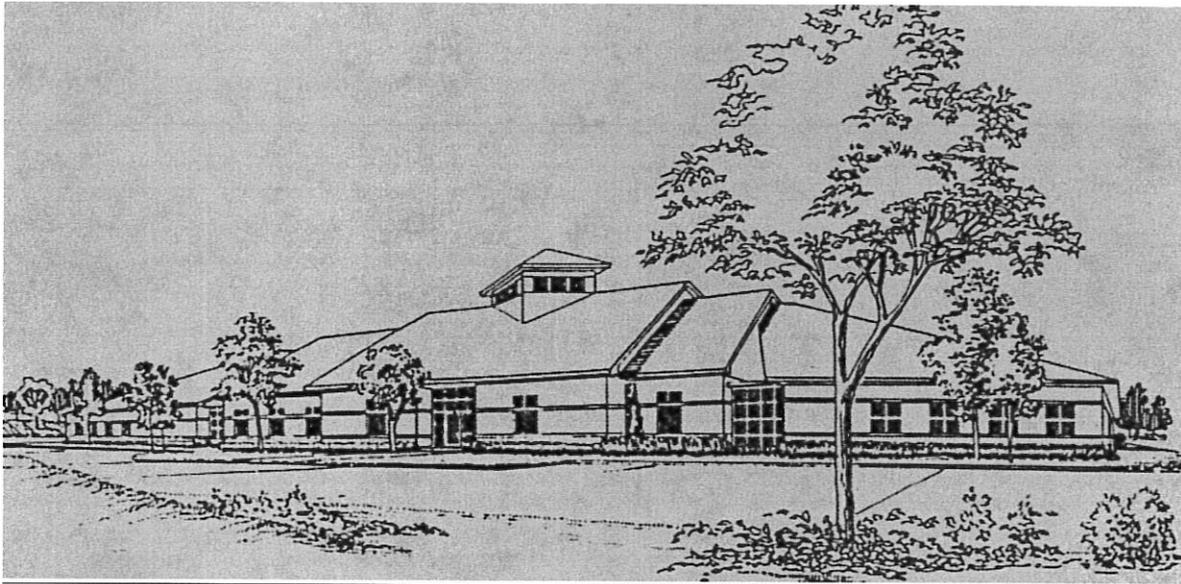


# GUPTON-JONES COLLEGE



# STUDENT HANDBOOK

CONTENTS

INTRODUCTION.....	3
CONDUCT.....	3
SEXUAL HARASSMENT AND HOSTILE ENVIRONMENT POLICY .....	4
SOCIAL MEDIA POLICY.....	4
RIGHT TO APPEAL.....	5
DRESS CODE . . . . .	5
SCHOOL FACILITIES.....	6
ATTENDANCE . . . . .	7
EXAMINATIONS.....	7
GRADING.....	7
PROMOTION/ PROGRESS .....	8
PROBATION .....	8
GRADUATION .....	8
TUITION . . . . .	9
GENERAL INFORMATION.....	9
SAFETY AND HEALTH .....	10
CONCLUSION . . . . .	10

ADOPTED MARCH 2013. PARTS ARE SUBJECT TO CHANGE .

## INTRODUCTION

For the common well-being of all concerned, including the students, faculty, the College, and the profession as a whole, Gupton-Jones College maintains and enforces policies dealing with conduct, absenteeism, dress, and overall progress. It is the intent of the College to meet the objectives as outlined in the catalog, and to facilitate this end, codes governing student life have been implemented.

Upon enrolling at Gupton-Jones College, a student is considered an active member of the funeral profession - a profession which demands dignity, integrity, and a great deal of dependability and responsibility on the part of those who make it up. As a member of this profession, these traits aforementioned are expected and demanded of all students and faculty alike. *It should be remembered at all times that you, your College, the firm and family you represent, and the profession as a whole are judged by your activities, attitude, conduct, dress, etc.*

## CONDUCT

Any activity regarded by the College as disruptive to the orderly educational process, any conduct considered unprofessional, unethical, or illegal may result in the student's removal from the College either permanently, or through temporary suspension. Appropriate disciplinary action will be taken against students guilty of any of the following violations:

1. Possessing or being under the influence of intoxicants or illegal drugs.

2. Smoking/tobacco use anywhere in the school building.
3. Bringing food or uncapped drinks into classrooms, labs, or other unauthorized areas. Food and drinks may be consumed outside the building, within the student lounge, or on the uncarpeted portions of the corridors.
4. Cheating, aiding or abetting another student in cheating during examinations.
5. Willful destruction, damage to, or stealing property that belongs to another or to the College.
6. Assault or battery upon any student, faculty member, or employee of the College.
7. Electronic devices which emit a noise of any type, such as beepers or telephones shall not be tolerated in the classroom. No calls may be made or received on cell phones during class time. Such devices are most disruptive and interrupt the dignity and decorum of the class. Students will not be excused from class to respond to such devices, as movement is disruptive and distracting.
8. Please note that cameras are in all classrooms and at each entrance to the building for monitoring of daily activity.
9. Any conduct which, in the opinion of the College, is unbecoming to a student.

## **SEXUAL HARASSMENT AND HOSTILE ENVIRONMENT POLICY**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Sexual harassment will not be tolerated at Gupton-Jones on the part of any student, faculty member, or visitor to the College.

As members of the Gupton-Jones College community, we individually and collectively have the responsibility to respect the civil rights and certainly the feelings of one another. At no time should any student feel threatened in any way by a staff member or another student. In a hostile or threatening environment, one cannot possibly do his or her best academically, and emotional harm can result. It is the intention of the College to produce a friendly, kind, and considerate environment for all, and will accept no less.

In the event any student feels threatened in any way, either through sexual harassment or by other threatening means, that student should go IMMEDIATELY to a member of the faculty to report and discuss the problem. If the faculty member OR student feels the matter needs to be brought to the President of the College or another representative from administration for resolution, such communication should immediately occur. The administration shall diligently investigate the charges, and if warranted, a hearing will be conducted to determine any disciplinary action, which may be taken. Such a hearing would allow both the accused and the accuser an opportunity to present their viewpoint, and

to have others present during the proceeding. The outcome of any such proceeding would be made known to both parties. If the problem is not severe, the student(s) found guilty will be reprimanded and warned that if such threatening activity continues, suspension or dismissal will follow. Serious violations, either verbal or physical, one party against another, may result in immediate suspension and/or dismissal as determined as a result of the hearing.

## **SOCIAL MEDIA POLICY**

With the advent of social media affecting all walks of life, one should be aware of the implications of any comments made thereon. Written comments on electronic media can be considered as serious as any other form of communication when directed to or about another individual.

"Bullying" is defined as engaging in written or verbal expression or physical conduct that a school determines:

1. Will have the effect of physically banning a student, damaging a student's property, or placing a student in reasonable fear of harm to him/her or of damage to his/her property.
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

A "Cyber-bully" is defined as a person who sends threatening or hurtful messages via social media, email or text messages. This may be considered as a form of harassment or threat and will be dealt with accordingly.

Derogatory comments directed toward a student, staff member or college will be considered inappropriate, possibly libelous, and will be dealt with accordingly.

Due to the sensitive and confidential nature of our profession, pictures of any human remains are never to be taken and should never be posted on any social media website. Students are not permitted to have cell phones, cameras or other electronic devices in view while in the Embalming or Restorative Art labs or at a clinical site.

### RIGHT TO APPEAL

When a student is found to be in violation of school policy as contained herein, and the violation is the first on the part of the student, the general procedure is that a faculty member will discuss the violation with the student and a written counseling report shall be placed in the student file. The second violation of school policy, even if it is of a different nature than the first, may result in a three-day suspension from the College. The third violation may result in dismissal from the College. It should be noted that some violations are of such a serious nature that suspension or dismissals may be the first course of action taken against the student.

While each member of the staff has the responsibility and obligation to enforce policies, rules, and regulations of the College, any student accused in a breach of said policies, rules, or regulations, has the right to appeal if he or she feels wrongly accused, or that disciplinary action taken was inappropriate. The first step is to discuss the problem with the faculty member involved, as honest and open communication will often resolve difficulties which arise. If necessary, the

student can present the case to the Administrative Assistant (Dean) of the College. If still no satisfactory resolution results, the student may appeal to the President of the College. The College makes no guarantees that a solution satisfactory to the appellant will be developed-only to see to it that all concerned are dealt with fairly and justly. The final step in the appeals process is directly to the Board of Trustees in the form of a written communication.

### DRESS CODE

Since funeral service students are associated with the funeral profession, their classroom dress and appearance will be expected to be such as to reflect professional dignity. Following are expectations concerning dress and appearance that must be followed.

Male students must wear dress shirts or shirts with collars, such as golf type shirts. No tee shirts of any kind should be worn. Please wear dress or casual slacks -no jeans of any color. No sandals, flip-flops, tennis shoes or other athletic clothing will be permitted.

Female students must wear dresses, skirts, or slacks with blouses. Dresses and skirts may be no more than 3" above the knee. No capris or capri length pants. No tee shirts or jeans of any color are allowed. Dress or casual shoes with appropriate hosiery are expected. No athletic clothing, shoes, or flip-flops should be worn.

Each Friday is considered a "dress down" day for both students and staff of Gupton-Jones College. Jeans and t-shirts are appropriate. Certain clothing, however, is deemed unacceptable and may not be worn on this day. Examples of unacceptable

modes of dress include, but are not limited to, the following: Shorts, body shirts/tank tops, halter tops, split skirts/skorts, tee shirts with obscene messages or profanity, torn or ripped clothing, and sweat pants or nylon jogging pants.

The dress code also includes the following points:

1. Startling, unusual, extremely tight, or immodest attire of any sort shall not be permitted. Shirts and blouses should be buttoned as appropriate. Midriffs and cleavage may not be exposed.
2. Hats or caps of any kind will not be permitted in the building.
3. Body piercing of any type, such as eyebrows, noses, or lips, is not permitted. Male students may not wear earrings.
4. More formal dress will be required when the class participates in field trips and when special guests or speakers present programs to the class. Students should have suits, ties and appropriate shoes for these events.
5. Students improperly attired in keeping with the standards outlined above **will not** be permitted to attend classes. Absences resulting from violation of the dress code will be charged to the student.

The College reserves the right to pass judgment on the enforcement of the spirit and the letter of the dress code. It is the underlying intent of the College to see that its students meet standards of professionalism in terms of appearance for the well being of the College, its students and graduates, and the profession as a whole.

## **SCHOOL FACILITIES**

1. Students are to come into the offices only on business matters. Much work goes on in the business and faculty offices, and students are welcome to enter these areas on business or for counseling sessions. However, the offices are not for lounging, so please do not loiter in the business or office areas. Any student wishing to see an instructor must first inquire at the main office, so the Registrar may determine the instructor's availability.
2. A student is held responsible for the breakage of classroom equipment he or she is using. Please see that equipment such as student desks are used properly. Do not sit on the writing surface portion of classroom desks, nor deface desktops by writing or drawing upon them.
3. Parking facilities are available to students of Gupton-Jones College. Students may park in the College parking lot as long as they use common courtesy, exercise caution, and park only in designated parking spaces. *Loud music is not permitted in the parking area. Please be respectful of classes in session and area businesses.* Anyone parking in the College parking lot improperly, or in such a manner as to disrupt the orderly flow of traffic into and out of the lot, may have his/her automobile towed at the owner's expense. The College will accept no liability in such cases where automobiles must be towed. The College will accept no liability for auto damage on school property, whether that damage is incidental or due to vandalism. The parking facility is available for student use on a first

come, first serve basis and at the driver's own risk. All traffic laws must be obeyed in the operation of automobiles. Please remember that there are outside cameras in use.

## **ATTENDANCE**

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

When a student is absent for part of an hour, it will be counted as a full hour of absence. Any full-time student missing over 20 hours of class in a quarter will have "attendance probation" noted on their official transcript. *Students missing more than 30 hours may be withdrawn from the school for that quarter.*

At Gupton-Jones College, student attendance is considered in calculating the student's final quarter grades, and participation is critical to the professional growth of each student. A student, who misses more than 10% of his/her scheduled classes for a given course, will have one point removed from the quarter grade for each hour of absence beyond the 10%.

## **EXAMINATIONS**

Weekly, monthly, and quarterly examinations are given in most subjects. These exams may be oral or written, announced or unannounced. The value of the examinations, including the final, varies with the course and the instructor. Exam

grades are accessible by using the Distance Learning Site ([www.distance.pierce.edu](http://www.distance.pierce.edu)). All students should create a username and password on the first visit. Enrollment Keys to access your grades will be given by the instructor and are posted in the classroom.

No instructor is obligated to give a make-up for a previously announced examination. For each make-up exam that a student is allowed to take, a make-up fee of \$3.00 will be charged. The fee must be paid in the Registrar's office prior to taking the make-up exam.

Comprehensive examinations will be given at the end of the sixth quarter in the area of Funeral Service Arts and Sciences. A minimum score of 70 on each comprehensive exam is required in order to graduate.

The Nelson-Denny Reading Exam is given the first week of the quarter. Students falling below a 10<sup>th</sup> grade reading level will be required to spend 2 hours per week at the school working on remedial subjects.

## **GRADING**

A student's grade for each course is determined by test scores, class participation, projects and other assignments. The grade scale at Gupton-Jones College is as follows:

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F below 70

To be eligible for graduation, a student must have an overall scholastic average of 75.000 or better.

## PROMOTION/PROGRESS

To advance from one quarter to the next, a student must satisfactorily pass course work in the previous quarter. A student may, under certain circumstances, be permitted to continue into a successive quarter on probationary status (see "PROBATION"), or with the understanding that the courses failed must be repeated in a subsequent quarter. A student may not proceed from second to third quarter until all first and second quarter work has been successfully completed.

In order to remain in good standing, and to be eligible for Federal financial aid, a student must be making satisfactory academic progress. A detailed description of these progress guidelines is available in the administrative office, but some of the key points are covered here in order to highlight their importance. In order to be making satisfactory progress, students must maintain a minimal grade point average at the end of each academic quarter as follows:

Qtr:	■	J	3	4	5	Q
GPA:	71	72	73	74	75	75

In addition, a student must be passing a certain number of hours attempted in order to be making progress. Students who fail individual courses and are required to repeat those courses in a subsequent quarter will not be making satisfactory progress & will not be eligible for Federal financial aid for re-taking those courses. Financial aid may be re-gained by successfully passing the failed courses and maintain the necessary grade point average.

## PROBATION

While probation is not guaranteed to anyone, in some circumstances a student receiving an "F" may be permitted to enter a succeeding quarter on a probationary status. At the end of the probationary period, the student will be given an opportunity to take another examination over the same material on which an "F" was made. If a passing grade is achieved on the probationary test, then a grade of "70" is substituted for the "F" previously recorded. If the student fails the probationary test, the course must be re-taken in a subsequent quarter. A student failing to take the probationary test at the time scheduled with the instructor will receive an "F" in the course. A student shall be ineligible for probation if he/she was absent for more than 20 hours (accumulated from all courses) during the quarter. *A student may also be ineligible for probation if he/she fails multiple courses, lacks the academic average to proceed, or has been on probation in previous quarters.*

## GRADUATION

Upon graduation, the successful candidate will be awarded the Associate of Science Degree in Funeral Service. To be eligible for graduation, a student must have passed all courses and have an overall scholastic average of 75.000 or higher. Clinical casework must be satisfactorily completed with all case reports submitted and approved by the College. Financial obligations to the College must be satisfied. Books and all library materials must be returned. Also, to be eligible for graduation, every student must sit for the National Board Exam administered by the Conference of Funeral Service Examining Boards.

The annual passage rate of first-time takers of the National Board Examination for the most recent three-year period for Gupton-Jones and all American Board of Funeral Service Education accredited programs is posted on the ABFSE website ([www.abfse.org](http://www.abfse.org)).

## **TUITION**

The amount of tuition is posted in the supplement to the catalog and is payable on a quarterly basis, as outlined in the supplement. Tuition is due and payable on the first day of each quarter. Any exceptions to the above must be approved by the Administration of the College. Refund checks for overpayment of tuition during a given quarter will be issued ten business days from the date of overpayment.

Refunds on tuition payments cannot be made until the full quarterly tuition has been paid. Tuition must be paid in full for release of quarter grades.

## **GENERAL INFORMATION**

1. Please keep your current address and phone number registered with the administrative office. This is **VERY IMPORTANT!**
2. If a student is having trouble with a subject or subjects, counseling sessions should be arranged with the instructor of the course or courses.
3. The administration asks the cooperation of the student body in keeping the student lounge, classrooms, corridors, and restrooms of the College in a presentable state.
4. Classes are called into session and dismissed by the sounding of an automatic bell. The class periods are of 50-minute duration with a 10-minute break between classes. All personal business such as restroom breaks, smoking, phone calls, pencil sharpening, etc., should be conducted during these breaks. Students are asked to remain seated during the entire class period, as moving around the room, or leaving and returning during the class hour is distracting to both the instructor and to other students in the vicinity.
5. Students are provided with quarterly schedules at the beginning of each quarter. While the school tries to adhere to these schedules as much as possible, occasional short notice changes are inevitable. Occasionally, various members of the faculty must be away from the College to attend meetings, workshops, or to conduct seminars, etc. The Instructors who miss their classes for such activities will gauge their progress to see that all classroom material is properly covered.
6. Returned Check Fee – There will be a returned check fee of \$30.00 for any check returned by the bank for any reason. If a student has a second check returned during the course of his/her enrollment, that student will be placed on a cash only basis for all future transactions with the College. Personal checks will not be accepted during the last two weeks of a quarter for that quarter's tuition.
7. Students must not bring guests to class without prior approval of the administration. Children may not be brought into the classroom or left unattended at any time. Faculty and

staff will not be responsible for supervising children or guests.

8. Transcript Requests and Fees  
Transcripts will not be released externally without the student's written consent. Official transcripts will be mailed directly from the college in a sealed envelope. Transcripts issued to the student will be unofficial. A fee of \$5.00 per copy will be charged for transcripts.

## **SAFETY AND HEALTH**

Students are encouraged to be acutely aware of their own security and that of others around the school facility. Any incident, which might appear to be a violation of school rules or local laws, should be reported to the office of the College. The College is located in DeKalb County, Georgia, and the county police authorities are responsible for security and law enforcement in the vicinity of the College. If necessary, the office personnel will contact police authorities to handle matters under their jurisdiction.

All students are given a 3 digit code to use on all secured entrances. Do not share this code. All visitors should report to the front office. The entrance gates are closed each evening. Access to the College is not available after business hours, and 24 hour security cameras are in place on the College property.

In the event of hazardous weather or other emergencies, tune in to one of the three Atlanta stations, WSB, WXIA or FOX 5 for information. Also, FM radio stations STAR 94.1, KISS 104.1, 95.5 THE BEAT and AM 750 will carry a list of school closings. You

may also find closings or other emergency information at [www.distance.pierce.edu](http://www.distance.pierce.edu). In case of a fire, all students must leave the building in an orderly fashion and move all vehicles away from the building.

Health Services – Students should complete the Medical Form provided and keep the information current for office staff. In the event of minor medical problems, the College has a referral physician in the area. No on-campus medical services, other than first aid treatment, are available. DeKalb Medical at Hillandale is the nearest hospital facility. (1 mile east on Snapfinger Woods Drive)

## **CONCLUSION**

Each student is presented a copy of the Student Handbook rules and regulations upon enrollment. Proceeding with registration carries the stipulation that you have received, reviewed, and understand the regulations of the College, and that you agree to abide by each and every one of them. The College reserves the right to enforce all rules and regulations and to alter, or in any way, add to or delete from this list of rules and regulations as it may deem necessary.