorative Art III	2.5			
<b>30</b>			<b>35</b>			<b>21</b>		

<u>SOCIAL SCIENCES</u>			<u>LEGAL, ETHICAL, AND REGULATORY</u>			<u>PROGRAM</u>	
<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Total Program Credits</u>	<u>Total Funeral Service Credits</u>
ENG 201	Communication Skills	3	MGT 322	Business Law	5		
SOC 301	Sociology of Funeral Service	3	MGT 221	Mortuary Law/Ethics	3		
PSY 201	Psychology of Funeral Service	3	MGT 302	Comprehensive Survey & Review	2		
PSY 202	Counseling	2					
HIS 201	History of Funeral Service	2					
		<b>13</b>			<b>10</b>	<b>109</b>	<b>79</b>

*Quarterly Sequence of Courses*

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Quarter 5</u>	<u>Quarter 6</u>
HIS 101	HIS 102	MGT 201	SCI 202	MGT 221	MGT 322
ENG 101	ENG 102	ENG 201	SCI 212	SCI 351	SCI 352
MGT 101	PSY 101	SCI 201	MGT 212	SCI 311	SCI 312
		SCI 221	SCI 222	MGT 311	MGT 312
		PSY 201	PSY 202	SOC 301	SCI 332
		HIS 201	SCI 242	SCI 331	SCI 342
		MGT 211	MGT 222	SCI 341	MGT 302
<b>15 credits</b>	<b>15 credits</b>	<b>20 credits</b>	<b>20 credits</b>	<b>19.5 credits</b>	<b>19.5 credits</b>

## Course Descriptions

### **HIS 101 United States History up to 1865 (5 QTR HRS)**

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 since 1865 (5 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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

### **MGT 101 Applied Business Mathematics (5 QTR HRS)**

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 QTR HRS)**

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.

### **SCI 202 Principles of Anatomy I (3 QTR HRS)**

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 arteriolog is presented.

### **SCI 301 Principles of Anatomy II (3 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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

#### **SCI 312 Principles of Embalming III (3 QTR HRS)**

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

#### **SCI 221 Principles of Microbiology I (2 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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

#### **SCI 341 Principles of Restorative Art II (2.5 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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

#### **MGT 311 Funeral Service Management II (3 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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

#### **ENG 201 Communication Skills for Funeral Service (3 QTR HRS)**

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 QTR HRS)**

The social phenomena of funeral service is explored to familiarize the student with his/ her role as a sociologist in his/her community. The culturally defined meaning of death; the rituals, customs and practices of various cultures and subcultures; the changes in the American funeral rite; influence of organized religions; and traditional and 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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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 QTR HRS)**

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

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

**MGT 302 Comprehensive Survey and Review (2 QTR HRS)**

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.



## General Student Policies

### Attendance

As future funeral service practitioners, students of a Pierce Mortuary College should realize the importance of attendance at funerals as well as their attendance to all classes while enrolled. Although the colleges recognize the fact that life does go on outside of the classroom, class attendance is a very important to success. An Attendance Record is kept on all students in each class. Students should be continually aware of their attendance and their absences.

The instructor electronically records attendance at the end of each class or lab session. The College has measured a direct correlation between class attendance and academic success, and, therefore, provides the following guidelines:

- ❖ When absences reach 10% scheduled hours – Disciplinary Advising
- ❖ When absences reach 13% scheduled hours – Disciplinary Probation
- ❖ When absences reach 15% scheduled hours – Administrative withdrawal from the School

The school will administratively withdraw any student for absenteeism when ten (10) consecutive school days are missed or more than fifteen percent (15%) of the total contact hours in the quarter are missed. A leave of absence will not count towards the 15%, but will reduce the total contact hours accordingly for computation purposes.

Veterans who exceed five (5) days of absence in any calendar month must be reported to the VA Office and will lose their benefits for at least thirty (30) days. Other VA requirements may apply.

The Exemplary Attendance Award is recognition given to any student who has not missed ANY class lecture/lab hours/guest speaker presentations/or field trips during the entire school year.

### Online Course Attendance Policy

Just as on-campus students are expected to attend class, Distance Learning students too must regularly participate in their online courses. The Distance Learning website keeps a log of every student's activity and will be monitored on a regular basis for course participation.

As the courses are set up on a weekly schedule, if a student becomes more than one (1) week behind in completing assignments or any of the activities required for a course, that student is subject to withdrawal from the program. Should a student be completely inactive in their courses for ten (10) regular business days, that student is also subject to withdrawal as well.

### 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. (Please see the individual sections of the catalog and/or student handbook for guidelines) 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 Pierce Mortuary Colleges 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 emailed 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. Withdrawal from individual courses is not an available option. The sequence of the

courses in each of the programs is designed so that a student must complete a quarter before they may progress to the next. 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.

#### Comprehensive Examinations

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) Attain a cumulative overall academic average of C or better, with no individual course grade of less than D
- 2) Be free of all indebtedness to the College
- 3) For the Associate of Science 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 and be certified by the Clinical Coordinator of the program as minimally technically competent in entry level embalming practices
- 4) Successfully complete all end-of-program comprehensive testing.

#### Annual Passage Rate of First-Time Takes on the NBE

Students are not required to take the National Board Examination in order to graduate but the College supports the success of those who choose to take it regardless. The annual passage rate of first-time takers on the NBE for the most recent three-year period for all ABFSE accredited colleges of funeral service is posted on the ABFSE website, [www.abfse.org](http://www.abfse.org). National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). You may request a printed copy of this program’s rates in person at Gupton-Jones College of Funeral Service, Admissions Office, 5141 Snapfinger Woods Drive, Decatur (Atlanta), GA 30035; or by email at [info@gupton-jones.edu](mailto:info@gupton-jones.edu), or by telephone at 770-593-2257.

#### National Board Examination

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 Colleges would like to honor your success! Exam fees will be reimbursed to a graduate who has completed the following:

- A. Sit for the exam within 60 days of your graduation date; AND
- B. Pass both portions of the exam on your first attempt; AND
- C. Submit to your college the results from The International Conference of Funeral Service Examining Boards demonstrating your passing status for both the Arts and Sciences sections.

### 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
<b>Incomplete (I)</b>	n/a	n/a	No	Yes	No
<b>Transfer Credits (TR)</b>	n/a	n/a	Yes	Yes	No
<b>Voluntary Withdrawal (VW)</b>	n/a	n/a	No	Yes	No
<b>Administrative Withdrawal (AW)</b>	n/a	n/a	No	Yes	No



**Satisfactory Academic Progress – Academic and Title IV (TIV) Eligibility**

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.

*Gupton-Jones College of Funeral Service – 6 Quarter Terms – Associate of Science Curriculum*

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

Credit Hours Attempted and Minimum Cumulative GPA Required for all programs

CREDIT HOURS ATTEMPTED	MINIMUM CUMULATIVE GPA REQUIRED
0 – 25	1.50
26 – 50	1.75
51 +	2.00

*Academic Warning*

Academic progress will be checked at the end of each term for which the student is enrolled. A student who fails to meet any of the standards will be placed on Title IV warning for one term. During that term, the student will continue to be eligible for Title IV aid.

*Academic Probation*

At the end of a term during which a student is on Title IV warning, if the student still fails to meet the criteria, they will be placed on academic probation with an academic plan for the term.

A student who becomes ineligible for Title IV at the end of a term during which he/she was on Title IV probation, may

appeal the determination. The appeal will be reviewed by a committee which 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 Pierce College Director of Student Financial Aid. The student may be placed on Title IV probation for an additional term if 1) the committee determines that the student should be able to meet the school’s satisfactory academic progress standards by the end of the subsequent term, or 2) the school develops an academic plan for the student that, if followed, would ensure that the student is able to meet the school’s academic progress standards by a specific point in time.

The student may continue to receive Title IV aid during the probationary term. If the student has not met the academic progress standards or the requirements specified in the academic action plan by the end of the probationary term, he/she will be ineligible for further Title IV aid until such time as he/she meets the standards.

At the end of each term, the administration will notify students who have failed to meet the academic progress requirements as quickly as possible.

*Incompletes, Withdrawals, Noncredit Remedial Courses and Transfer Credits*

Courses with grades of Incomplete (I) or Withdrawn (VW or AW) will be counted as courses attempted but not completed. Noncredit remedial courses will be counted as neither courses attempted nor completed. Credits transferred from another institution shall be counted as both attempted and completed.

*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.

**Return from Prior Withdrawal**

A student who is readmitted after having withdrawn from the school will be required to have an academic action plan, and will be considered to be on Title IV probation immediately upon reenrollment. Consequently, that student would be ineligible for Title IV aid if he/she does not meet the academic progress standards or academic plan requirements at the end of the next term.

### 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%.
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.

### *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 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.

### 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.

## Student Grievance and Appeal Policy and Process

### *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.

### *Pierce Mortuary Colleges 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.

<http://gnpec.org/consumer-resources/gnpec-authorized-school-complaint-form>

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

#### **To contact GNPEC:**

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

## Gupton-Jones College of Funeral Service Schedule of Events

2016	
1/4	Orientation/Registration – Re-enrollee
1/4	First Installment of Tuition Installment Plan Due
1/4	Quarter 6 Continues
1/4	Winter Quarter First Day of Classes
1/18	Martin Luther King, Jr. Student Holiday College Offices Open
2/1	Second Installment of Tuition Installment Due
3/1	Quarter 6 Last Day of Classes
3/1	Third Installment of Tuition Installment Plan Due
3/2 – 4	Quarter 6 Final Exam
3/4	Quarter 6 Ends
3/5	Open House
3/7 – 15	Comprehensive Exams
3/14	Winter Quarter Last Day of Classes
3/15 – 17	Winter Quarter Final Exams
3/17	Winter Quarter Ends
3/17	Commencement Rehearsal
3/18	Commencement
3/21 – 4/1	Spring Quarter Break – No Classes
4/4	Orientation/Registration New Gen. Ed. & Transfer Students
4/4	First Installment of Tuition Installment Plan Due
4/5	Spring Quarter First Day of Classes
5/2	Second Installment of Tuition Installment Due
5/30	Memorial Day Holiday No Classes – College Close
5/31	Third Installment of Tuition Installment Plan Due
6/14	Spring Quarter Last Day of Classes
6/15 – 17	Spring Quarter Final Exams
6/17	Spring Quarter Ends
6/20-7/4	Summer Quarter Break – No Classes
7/5	Orientation/Registration – Re-enrollees
7/5	First Installment of Tuition Installment Plan Du
7/6	Summer Quarter First Day of Classes
8/1	Second Installment of Tuition Installment Due
8/27	Open House
8/29	Third Installment of Tuition Installment Plan Due
9/5	Labor Day Holiday – College Closed
9/6	Final Quarter Last Day of Classes
9/7 – 9	Final Quarter Final Exams
9/12 – 13	Final Quarter Clearing Exams
9/13	Summer Quarter Last Day of Classes
9/14 – 16	Summer Quarter Final Exams
9/14 – 20	Comprehensive Exams
9/16	Summer Quarter Ends
9/19	Summer Quarter Final Grades Due
9/19 – 30	Fall Quarter Break - No Classes
9/22	Commencement Rehearsal
9/23	Commencement

<b>10/3</b>	Orientation/Registration New Gen. Ed. & Transfer Students
<b>10/3</b>	First Installment of Tuition Installment Plan Due
<b>10/4</b>	Fall Quarter First Day of Classes
<b>10/31</b>	Second Installment of Tuition Installment Due
<b>11/11</b>	Veteran's Day - No Classes - College Offices Open
<b>11/24-25</b>	Thanksgiving Holiday No Classes – College Closed
<b>11/28</b>	Third Installment of Tuition Installment Plan Due
<b>12/13</b>	Fall Quarter Last Day of Classes
<b>12/14 – 16</b>	Fall Quarter Final Exams
<b>12/16</b>	Fall Quarter Ends
<b>12/20 - 26</b>	Winter Holiday – College Closed
<b>12/19 - 30</b>	Winter Quarter Break – No Classes

2017	
1/2	New Year's Day Observed - College Closed
1/3	Winter Quarter Begins
1/3	Orientation/Registration - Re-enrollees
1/3	Tuition Due
1/3	First Installment of TIP Due
1/3	Late Registration Begins
1/4	Winter Quarter First Day of Classes
1/6	Late Registration Ends
1/6	Last Day to Withdraw with Full Refund of Tuition
1/16	MLK, Jr. holiday - No Classes - College Offices Open
2/1	Second Installment of TIP Due
2/8	Winter Quarter Midterm Grade Reports Due
3/1	Third Installment of TIP Due
3/4	Open House
3/7	Final Quarter Last Day of Classes
3/8 - 10	Final Quarter Final Exams
3/10	Final Quarter Final Grades Due
3/13 - 14	Final Quarter Clearing Exams
3/7 - 15	Winter Quarter Last Day of Classes
3/14	Winter Quarter Final Exams
3/15 - 17	Comprehensive Exams
3/15 - 21	Winter Quarter Ends
3/17	Winter Quarter Final Grades Due
3/20	Spring Quarter Break - No Classes
3/20 - 31	Graduation Rehearsal
3/23	Graduation Ceremony
3/24	
4/3	Spring Quarter Begins
4/3	Orientation/Registration - New Gen. Ed. & Transfer students
4/3	Tuition Due
4/3	First Installment of TIP Due
4/3	Late Registration Begins
4/4	Spring Quarter First Day of Classes
4/5	Late Registration Ends
4/5	Last Day to Withdraw with Full Refund of Tuition
4/14	Good Friday Holiday - No Classes - College Offices Open
5/1	Second Installment of TIP Due
5/10	Spring Quarter Midterm Grade Reports Due
5/29	Memorial Day Holiday - College Closed
6/1	Third Installment of TIP Due
6/13	Spring Quarter Last Day of Classes
6/14 - 16	Spring Quarter Final Exams
6/16	Spring Quarter Ends
6/19	Spring Quarter Final Grades Due
6/19 - 30	Summer Quarter Break - No Classes
7/3	Summer Quarter Begins
7/3	Orientation/Registration - Re-enrollees
7/3	Tuition Due
7/3	First Installment of TIP Due
7/3	Late Registration Begins
7/4	July 4th Holiday - College Closed
7/5	Summer Quarter First Day of Classes
7/6	Late Registration Ends
7/6	Last Day to Withdraw with Full Refund of Tuition
8/1	Second Installment of TIP Due

8/9	Summer Quarter Midterm Grade Reports Due
8/26	Open House
9/1	Third Installment of TIP Due
9/4	Labor Day Holiday - College Closed
9/5	Final Quarter Last Day of Classes
9/6 – 8	Final Quarter Final Exams
9/8	Final Quarter Final Grades Due
9/11 – 12	Final Quarter Clearing Exams
9/12	Summer Quarter Last Day of Classes
9/13 – 15	Summer Quarter Final Exams
9/13 – 19	Comprehensive Exams
9/15	Summer Quarter Ends
9/18	Summer Quarter Final Grades Due
9/18 – 29	Fall Quarter Break - No Classes
9/21	Graduation Rehearsal
9/22	Graduation Ceremony
10/2	Fall Quarter Begins
10/2	Orientation/Registration - New Gen. Ed. & Transfer Students
10/2	Tuition Due
10/2	First Installment of TIP Due
10/2	Late Registration Begins
10/2 - 20	1st & 3rd Quarter Probation Period - Exams TBD***
10/3	Fall Quarter First Day of Classes
10/4	Late Registration Ends
10/4	Last Day to Withdraw with Full Refund of Tuition
11/1	Second Installment of TIP Due
10/8	Fall Quarter Midterm Grade Reports Due
11/23 – 24	Thanksgiving Holiday - College Closed
12/1	Third Installment of TIP Due
12/12	Fall Quarter Last Day of Classes
12/13 – 15	Fall Quarter Final Exams
12/15	Fall Quarter Ends
12/18	Fall Quarter Final Grades Due
12/20 – 26	Winter Quarter Break - No Classes
12/18 – 29	

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