



DALLAS
INSTITUTE
OF FUNERAL SERVICE

YOUR FUTURE IS NOW
DISCOVER
it TODAY

PIERCE
COLLEGES
The Wilbert Group



Catalog
2016-2017

DALLAS
INSTITUTE
OF FUNERAL SERVICE
The *Wilbert* Group

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

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

James M. Shoemake

James M. Shoemake
President

Accreditation Statement

The Funeral Service Degree Program and Dallas Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233-3747. Web: www.abfse.org.

State Approval

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

Other Approvals

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

Non-discrimination Statement

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

PIERCE

COLLEGES

The *Wilbert* Group

Pierce Mortuary Colleges promote excellence in the 21st 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.

The **ASSOCIATE OF APPLIED SCIENCE** Degree Program or the **Funeral Director's Program** 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 program 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

DALLAS INSTITUTE OF FUNERAL SERVICE

The *Wilbert* Group

Dallas Institute of Funeral Service
3909 South Buckner Blvd.
Dallas, Texas 75227
214.388.5466 | info@dallasinstitute.edu
DallasInstitute.edu

GUPTON-JONES COLLEGE OF FUNERAL SERVICE

The *Wilbert* Group

Gupton-Jones College of Funeral Service
5141 Snapfinger Woods Dr.
Decatur, Georgia 30035
770.593.2257 | info@gupton-jones.edu
Gupton-Jones.edu

MID-AMERICA COLLEGE OF FUNERAL SERVICE

The *Wilbert* Group

Mid-America College of Funeral Service
3111 Hamburg Pike
Jeffersonville, Indiana 47130
812.288.8878 | info@mid-america.edu
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 over 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

PROGRAMS OF STUDY

The **Associate of Applied Science** program, the under-graduate academic degree offered at Dallas Institute 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 Applied 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 fifteen months with no transfer credits or possibly as little as one year with the appropriate credits to transfer. Students who complete an Associate of Applied Science degree also have options to transfer to select colleges and universities to pursue a Bachelor's degree.

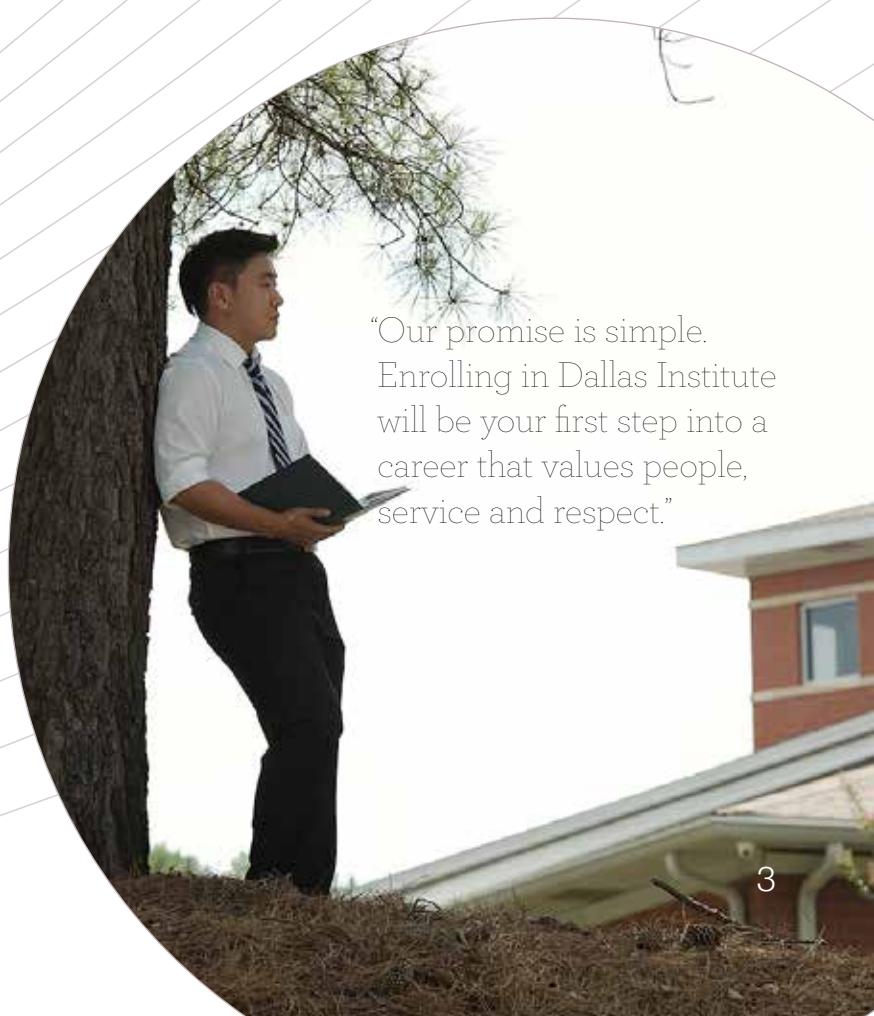
The Funeral Service Degree Program and Dallas Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph, MO 64506 (816) 233-3747 Web: www.abfse.org

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

The **Funeral Director's Program** is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education since it does not include instruction in the following areas: embalming and related science courses and the general education courses. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

The purpose of the **Funeral Director's Program** is to give those students desiring a career in funeral service, but who do not want to be embalmers, a program of study to provide them with the skills necessary to practice as only a funeral director. Students that complete this program will receive a diploma that is approved by the states of Texas, Louisiana and Missouri. The program is offered in academic quarters and can be completed on campus in as little as six months or online in twelve months. Graduates receiving this diploma then have the option of moving into the Associate of Applied Degree Program having completed many of the courses.

“Our promise is simple. Enrolling in Dallas Institute 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 Dallas Institute, 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. (Dallas Institute school code is 010761.) 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

Dallas Institute 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 Dallas Institute for more information.

TIP

Dallas Institute 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.dallasinstitute.edu/admissions



YOUR VISION—OUR

Our mission at Dallas Institute 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 Dallas, Texas, Dallas Institute of Funeral Service provides students with the best of both worlds. Our easy-to-reach campus is conducive to focused learning while the civic and cultural riches of downtown Dallas 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.

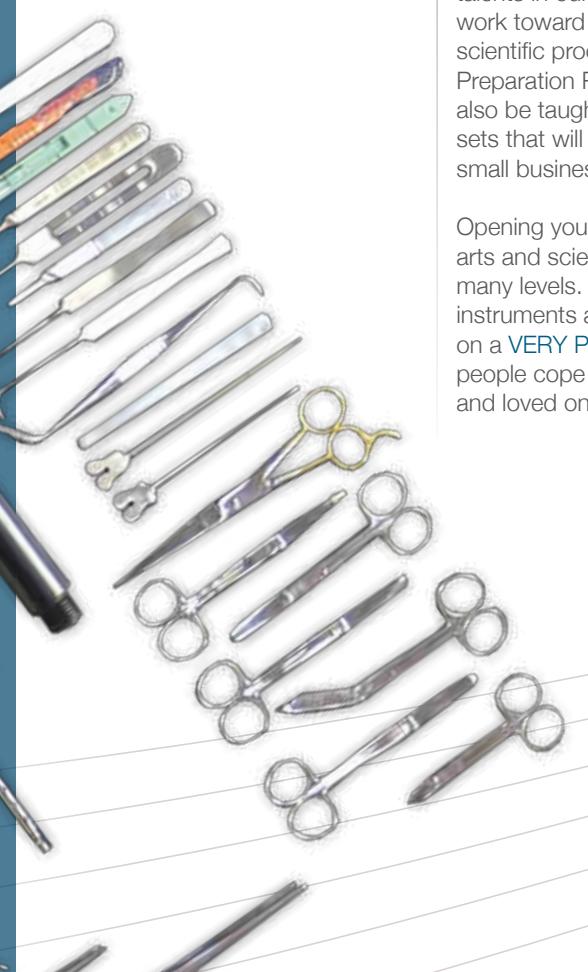
This emphasis on shared learning and collaborative problem-solving mirrors the realities of being in the funeral service business. So as you approach graduation, your ability to shape your personal vision of your career is grounded in real-world realities.



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

MASTERING ART

DISCOVER NEW TALENTS EXPLORE NEW SKILLS



At Dallas Institute 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 or diploma from Dallas Institute 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? Dallas Institute offers the entire Funeral Director's Program and a number of other classes in an online format 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 or diploma offered by Dallas Institute 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 Dallas Institute 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 Dallas Institute 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.

& SCIENCE

At Dallas Institute, 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. That means that, 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.



Index

History of the Institution	12
Welcome	15
Mission Statement, Aims, and Objectives	16
Dallas Institute of Funeral Service	17
Facilities	19
Student Life and Activities	20
Class Organization.....	20
Pi Sigma Eta Fraternity	20
Lions Club International	20
Women in Black	20
Field Trips and Guest Lectures	20
Student Advising and Guidance	20
Living Accommodations	20
Student Employment	20
Placement Assistance.....	20
Admissions	21
Admission Procedures.....	21
Educational Requirements	21
Application and Acceptance.....	21
Admission of International Students.....	21
Transfer Credits.....	21
Students with Disabilities.....	22
Enrollment	22
Registration/Orientation.....	22
Late Registration	22
Distance Learning.....	22
Fiduciary Responsibilities	24
Tuition	24
Fees	24
Financial Assistance	25
Refunds	27
Academic Programs.....	31
Associate of Applied Science Degree in Funeral Service	31
Funeral Director's Program	33
Funeral Director's Program Online	34
Course Descriptions	35
General Student Policies.....	39
Student Conduct	39
Attendance.....	39
Online Course Attendance Policy	39
Leave of Absence (LOA).....	39
Standard Period of Non-Enrollment (SPNE)	39
Withdrawal Policy.....	40
Texas Success Initiative (TSI)	40
Comprehensive Examinations	41
Graduation.....	41
National Board Examination.....	41
Annual Passage Rate of First Time Takes on the NBE..	41
Grading Methods and Symbols.....	42
Satisfactory Academic Progress.....	43
Returning from LOA, SPNE, or Withdrawal.....	44
Return from Prior Withdrawal.....	45
Quarterly Promotion	45
Auditing Courses.....	46
Student Grievance and Appeal Policy	47
Dallas Institute of Funeral Service Academic Calendar	50

History of the Institution

One of the first schools of embalming in the United States and certainly in the South and Southwest was organized in Dallas, Texas, at the turn of the century and was called the Barnes School of Anatomy, later to be called The Dallas School of Embalming. In 1945 The Dallas School of Embalming was succeeded by Dallas Institute of Mortuary Science founded by W.H. Pierce and L.G. Frederick. Dallas Institute of Funeral Service represents the school with the longest continuous operation under the same general management of any funeral service educational institution in the United States.

Dr. Carl Barnes, a well-known medical expert, founded this school in 1900 and called it Barnes School of Anatomy, Sanitary Science and Embalming. Professor Hood F. Smith directed the school, under the supervision of Dr. Barnes, until 1908 and then assumed full charge. He was assisted by Professor Will Dwyer. At that time, the name was changed to the Dallas School of Embalming.

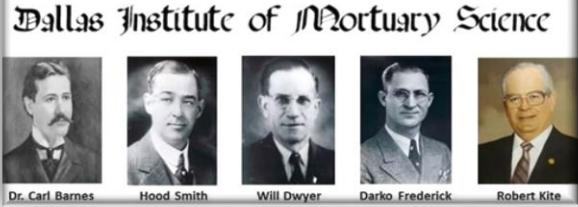
In 1925, following the death of Professor Smith, Professor Dwyer assumed active charge of the college and appointed L. G. "Darko" Frederick as his assistant. This arrangement continued until 1936 when Frederick became a part of a private funeral supply organization.



Ed C. Smith Undertaking Co., Dallas



Dallas Institute of Mortuary Science, 1960s



With the death of Professor Dwyer in 1945, representative members of the funeral service profession recognized the need for continuing such a school to serve this area. W. H. Pierce and L. G. Frederick accepted the responsibility and created a partnership known as Dallas Institute of Mortuary Science, and Mr. Frederick was appointed full-time director and administrator of the college.

In March 1954, the traditions of the South and Southwest were joined as the Gupton-Jones College of Mortuary Science of Nashville, TN, was merged with Dallas Institute

DALLAS INSTITUTE OF FUNERAL SERVICE

The *Willert* Group

of Mortuary Science. The entire facility and some of the faculty were then moved to Dallas. At this time, a new entity was created, which was known as Dallas Institute – Gupton-Jones College of Mortuary Science.

On April 1, 1963, Dallas Institute of Mortuary Science was converted to a non-profit corporation under the laws of the State of Texas. Its purpose was to engage in all activities necessary, useful or expedient to promote and further the interest of mortuary education, being primarily concerned with educational skills, scientific research, dissemination of the research results and teaching embalming of the human dead. Its primary purpose was to conduct a school to teach the business and profession of funeral service as well as educational instruction in all the arts and sciences and other subjects as recommended by the Board of Trustees and the accrediting agencies that were concerned with the funeral profession.



The original Board of Trustees consisted of W. H. Pierce, Chairman; L. G. Frederick; Paul Bollman; Robert Kite; and Floyd Owens. Mr. Frederick was elected president of the college and Robert Kite dean. Upon the retirement of Mr. Frederick in 1963, Mr. Kite was elected president of the college and served in that responsible office until his retirement in 1992, at which time James M. Shoemake assumed the office of president.

In 1969, Dallas Institute was invited to establish a similar satellite branch in Atlanta, Georgia. Because there were so

many graduates of the Gupton-Jones College when it was in Nashville, the Board of Trustees decided to restore this well-known name to its new branch in Atlanta. The Dallas Institute then resumed its former name, Dallas Institute of Mortuary Science, which was later changed to Dallas Institute of Funeral Service.

In 1972, the Kentucky School of Mortuary Science in Louisville, Kentucky, became a part of the organization and in 1978 was joined by the Indiana College of Mortuary Science, which was then located in Indianapolis, Indiana. At this time the non-profit corporation was changed from Dallas Institute of Mortuary Science to Pierce Mortuary Colleges, Inc., and each of the satellite schools assumed its individual identity. Accordingly, Dallas Institute of Funeral Service became one of several colleges, each of which was independent of the other but a legal part of the non-profit corporation known as Pierce Mortuary Colleges, Inc.

After some 38 years at the same location at 3906 Worth Street, the need for a larger campus and a more modern building became obvious to the Board of Trustees.

September 1983 was the date selected for the Dallas Institute of Funeral Service to move from the old facilities to the beautiful new building at 3909 South Buckner Boulevard in Dallas. In 1995, in an effort to maintain state of the art facilities, a major renovation and addition project was completed. The school sits on a developed campus of three acres.

Dallas Institute of Funeral Service is accredited by the American Board of Funeral Service Education, the official accrediting agency for funeral service education as recognized by the United States Office of Education. The college is an active member of the National Associated Colleges of Mortuary Science, Inc. Eligible students attending the college may receive financial assistance from a number of agencies, including Veterans Administration, Vocational Rehabilitation Commissions, and Job Retraining Programs in the form of federal student loans, Pell Grants, veteran's training, and vocational rehabilitation training.

Dallas Institute of Funeral Service has a rich history and tradition, and its success can well be measured by the number of successful funeral directors who are alumni and have proudly given much credit for their training to this institution.



Located in Dallas, Texas

Our school is located in the one and only "Big D" also known as Dallas, Texas.

The college is located in the eastern part of the city at 3909 South Buckner Boulevard (Loop 12) and is easily accessible from all major freeways. The college is near shopping centers, restaurants, churches, hospitals, other schools and colleges, and apartment complexes.

Dallas itself has become an educational complex second to none and includes such institutions as Southern Methodist University, the University of Dallas, The University of Texas at Dallas, Southwestern Medical School of The University of Texas Health Science Center, University of North Texas at Dallas, Texas A & M Health Science Center-Baylor College of Dentistry, Baylor School of Nursing, Dallas Baptist University, six Dallas community colleges, Paul Quinn College and a number of other colleges and universities within a fifty-mile radius of Dallas, making it a mecca for the enterprising student.



Welcome!



Welcome to Dallas Institute!

You have made one of the most important decisions in your life – that is to attend Dallas Institute of Funeral Service. Our college has an outstanding tradition in funeral service education. Educating people for a future in the funeral service profession has always been its sole purpose.

As you will note our funeral service faculty are all licensed in the profession and are well able to provide a professional perspective to your education at Dallas Institute.

Please feel free to come by and introduce yourself. I look forward to meeting you.

Congratulations on this very important first step.

James M. Shoemake

James Shoemake, President
Dallas Institute of Funeral Service

Welcome!

As Dean of the Dallas Institute of Funeral Service, please allow me to extend my most sincere welcome to you as a new student at our fine facility. We are so proud that you have chosen us as a step toward your goal of entering one of the finest professions in the world.....that of funeral service!

Please feel free to stop by my office at any time to discuss achievements, concerns or just to chat about life. I am here for you and I want to see you succeed.

Sincerely,

Wayne Cavender

Wayne Cavender, Dean
Dallas Institute of Funeral Service





Mission, Aims and Objectives

Mission

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

Aims

Dallas Institute 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 Dallas Institute of Funeral Service reinforce its mission statement and central aim. To that end, the College will strive:

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

Dallas Institute of Funeral Service

Board of Trustees Members

Dallas Institute 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 fulfilment 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

Dallas Institute of Funeral Service Members

James M. Shoemake – President, M.S. University of Texas at Dallas; B.S. Southern Methodist University: Graduate, Dallas Institute of Funeral Service: Licensed Funeral Director and Embalmer. Instructor in Anatomy. Director of Associate Degree Program.

Wayne Cavender – Dean, M.A. Amberton University; B.S. Missouri Western State College: A.A.S. Dallas Institute of Funeral Service: Licensed Funeral Director and Embalmer. Instructor in Chemistry, Microbiology, Pathology, Embalming Discussions, and F.S. Ethics. Director of Clinical Embalming Program.

Robert A. Clark – Director of Financial Aid, M.A. Amber University; B.B.A. East Texas State University; A.S. Kilgore College; A.A.S. Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Instructor in Law (Funeral Service and State), Accounting, F.S. Merchandising, and Small Business Management

Brian Mullins – Director of Learning Resources and Learning Skills Improvement; M.Div., B.A., Baptist Missionary Association Theological Seminary; A.A.S. Dallas Institute of Funeral Service; Post Graduate Studies, Southwestern Baptist Theological Seminary; Licensed Funeral Director and Embalmer. Instructor in F.S. Administration, F.S. Management, F.S. Counseling, Grief Psychology, Funeral Directing, Sociology of F.S., State F.S. Law, F.S. History and Written Communications.

James Smith – Faculty member, M.A. Regent University; B.A., University of Texas at El Paso; A.A.S., Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer. Instructor in Restorative Art, Embalming, Business Law and Speech Communication.

Terry K. Parrish – Registrar and Adjunct Instructor, M.S. Capella University; B.S. Ottawa University; A.A.S. Dallas Institute of Funeral Service; Post Graduate Studies University of Southern New Hampshire; Licensed Funeral Director and Embalmer. Instructor in F.S. History and United States History.

Amy Poole – Clinical Embalming Preceptor, A.S. Community College of the Air Force; A.A.S. Dallas Institute of Funeral Service. Licensed Funeral Director and Embalmer

Jo-Sandra Greenberg – Adjunct Instructor, M.S. University of Texas at Dallas; B.A. Southern Methodist University. Instructor in English Composition and Written Communications.

Sara Stokes – Adjunct Instructor, M.A. University of Texas at Arlington; B.S. Arlington State College. Instructor in College Math

Tonya Cunningham – Adjunct Instructor, M.A., Amberton University; B.S.W., University of Texas at Austin; A.A.S., Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer; Licensed Social Worker. Instructor in F.S. Counseling and General Psychology

David Hoblit – Adjunct Instructor, M.D., Louisiana State University; B.S., Louisiana State University. Instructor in Human Anatomy

Lydia Marruffo – Adjunct Instructor, B.S. University of North Texas; Graduate studies at Fitchburg State College; A.A.S. Dallas Institute of Funeral Service; Licensed Funeral Director and Embalmer; Instructor in Funeral Service Chemistry

Olga Retana – Admissions Representative, A.A.S. Dallas Institute of Funeral service; Provisionally licensed Funeral Director and Embalmer.

Facilities

Building

The college facilities were designed and constructed to include the utmost in comfort, beauty, and utility for both the students and faculty. Over two-and-one-half acres of parking is provided on campus for the convenience of the students, visitors, and faculty. The building contains over 19,000 square feet. It includes an administrative and faculty office area; spacious lecture rooms, each with appropriate public address systems and visual aids; state of the art laboratories for computer applications, restorative art, and embalming; a well-equipped library; an open-air atrium; and a large student center with a refreshment area and adjoining kitchen.



Hours of Operation

The College is open daily from 7:00 a.m. until 4:00 p.m., Monday through Friday and classes are scheduled each day from 7:30 a.m. to 12:20 p.m. In addition, the College holds an Open House on a designated weekend just prior to each orientation/registration to assist incoming students with specialized needs related to their professional training. Please refer to the college calendar for specific Open House dates.

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. All lecture classrooms are fully carpeted and well lighted. 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

Dallas Institute of Funeral Service views the library as an integral component of student enrichment, regardless of whether utilized for general education, liberal arts courses, or mortuary science research necessary for a particular course of study. The J. Frank Pierce 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.

Supplementing the college library facility for research and study is a state-of-the art Computer Training Center. All individual computers are connected to a shared printer and are all internet-accessible.

The Library and Computer Training Center are open daily during the normal operating hours of the college for student use and to area 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.

Lions Club International

Lions Club member volunteers provide assistance with many different kinds of community projects – including caring for the environment, feeding the hungry, aiding senior citizens and the disabled and, perhaps most well-known for fighting blindness.

Women In Black

Women in Black is a social club that is open to all women enrolled at Dallas Institute of Funeral Service to provide an opportunity for women in the funeral service industry to network and share experiences. Monthly meetings are held to socialize and welcome new members into the group as well as to plan charitable activities.

Field Trips and Guests Lectures

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

Student Advising and Guidance

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

adjustments and resolving academic issues which he or she may be experiencing.

Living Accommodations

Student housing while attending Dallas Institute 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 throughout the building and electronically through the College's social media. It is not uncommon for funeral homes from neighboring states to recruit new graduates, so those who are the most willing to move will likely have better success in finding placement. The College will assist a student in obtaining suitable employment upon his or her graduation, an alumnus who wishes to find new employment, or a funeral home that needs a new employee. Obtaining suitable employment, however, is the primary responsibility of the graduate. The College cannot guarantee placement following graduation.

Admissions

Admissions Procedures

An application for enrollment into Dallas Institute of Funeral Service can be found on our website. This website can be located at www.dallasinstitute.edu. 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 Dallas Institute 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
- 5) Evidence that the applicant has had the Bacterial Meningitis immunization or is exempt from the requirement

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.

Admission of 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 must complete additional steps in order to obtain the proper immigration paperwork. Please contact the foreign student advisor at the college for additional information.

Transfer Credits

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 will be awarded subject by subject. Evaluators will use the formula that one quarter hour is equal to 2/3 semester hours when making computations (i.e., 30 SH = 45 QH).

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

English/Literature 5 quarter hours (3 semester hours)

English Composition or Literature (may transfer for ENG 105)

Behavioral Science 5 quarter hours (3 semester hours)

General Psychology or Intro to Psychology (may transfer for PSY 105)

Math/Science 5 quarter hours (3 semester hours)

College level Math, Chemistry or Physics (may transfer for MAT 105)

General Electives 10 quarter hours (6 semester hours)

History, Political Science, Government, Humanities, Anthropology, Economics, Philosophy, or Religion (may transfer for HIS 105 & HIS 205)

Transfer credit will be clearly shown on the student's "Evaluation of Previous Education and Training Form" and college transcript. The student's tuition may then be adjusted based on the fee schedule.

Transfer students shall complete at least thirty-five (35) quarter hours in residency at Dallas Institute of Funeral Service. Students who enroll at this college with a degree from an accredited college or university shall be eligible to

receive the Associate of Applied Science Degree in Funeral Service upon successful completion of the four quarters of funeral service core at Dallas Institute of Funeral Service.

Transferability of Credits from Dallas Institute to Other Institutions

The Dallas Institute of Funeral Service does NOT guarantee transferability of any credits completed at this institution. You must contact the registrar of the school to which you want to transfer as to acceptance of credits earned at any other school. Your Dallas Institute credits are measured in quarter hours and if you should be able to transfer any credits to a semester hour institution, the accepting institution will determine the equivalence of the hours transferred.

Students with Disabilities Policy

In accordance with the Americans with Disabilities Act (ADA), Dallas Institute of Funeral Service is fully committed to providing educational services to all individuals, regardless of disabilities they may have. To accommodate individuals with disabilities, it is the policy of Dallas Institute 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 Dallas Institute 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 Dallas Institute of Funeral Service.

Enrollment

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

There are four enrollment dates each year, winter, spring, summer, and fall. The winter and summer enrollment dates are those in which the Associate of Applied Science Degree Program begins for those needing one or more of the General Education classes taught in the first quarter of the AAS Program. The spring and fall enrollment dates are for those who already have a degree or have sufficient transfer credits to begin in the second quarter of the AAS Program. The spring and fall enrollment dates are also the start of the Funeral Directors Program.

Registration/Orientation

Registration/Orientation at Dallas Institute 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 Dallas Institute of Funeral Service may occur during the first three 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?

Dallas Institute's distance learning program allows its students the opportunity to complete some courses at home without being on campus every day.

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?

The entire Funeral Director's Program is available through distance learning by enrolling into the Funeral Director's

Program Online program. Also available through distance learning are all of the general education courses in the Associate of Applied Science Degree program.

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

When available, E-books are provided to students when they sign up for a distance learning course. If an e-book is not available, or if a student prefers a physical copy of the text being used, purchase of that book from the publisher or some other source 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?

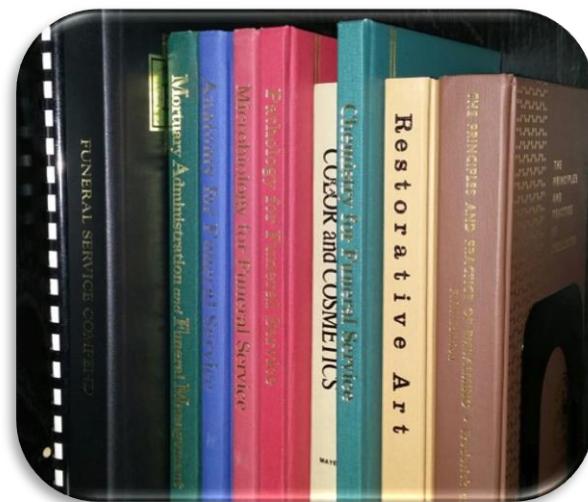
A Distance Learning Class includes:

- ❖ 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 will require an instructor approved proctor or 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 Dallas Institute 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.

Definition of a quarter credit hour of instruction

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

Associate of Applied Science in Funeral Service Program (AAS)

How much does the Associate of Applied 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 Dallas Institute 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 Applied Science in Funeral Service Program cost if I want to take general education courses at Dallas Institute 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 **\$18,500.00**.

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

Funeral Director Program (FDP)

How much does the Funeral Director Program cost if taken on-campus?

If enrolling into the Funeral Director Program on-campus, the cost of the program is **\$7,400.00**. You could graduate after two quarters of study.

How much does the Online Funeral Director Program cost?

If enrolling into the Online Funeral Director Program, the cost of the program is **\$10,950.00** plus \$25.00 per course technology fee for a total of \$11,400.00. You could graduate after four quarters of study.

NOTE: The Online Funeral Director Program is not eligible for federal financial aid and tuition does not include all textbooks.

Charged Tuition for Courses Approved by the President – Courses Outside of the Scheduled Quarter

If you are taking a scheduled full quarter of courses and an additional course(s) outside of the scheduled courses, you will be charged \$250.00 a quarter hour for each credit of the course(s).

Any course(s) you wish to take outside of the scheduled courses of the quarter; you will need prior approval from the president.

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@dallasinstitute.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 charged the cost of replacement. If textbooks are lost or stolen, the college can issue a replacement. Students are responsible for replacement cost.

Distance Learning Textbooks

The College provides all required E-books, if available. If not available in an E-book format, Distance Learning students may purchase textbooks online when paying tuition or purchase from another reseller.

Clinical & Laboratory Supplies

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

Technology Fee

For distance learning courses, all students will be charged a twenty-five (\$25.00) technology fee per course.

Enrollment Fee & Activity Fee

The College does not have an enrollment fee or activity 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. The National Board Exam Fee for first-time takers will be reimbursed if taken and passed within 60 days of last Comprehensive Exam

Security Fee

A twenty dollar (\$20.00) security fee will be charged to each-on-campus student on or before orientation/first day of class. The security fee includes the cost of student ID and Key-Fob/Card.

Texas State Board Exam Fee for Funeral Director (only) Program

The State Board Exam Fee paid by the student will be reimbursed by the college for first-time takers if taken and passed within 60 days of the last Comprehensive Exam.

Note: This information in all or in part is subject to change without notice.

Financial Assistance

Scholarships

Dallas Institute of Funeral Service accepts scholarships. A limited number of scholarships are available to students of funeral service though a number of different organizations including the American Board of Funeral Service Education, Service Corporation International, Texas Funeral Directors Association and others. Contact Dallas Institute of Funeral Service for more information.

Federal Financial Aid

The Dallas Institute 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, $\frac{3}{4}$ 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.

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
- 2) Complete a Stafford Loan Sub/Unsub MPN at www.studentloans.gov
- 3) Complete Direct Stafford Loan Entrance Counseling at www.studentloans.gov
- 4) Enrolled at Dallas Institute 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

Dallas Institute of Funeral Service is pleased to participate in Veterans' Affairs Educational Benefit Programs and Military Tuition Assistance Programs.

What benefit am I eligible for?

If you are an eligible active duty member of the military, an eligible dependent, or a veteran of the U.S. military, you may be eligible for Veteran Affairs (VA) Educational Benefits.

VA Educational Benefits include, but are not limited to:

Chapter 30: Montgomery GI Bill – Active Duty
For information on Chapter 30: Montgomery GI Bill Active Duty -http://www.benefits.va.gov/gibill/mgib_ad.asp

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

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

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

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

If you are unsure of what you may be eligible for, or unsure what benefit is right for you, try the GI Bill Comparison Tool at <https://www.vets.gov/gi-bill-comparison-tool>.

VA Educational Benefits do not include state sponsored VA grants or scholarships.

How do I apply for my benefits?

To apply for your VA Educational Benefit, you will complete the application through [VONAPP](#). Once completed, the VA will send you a Certificate of Eligibility (COE) for the benefit you have applied for.

Please submit a copy of your COE to the College.

Does Dallas Institute of Funeral Service participate in the Yellow Ribbon Program?

Yes, Dallas Institute of Funeral Service is a proud participant in the Yellow Ribbon Program. Dallas Institute 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

State Programs

Applicants desiring to attend Dallas Institute of Funeral Service under provisions of a state rehabilitation or vocational program must contact their local rehabilitation office directly.

Tuition Installment Plan

Dallas Institute 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.

Should a student not pay their first installment by the designated payment date, there will be a grace period of five (5) school days for that payment to be made. No books will be provided to the student until the payment is received by the college. If, after five (5) school days, the payment is not secured, a late fee of fifty dollars (\$50) will be applied to the student's account and no books provided until the payment is made.

If the second and third installments are not paid by the designated payment dates, a fifty dollar (\$50) late fee will be applied to the student's account for each of the late payments. ALL balances owed for a quarter must be paid before a student will be allowed to progress into a subsequent quarter.

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). A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy for non-Title IV

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is

- otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 6. A student who withdraws for a reason unrelated to the student's academic status after the 75% percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
 7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- d. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other

- than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- e. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
8. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refunds of Title IV

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

This policy affects students who:

- A) Receive or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal Stafford or PLUS loans awarded under the Federal Direct Student Loan (FDSL) program
- AND
- B) Withdraw or were terminated from the institution during the first 60% of any payment period or period of enrollment.

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

paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

In calculating the Title IV refund, a determination must be made as to the number of days completed by the student as a percentage of the number of days in the payment period. If the percentage is below 60%, then a determination must be made as to the amount of Title IV funds earned and unearned by the student.

For example, a student completes 35 days of a payment period and withdraws. The student has received \$1,000 in Pell grant funds and student loans totaling \$1,500 for the payment period. The student paid \$500 in cash when beginning school. The total number of days to complete the payment period is 70 days. The number of days completed by the student (35 days) in a payment period divided by the number of days in the payment period (70 days) equals the percentage (50%) that represents the percentage of the payment period, completed by the student. The student received \$2,500 in Title IV aid which is the total aid disbursed or could have been disbursed. The Title IV aid multiplied by the percentage of the payment period, completed equals the amount of aid earned by the student ($\$2,500 \times 50\% = \$1,250.00$). The amount of Title IV funds disbursed (\$2,500) minus the amount of Title IV aid earned by the student (\$1,250.00) equals the amount of Title IV aid funds (\$1,250.00) to be returned. The unearned percentage of the payment period would be 100% minus 50% = 50%. Tuition for the payment period multiplied by the unearned percentage equals the amount earned by the school. If total institutional charges equaled \$3,000, then this would be multiplied by 50% (the unearned Title IV aid by student). This amount would be \$1,500.00. The lesser amount of unearned charges (\$1,250.00) or the amount of the school charges unearned (\$1,500.00) would be returned to the Department of Ed. In this case, the student would owe the school \$1,250.00 ($\$1,750.00 - 500.00$). The amount of \$1,250.00 would be returned to the Department of Ed.

The school must return all unearned Title IV funds to the Department of Education within 30 days of the student's withdrawal before any other refunds are made.

The order in which Title IV refunds will be made will be Title IV provider: (1) Unsubsidized Direct Stafford Loans, (2) Subsidized Direct Stafford Loans, (3) Direct PLUS Loans received on behalf of the student, (4) Federal Pell Grants, (5) Other SFA programs, (6) Other aid sources, and, (7) The student if any funds remain to be refunded. Title IV aid

regulations require refunding the maximum to each of the above in the order listed.

A copy of the correspondence relating to any refund on behalf of a student to any agency will be forwarded to the terminating student. (In case of a refund made to the Department of Education in the case of a Student Loan, the refund will apply towards repayment of the principal of the loan.)

Any questions as to Title IV refunds involving financial aid, please contact the Financial Aid Office.

Academic Programs

Dallas Institution of Funeral Service offers three (3) programs of instruction; the Associate of Applied Science in Funeral Service, the Funeral Director's Program and the Funeral Director's Program Online.

The programs at Dallas Institute are designed to meet the educational prerequisites for licensure and employment in funeral service. They fulfill the requirements of all approval agencies. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. It was developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

Definition of a quarter credit hour of instruction

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

Associate of Applied Science Degree in Funeral Service

The minimum requirement for the Associate of Applied Science Degree is one hundred (100) quarter hours of credit. This requirement may be fulfilled by successfully completing quarter's one through five including the general education component and the funeral service core. A transfer student having sufficient general education credits may fulfill the requirement by completing quarters two through five.

This curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. It is designed to meet the prerequisites for licensure and entry-level employment in funeral service. The courses are listed under the headings of: (1) Public Health and Technical, (2) Business Management, (3) Social Sciences, (4) Legal, Ethical, Regulatory, (5) Liberal Arts, and (6) General Education/Liberal Arts/Electives.

The skills learned in this program include: arranging and directing a funeral, arranging for the transport of the

deceased to the funeral home, interviewing family or next-of-kin to arrange details of a funeral, selecting the pallbearers, and procuring the officiant, arranging transportation for all to the place of service and to the cemetery or crematory, completing the necessary legal documents as required by law, embalming, restorative art and information from the basic sciences necessary for preserving public health. Additional skills studied are good interpersonal skills, learning to work with others, communicating orally and in writing, reasoning logically to resolve problems, and learning to set goals and working towards meeting these goals.

The Funeral Service Degree Program and Dallas Institute of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233-3747. Web: www.abfse.org.

GENERAL EDUCATION REQUIREMENTS: All general education requirements for the associate degree may be completed here at the college. **No previous college credit needed to enter the program.** The general education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

GENERAL EDUCATION			PUBLIC HEALTH AND TECHNICAL			BUSINESS MANAGEMENT AND PROFESSIONAL		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Course #	Course	Credit Hours
MAT 105	College Mathematics	5	FSS 102 203 301	Anatomy	6	FSM 104	Basic Accounting	4
ENG 105	English Composition	5	FSS 112 223	Chemistry	5	FSM 112	Funeral Service Administration	2
PSY 105	General Psychology	5	FSS 211 303 311 402	Embalming	7	FSM 203	Funeral Service Management	3
HST 105	United States History Before 1877	5	FSS 122 242	Microbiology	4	FSM 303	Funeral Service Merchandising	3
HST 205	United States History Since 1877	5	FSS 141 213	Pathology	4	FSM 402	Funeral Directing	2
			FSS 131 201 233 321 341	Restorative Art	7	FSM 103 213	Small Business Management	6
			FSS 411	Capstone Review - Sciences	1	FSM 411	Capstone Review - Arts	1
				Practicum	Required			
		25			34			21
SOCIAL SCIENCES			LEGAL, ETHICAL, AND REGULATORY			PROGRAM		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Total Program Credits	Total Funeral Service Credits	
FS 112	Communications/Speech	2	FS 104	Business Law	4			
FS 122	Communications/Written	2	FS 101	Funeral Service Ethics	1			
FS 132	Funeral Service Counseling	2	FS 142	Funeral Service Law	2			
FS 152	Funeral Service Sociology	2	FS 301	State Funeral Service Law	1			
FS 202	Grief Psychology	2						
FS 102	History of Funeral Service	2						
		12				8	100	75

Quarterly Sequence of Courses

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5
MAT 105	FS 112	FSS 102	FSS 203	FSS 301
ENG 105	FS 122	FSS 112	FSS 223	FSS 402
HST 105	FS 132	FSS 211	FSS 303	FSM 402
HST 205	FS 152	FSM 103	FSS 311	FSS 242
	FS 102	FS 101	FS 142	FSS 213
	FS 104	FSM 203	FSS 122	FS 202
	FSM 104	FSM 303	FSS 141	FSS 321
	FSM 112	PSY 105	FSS 233	FSS 341
		FSS 131	FSS 201	FSM 213
		Practicum	Practicum	FS 301
				FSS 411
				FSM 411
20 credits	20 credits	21 credits	19 credits	20 credits

Funeral Director's Program

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

The Funeral Director's Program is a certificate program currently only approved for those planning to practice in Texas, Louisiana and Missouri. The skills learned in this program include: arranging and directing a funeral,

arranging for the transport of the deceased to the funeral home, interviewing family or next-of-kin to arrange details of a funeral, selecting the pallbearers, and procuring the officiant, arranging transportation for all to the place of service and to the cemetery or crematory, completing the necessary legal documents as required by law. Additional skills studied are good interpersonal skills, learning to work with others, communicating orally and in writing, reasoning logically to resolve problems, and learning to set goals and working towards meeting these goals.

SOCIAL SCIENCES			LEGAL, ETHICAL, AND REGULATORY			BUSINESS MANAGEMENT AND PROFESSIONAL		
<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>
FS 112	Communications/Speech	2	FS 104	Business Law	4	FSM 104	Basic Accounting	4
FS 122	Communications/Written	2	FS 101	Funeral Service Ethics	1	FSM 112	Funeral Service Administration	2
FS 132	Funeral Service Counseling	2	FS 142	Funeral Service Law	2	FSM 203	Funeral Service Management	3
FS 152	Funeral Service Sociology	2	FS 301	State Funeral Service Law	1	FSM 303	Funeral Service Merchandising	3
FS 202	Grief Psychology	2				FSM 402	Funeral Directing	2
FS 102	History of Funeral Service	2				FSM 103 213	Small Business Management	6
						FSM 411	Capstone Review - Arts	1
		12			8			21

Quarterly Sequence of Courses

Quarter 1	Quarter 2
FS 112	FSM 103
FS 122	FS 101
FS 132	FSM 203
FS 152	FSM 303
FS 102	FSM 402
FS 104	FS 202
FSM 104	FSM 213
FSM 112	FS 301
FS 142	FSM 411
22 credits	19 credits

Funeral Director's Program Online

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

The Funeral Director's Program Online, like the on-campus version, is a certificate program currently only approved for those planning to practice in Texas, Louisiana and Missouri. The online program allows the student an opportunity to complete

courses without being on campus every day. The skills learned in this program include: arranging and directing a funeral, arranging for the transport of the deceased to the funeral home, interviewing family or next-of-kin to arrange details of a funeral, selecting the pallbearers, and procuring the officiant, arranging transportation for all to the place of service and to the cemetery or crematory, completing the necessary legal documents as required by law. Additional skills studied are good interpersonal skills, learning to work with others, communicating orally and in writing, reasoning logically to resolve problems, and learning to set goals and working towards meeting these goals.

SOCIAL SCIENCES			LEGAL, ETHICAL, AND REGULATORY			BUSINESS MANAGEMENT AND PROFESSIONAL		
Course #	Course	Credit Hours	Course #	Course	Credit Hours	Course #	Course	Credit Hours
FS 112	Communications/Speech	2	FS 104	Business Law	4	FSM 104	Basic Accounting	4
FS 122	Communications/Written	2	FS 101	Funeral Service Ethics	1	FSM 112	Funeral Service Administration	2
FS 132	Funeral Service Counseling	2	FS 142	Funeral Service Law	2	FSM 203	Funeral Service Management	3
FS 152	Funeral Service Sociology	2	FS 301	State Funeral Service Law	1	FSM 303	Funeral Service Merchandising	3
FS 202	Grief Psychology	2				FSM 402	Funeral Directing	2
FS 102	History of Funeral Service	2				FSM 103 213	Small Business Management	6
						FSM 411	Capstone Review - Arts	1
		12			8			21

Quarterly Sequence of Courses

Quarter 1	Quarter 2	Quarter 3	Quarter 4
FS 112	FSM 402	FSM 104	FSM 303
FS 122	FS 101	FS 132	FS 202
FS 102	FSM 203	FS 142	FSM 213
FS 104	FSM 103	FS 152	FS 301
FSM 112			FSM 411
12 credits	9 credits	10 credits	10 credits

Course Descriptions

Course descriptions are designed to depict each course's content in understandable items to aid the student in a complete comprehension of requisite studies to attain the objectives of the program. The first digit of the course number denotes the level of the course. Basic courses begin at the 100 level and increase depending on the number of quarters a course is offered. The last digit in the course number indicates the number of quarter hours in the course. (QH) designates the number of quarter credits. Semester hour(SH) credits are shown only for comparison purposes. The other descriptive set of parentheses stands for: (Weekly Lecture Hours – Weekly Lab Hours – Weekly External Hours).

GENERAL EDUCATION COURSES

ENG 105 – English Composition (5-0-0) (55 Clock Hours) (5 QH) (4.1 SH)

This course is designed to improve students' English writing skills, emphasizing thesis support and development, Standard English grammar, sentence structure, paragraph development, mechanical correctness, spelling, punctuation, and vocabulary. Students will be required to read several selections and to respond analytically and critically to the reading. Students will write various styles of compositions and essays. This course introduces research skills and conventions of documentation.

HST 105 – United States History before 1877 (5-0-0) (55 Clock Hours) (5 QH) (4.1 SH)

This course presents an introduction to the political, social, economic, and cultural history of the United States to the end of reconstruction of the South following the Civil War. The course is designed to help students understand and evaluate their society and to comprehend the historical experience.

HST 205 – United States History since 1877 (5-0-0) (55 Clock Hours) (5 QH) (4.1 SH)

This course is an intensive analysis of the history of the United States after the reconstruction of the South following the Civil War, and ends with the current events of historical significance. After completing this course of study, the student will be able to discuss and recognize the problems and the attitudes that have shaped our present day events.

MAT 105 – College Mathematics (5-0-0) (55 Clock Hours) (5 QH) (4.1 SH)

The course begins with a study of set theory and number theory progressing to linear and quadratic equations and inequalities, roots of polynomials, exponential and logarithmic functions, and systems of equations. Other topics include complex numbers and the theory of equations. It concludes with the application of algebraic

principles to solve problems in funeral service.

PSY 105 – General Psychology (5-0-0) (55 Clock Hours) (5 QH) (4.1 SH)

The course overviews the major theories and scientific research examining the human mind and behavior. The topics range from studies of perception, cognition, memory, language, and thought to studies of development, personality, relationships, motivation, abnormal patterns of thought and behavior, and cultural differences.

PUBLIC HEALTH AND TECHNICAL

FSS 102 – Human Anatomy I (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

This course is an introduction to anatomy, basic terminology, embryology, and the integumentary system. Included is a detailed discussion of hematology and cardiology.

FSS 203 – Human Anatomy II (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This course is a very extensive study of the circulatory system, including the blood vascular and lymphatic system. It includes a detailed study of the skeletal system, including landmarks and points of articulations, as well as a study of the muscular system. **Prerequisite: FSS 102**

FSS 301 – Human Anatomy III (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)

This course is a study of the basic anatomical structures and physiological principles of the digestive, respiratory, endocrine, excretory, reproductive, and nervous systems. The quarter ends with a review of all systems of the body. **Prerequisites: FSS 102, 203**

FSS 112 – Chemistry I (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

This course consists of a brief introduction to the following subjects: fundamental concepts, atomic structure, and classification of the elements, chemical equations, solutions, acids, bases, and salts.

FSS 223 – Chemistry II (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This course involves the study of organic chemistry, carbon, and its related compounds as well as an overview of biochemistry, the chemistry of life. The course also includes a study of embalming chemistry, the chemistry of decomposition and the preservation and disinfection of the dead human body. **Prerequisite: FSS 112**

FSS 122 – Microbiology I (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

The first quarter of microbiology is an introduction to the study of microorganisms, and their anatomy, physiology, and methods for control. A fundamental approach to the

mechanisms of pathogenicity and host response to infection through a study of immunology is also presented.

FSS 242 – Microbiology II (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

The second quarter of microbiology concentrates on specific bacteria, rickettsia, chlamydia, viruses, fungi, and protozoa, along with the infections they cause. Portals of entry and exit of each microorganism and their modes of transmission are particularly emphasized in this section.

Prerequisite: FSS 122

FSS 141 Pathology I (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)

This class is designed to provide sufficient knowledge to understand the need for public health regulations. It includes a study of general pathology, as well as an introduction to the terminology and the fundamentals of disease processes throughout the body.

FSS 213 Pathology II (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This is a continuation of the study of the disease process on the body with an emphasis on special pathology, a study of disease of specific organs and organ systems, with emphasis on the structural changes involved. **Prerequisite: FSS 141**

FSS 211 Embalming I and Clinical Experience (1-0-1) (22 Clock Hours) (1 QH) (0.7 SH)

This is an introductory course in embalming; concentrating on professionalism, accountability, and responsibility, as well as legal regulation. Students learn the overall value of embalming. Physical and chemical changes that occur in the body and the terminology of death are studied. Embalming instruments, preparation room equipment and supplies are discussed. Students are required to assist in the preparation of six dead human bodies during this quarter. These cases are completed under the direct supervision of embalming lab preceptors. Embalming takes place either on-campus in the school's preparation facility or in licensed off-campus facilities. Students must provide their own transportation to off-campus sites.

FSS 303 Embalming II and Clinical Experience (3-0-1) (44 Clock Hours) (3 QH) (2.0 SH)

A continuation of FSS 211, this course presents an in-depth study of embalming case analysis, beginning with pre-embalming, embalming, and post-embalming procedures. Proper procedures and techniques are presented in preparation for professional practice. The student is required to assist with the embalming and preparation of a minimum of six dead human bodies during this quarter. These cases will be completed under the direct supervision of embalming lab preceptors. The embalming experience takes place either on-campus in the school's preparation facilities or in licensed off-campus facilities. Students must provide their own transportation to off-campus sites.

Prerequisite: FSS 211

FSS 311 Embalming II - Lab (0-2-0) (22 Clock Hours) (1 QH) (0.7 SH)

Embalming laboratory covers an in-depth look at the preparation room and the components of an adequate embalming facility including a detailed look at OSHA guidelines and how they affect the embalming procedure. Anatomical and linear guides are also discussed as they relate specifically to embalming. The remainder of the course is devoted to studying the components of embalming fluids and how the chemicals are used for treating the dead human body. Calculation of embalming solution strengths is also discussed. **Prerequisite: FSS 211 (may be taken concurrently with FSS 303)**

FSS 402 Embalming III (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

This course is devoted to the handling of special cases and the proper embalming procedure of each. Attention is devoted to the many unique challenges facing the modern embalmer. **Prerequisites: FSS 211, 303, 311**

FSS 131 Restorative Art I (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)

The student is taught the basic fundamentals of restorative art in regard to case evaluation and procedures needed for proper restoration. The course includes such areas as bones of the head and bony landmarks affecting surface form, muscles, facial markings, and tissue thickness. Facial proportions, profile shapes, and front view head shapes are discussed. The features of the head and its individual parts are integral in aiding the student in restoring a complete face as required in the laboratory. Throughout the course, emphasis is placed on the use of proper terminology as well as terms of position and direction.

FSS 201 Restorative Art II - Lab (0-2-0) (22 Clock Hours) (1 QH) (0.7 SH)

Each student is supplied with a modeling skull, restorative wax, and modeling tools. Here the student learns the basics of modeling the face, including the main features.

Prerequisite: FSS 131 (may be taken concurrently with FSS 233)

FSS 233 Restorative Art II (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This portion of the restorative art course covers such areas as restorative art waxes and their adaptation to various restorative cases. Methods of attachment and support for the ear and nose, as well as problem cases with the mouth and eyes are also included. Color theory and the importance of color in the industry are covered at length. This discussion of color leads directly into the study of cosmetics and their application for viewing in the funeral setting. **Prerequisite: FSS 131**

FSS 321 Restorative Art III (1-0-0) (11 Clock Hours) (1 QH) (0.7 SH)

Hypodermic tissue building, hair restorations, burns, abrasions, and decapitation cases are but a few of the many special cases considered in this section of the course. The student is instructed in proper methods of Restorative Art for each of three phases: pre embalming; embalming, and post embalming periods. **Prerequisites:** FSS 131, 233

FSS 341 Restorative Art III - Lab (0-2-0) (22 Clock Hours) (1 QH) (0.7 SH)

Each student is supplied with a specially prepared cosmetic mask and a complete mortuary cosmetic kit. Here the student learns the basics of cosmetizing the face, including the practical application of cosmetics to the cosmetic mask for both normal and problem cases. **Prerequisites:** FSS 131, 201, 233 (may be taken concurrently with FSS 321)

FSS 411 Capstone Review - Sciences (1-0-0) (11 Clock Hours) (1 QH) (0.7)

This is a comprehensive review of all the science courses. Each subject area will have review material, lectures on critical thinking, and test taking skills, followed by examinations to prepare the student for their comprehensive exams and appropriate licensing exam. **Pre/Co - requisites:** 102, 203, 112, 223, 122, 141, 211, 303, 311, 131, 201, 233

BUSINESS MANAGEMENT**FSM 104 Basic Accounting (4-0-0) (44 Clock Hours) (4 QH) (2.7 SH)**

This course is an introduction to the basic theories of accounting and the application of theories in preparation of accounting records and financial statements. Additional emphasis is placed on accounting for the single proprietorship type of business organization.

FSM 103 Small Business Management I (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This course discusses the principles of management applicable to small business. The major areas of study include planning for a new or existing business, organization, location, and marketing strategies.

FSM 213 Small Business Management II (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This course is a continuation of small business management, with emphasis upon financial planning, capital asset management, personnel management, and elements of sound business management. The computer as a business tool, financial tool, marketing device, and sales analysis tool is also included. **May be take concurrently with:** FSM 103

FSM 112 Funeral Service Administration (2-0-0) (22 Clock**Hours) (2 QH) (1.3 SH)**

This course includes history and orientation, terminology and organizations, psychological and influencing factors of funeral service, and professional ethics. Also included is a study of Social Security and Veterans Administration benefits.

FSM 203 Funeral Service Management (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This course includes a study of telephone techniques, first call, pre-embalming information, vital statistics, professional relationships and funeral service forms. It includes Federal Trade Commission rules and regulations along with General Price List rules and regulations.

FSM 303 Funeral Service Merchandising (3-0-0) (33 Clock Hours) (3 QH) (2.0 SH)

This course is a study of the principles of buying and selling merchandise, casket and vault construction, cremation merchandise and containers, cemetery merchandise and property and inventory and pricing methods.

FSM 402 Funeral Directing (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

This course includes a study of the funeral arrangement, funeral procedure, and types of services, including religious, fraternal organizations, and military services.

FSM 411 Capstone Review - Arts (1-0-0) (11 Clock Hours) (1 QH) (0.7)

This is a comprehensive review of all the arts (non-science) courses. Each subject area will have review material, lectures on critical thinking, and test taking skills, followed by examinations to prepare the student for their comprehensive exams and appropriate licensing exam. **Pre/Co - requisites:** FSM 103, 104, 112 203, 213, 303, 402; FS 101, 102, 104, 112, 122, 132, 142, 152, 202, 301

SOCIAL SCIENCE**FS102 History of Funeral Service (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)**

Both funeral service and embalming are included in this history course from the beginnings to modern funeral practices. It covers the history of such cultures as the Egyptians, Hebrews, Greeks, Romans, and early Christians. Historical contributions by influential individuals to both funeral service and the art of embalming are also covered.

FS 112 Speech Communications (2-0-0) (22 Clock Hours) (2 QH) (1.3 SH)

This course is an introduction to public speaking. The funeral professional is often asked to speak about the funeral business. Students in this class will learn about audience analysis, organizing a presentation, persuasive speaking, and informative speaking. Each student will have the opportunity to deliver a speech.

**FS 122 Written Communications (2-0-0) (22 Clock Hours)
(2 QH) (1.3 SH)**

This course is an overall study of the elements of the communication process, types of communication, language, non-verbal communication, and listening. Communication skills are discussed in relation to letter writing, advertising, resumes, and obituaries.

**FS 132 Funeral Service Counseling (2-0-0) (22 Clock Hours)
(2 QH) (1.3 SH)**

This course will promote greater understanding for what takes place during an "at need" arrangement conference. Basic skills and techniques utilized in counseling will be discussed, along with what qualities and characteristics a counselor needs.

**FS 152 Funeral Service Sociology (2-0-0) (22 Clock Hours)
(2 QH) (1.3 SH)**

This course is a general survey of sociology, including orientation, definitions, application and purpose, culture, customs, family, funeral customs, ethnic and minority groups.

**FS 202 Psychology of Grief (2-0-0) (22 Clock Hours) (2 QH)
(1.3 SH)**

This course includes the study of dying and death, along with the grief of the adult and child.

LEGAL, REGULATORY and ETHICS

**FS 101 Funeral Service Ethics (1-0-0) (11 Clock Hours) (1
QH) (0.7)**

Both personal and professional ethics will be discussed in this course. Focus will be placed on the ethical beliefs of the individual as well as the ethical behavior that a funeral service practitioner should exhibit.

**FS 104 Business Law (4-0-0) (44 Clock Hours) (4 QH) (2.7
SH)**

This course is an introduction to business law, courts and court procedure, contracts, property sales, and bailments. It also includes the study of commercial paper, agency and employment, risk bearing devices and the nature of property.

**FS 142 Funeral Service Law (2-0-0) (22 Clock Hours) (2 QH)
(1.3 SH)**

This course is structured to acquaint the student with the legal instruments that apply to funeral service. It also includes an introduction to wills and estates, death and disposition rights, torts, state board rules, licensure of persons and establishments.

**FS 301 State Funeral Service Law (1-0-0) (11 Clock Hours)
(1 QH) (0.7)**

Laws, rules and regulations pertaining to funeral service for the state in which the student anticipates pursuing his/her professional practice are covered in this course.

The students are divided into groups representing their respective states. The students are then quizzed in the specific state laws and regulations for their particular state.



General Student Policies

Student Conduct

Pierce Mortuary College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership. When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College Policies and Procedures. All college rules and the code of conduct are presented in the Student Handbook. The right of due process is guaranteed to students by following the grievance procedures outlined later in this document.

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 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 records attendance at the beginning 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.

Leave of Absence (LOA)

A leave of absence may be granted in emergency situations and for military service obligations. A student must request a leave of absence in writing prior to the date of leave. The request must contain the dates of the leave, the reason for the leave, and be signed by the student. A maximum of one leave per twelve month time period may be requested. If approved, the request will be placed in the student's file.

If a student fails to return from leave, they will be immediately withdrawn and the proper refund will be made. Students are responsible to arrange for make-up of class work missed as a result of the leave. Students receiving a leave of absence are no longer eligible for the Exemplary Attendance Award.

Standard Period of Non-Enrollment (SPNE)

There are a certain set of limited circumstances when the College determines it is necessary to interrupt the sequential order of required courses and requires an

academically initiated leave of absence otherwise known as a standard period of non-enrollment (SPNE).

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

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

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.

Texas Success Initiative(TSI)

The Texas Success Initiative requires all students enrolling in programs leading to an AAS degree to be assessed in

reading, writing and math skills unless exempt. The purpose of the assessment is to determine what remediation is necessary and to plan what measures should be taken to ensure college readiness. Students may meet the standard by their scores on the Texas Higher Education Assessment (THEA) or an alternative test or in conjunction with their grades for the general education courses. This assessment should be completed during the first quarter of enrollment.

Students are determined to be ready for technical instruction when they have successfully completed the first quarter of the AAS program with no grades less than a C. Those in the Funeral Director's Program are exempt from the TSI requirements.

Testing Policies

See the official syllabus for each course to determine the instructor guidelines concerning testing policies. Final exams will not be available for any student who has not completed the required clinical work for the current quarter.

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 Dallas Institute 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.

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.

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. National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. You may request a printed copy of this program's rates in person at Dallas Institute of Funeral Service, Admissions Office, 3909 South Buckner Blvd., Dallas TX 75227; or by email at info@dallasinstitute.edu, or by telephone at 214-388-5466.

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
Incomplete (I)	n/a	n/a	No	Yes	No
Transfer Credits (TR)	n/a	n/a	Yes	Yes	No
Voluntary Withdrawal (VW)	n/a	n/a	No	Yes	No
Administrative Withdrawal (AW)	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.

Dallas Institute of Funeral Service – 5 Quarter Terms – Associate of Applied 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
Quarter 7	2.00
Quarter 8	2.00

Dallas Institute of Funeral Service – 2 Quarter Terms – Funeral Director Program

QUARTER	GPA
Quarter 1	1.75
Quarter 2	2.00
Quarter 3	2.00

To be in Good Standing for Financial Aid a student must:

- ❖ Successfully complete at least 67 of all attempted credit hours **AND** Maintain a Cumulative Grade Point Average (CGPA) as indicated in the following chart:

Associate of Applied Science Degree Program – Maximum of 8 Quarters

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

- ❖ Attempt no more than 150 credit hours for an associate degree requiring 100 hours Must be on track to complete degree plan within the maximum time frame

Funeral Directors Program – Maximum of 3 Quarters

CREDIT HOURS ATTEMPTED	MINIMUM CUMULATIVE GPA REQUIRED
0 – 25	1.75
26 or more	2.00

- ❖ Attempt no more than 62 credit hours for funeral director's program requiring 41 credit hours Must be on track to complete program plan within the maximum time frame

Financial Aid Warning

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

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

Financial Aid Suspension

A student will be required to meet specific criteria to assist them in regaining Satisfactory Academic Progress and Title IV eligibility. During this period, the student will not be eligible to receive Title IV funds, but may continue on a

cash pay basis with an approved payment plan. A student, who loses their financial aid eligibility due to Financial Aid Suspension, has a right to file an appeal regarding their Satisfactory Academic Progress evaluation.

Financial Aid Probation

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

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

Appeal Process

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

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

Notification of Financial Aid Status

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

Students Returning from LOA, SPNE, or Withdrawal

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

Reinstatement of Title IV Financial Aid

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

Incomplete Courses

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

Repeated Courses

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

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

Effect of Change of Program on SAP policy

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

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.

Requirements for an Academic Action Plan

- ❖ Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period
- ❖ Maintain a quarterly GPA of at least 2.5 and grade average in each class of 81% in their program. (The higher grade average and GPA are required to raise the standard to help the student make up for areas that may have been lacking previously)
- ❖ Attend classes regularly (student must attend an average of at least 90% of all scheduled hours)
- ❖ Complete all required tests and assignments on time
- ❖ The academic action plan will be monitored regularly by the Dean or School Director (or designee)
- ❖ The school will notify the student on a monthly basis concerning their academic status as related to their action plan. The student's status will be recorded on a progress report for the student to sign
- ❖ Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted

A student who is administratively withdrawn for absenteeism may request re-admission in writing for the next available grading period following advising by a member of the school's administrative staff. A student administratively withdrawn for violation of the attendance policy may be re-admitted no more than three (3) times, provided the reasons for the attendance problems are justifiable.

A student who is suspended or withdrawn for scholastic or academic deficiencies may apply for re-admission in the next succeeding academic quarter. A student, having been withdrawn for the second time, must show evidence of remedial work and improvement, before re-admission to the college. Any request for re-admission following the third withdrawal will be reviewed by the administration.

The student has the right to appeal in writing to the Chief Operating Officer (COO) of Pierce Mortuary Colleges if the decision of the administration is not satisfactory. Please see Grievance Policy.

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

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

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 a 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

formal 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 formal 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

After exhausting the institution's grievance/complaint process, current, former, and prospective students of Dallas Institute may initiate a complaint with the Texas Workforce Commission or the Texas Higher Education Coordinating Board by following the guidelines of each organization

Texas Workforce Commission

The Dallas Institute of Funeral Service has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S 0307.

The school's programs are approved by TWC, as well as Texas Higher Education Coordinating Board (THECB), Texas Funeral Service Commission (TFSC) and are accredited by the American Board of Funeral Service Education (ABFSE).

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's Catalog and Student Handbook.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://www.twc.state.tx.us/partners/career-schools-colleges-resources>

Texas Higher Education Coordinating Board

Overview: The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.110 – 1.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section

61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to submit a Student Complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted.

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are set forth below:

The following forms are required to start the complaint process:

<http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9>

- ❖ [THECB Student Complaint Form](#)
- ❖ [FERPA Consent and Release Form](#)
- ❖ [THECB Consent and Agreement Form](#)
- ❖ [Authorization to Disclose Medical Record Information](#) – Required only if a disability is alleged

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Process:

The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted

their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows:

THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution, and will refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution. E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System shall be referred to the appropriate university system for investigation and resolution.

Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.); the Agency may refer the complaint to the accrediting agency or educational association. THECB has the right to adopt any decision made by the accrediting agency or educational association, and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint.

If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB Office of General Counsel (OGC) staff, often with the assistance of other THECB staff, will initiate an investigation. Prior to initiating an investigation, however, the student must exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to OGC of such exhaustion.

As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the

student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Dallas Institute of Funeral Service Academic Calendar

2016	
January 4	Orientation/Registration - New Gen. Ed. Students
January 4	First Installment of Tuition Installment Plan Due
January 5	Winter Quarter First Day of Classes
January 18	Martin Luther King, Jr. Holiday No Classes - College Offices Open
February 1	Second Installment of Tuition Installment Due
March 1	Third Installment of Tuition Installment Plan Due
March 5	Open House
March 8	Final Quarter Last Day of Classes
March 9-11	Final Quarter Final Exams
March 14-15	Final Quarter Clearing Exams
March 15	Winter Quarter Last Day of Classes
March 16-18	Winter Quarter Final Exams
March 16-22	Comprehensive Exams
March 18	Winter Quarter Ends
March 21-April 1	Spring Quarter Break - No Classes
March 23	Commencement Rehearsal
March 25	Commencement
April 4	Orientation/Registration - New FD & Transfer Students
April 4	First Installment of Tuition Installment Plan Due
April 5	Spring Quarter First Day of Classes
May 2	Second Installment of Tuition Installment Due
May 30	Memorial Day Holiday - College Closed
May 31	Third Installment of Tuition Installment Plan Due
June 14	Spring Quarter Last Day of Classes
June 15-17	Spring Quarter Final Exams
June 17	Spring Quarter Ends
June 20-July 4	Summer Quarter Break - No Classes
July 5	Orientation/Registration - New Gen. Ed. Students
July 5	First Installment of Tuition Installment Plan Due
July 6	Summer Quarter First Day of Classes
August 1	Second Installment of Tuition Installment Due
August 27	Open House
August 29	Third Installment of Tuition Installment Plan Due
September 5	Labor Day Holiday - College Closed
September 6	Final Quarter Last Day of Classes
September 7-9	Final Quarter Final Exams
September 12-13	Final Quarter Clearing Exams
September 13	Summer Quarter Last Day of Classes
September 14-16	Summer Quarter Final Exams
September 14-20	Comprehensive Exams
September 16	Summer Quarter Ends
September 19-30	Fall Quarter Break - No Classes
September 21	Commencement Rehearsal
September 23	Commencement
October 3	Orientation/Registration - New FD & Transfer Students

October 3	First Installment of Tuition Installment Plan Due
October 4	Fall Quarter First Day of Classes
October 31	Second Installment of Tuition Installment Due
November 11	Veteran's Day - No Classes - College Offices Open
November 24-25	Thanksgiving Holiday - College Closed
November 28	Third Installment of Tuition Installment Plan Due
December 13	Fall Quarter Last Day of Classes
December 14-16	Fall Quarter Final Exams
December 16	Fall Quarter Ends
December 20-26	Winter Holiday – College Closed
December 19-30	Winter Quarter Break – No Classes

2017	
January 2	New Year's Day Observed - College Closed
January 3	Winter Quarter Begins
January 3	Orientation/Registration - New Gen. Ed. Students
January 3	Tuition Due
January 3	First Installment of TIP Due
January 3	Late Registration Begins
January 3-20	2nd & 4th Quarter Probation Period - Exams TBD ***
January 4	Winter Quarter First Day of Classes
January 6	Late Registration Ends
January 6	Last Day to Withdraw with Full Refund of Tuition
January 16	Martin Luther King, Jr. Holiday No Classes - College Offices Open
February 1	Second Installment of TIP Due
February 8	Winter Quarter Midterm Grade Reports Due
March 1	Third Installment of TIP Due
March 4	Open House
March 7	Final Quarter Last Day of Classes
March 8-10	Final Quarter Final Exams
March 10	Senior Final Grades Due by 1 PM
March 13-14	Final Quarter Clearing Exams
March 14	Winter Quarter Last Day of Classes
March 15-17	Winter Quarter Final Exams
March 15-21	Comprehensive Exams
March 17	Winter Quarter Ends
March 20	Winter Quarter Final Grades Due
March 20-31	Spring Quarter Break - No Classes
March 22	Graduation Rehearsal
March 24	Graduation Ceremony
April 3	Spring Quarter Begins
April 3	Orientation/Registration - New Transfer Students
April 3	Tuition Due
April 3	First Installment of TIP Due
April 3	Late Registration Begins
April 3-21	1st & 3rd Quarter Probation Period - Exams TBD ***
April 4	Spring Quarter First Day of Classes
April 5	Late Registration Ends
April 5	Last Day to Withdraw with Full Refund of Tuition
April 14	Good Friday Holiday No Classes - College Offices Open
May 1	Second Installment of TIP Due
May 10	Spring Quarter Midterm Grade Reports Due
May 29	Memorial Day Holiday - College Closed
June 1	Third Installment of TIP Due
June 13	Spring Quarter Last Day of Classes
June 14-16	Spring Quarter Final Exams
June 16	Spring Quarter Ends
June 19	Spring Quarter Final Grades Due
June 19-30	Summer Quarter Break - No Classes
July 3	Summer Quarter Begins
July 3	Orientation/Registration - New Gen. Ed. Students

July 3	First Installment of TIP Due
July 3	Late Registration Begins
July 3-21	2nd & 4th Quarter Probation Period - Exams TBD ***
July 4	July 4th Holiday - College Closed
July 5	Summer Quarter First Day of Classes
July 6	Late Registration Ends
July 6	Last Day to Withdraw with Full Refund of Tuition
August 1	Second Installment of TIP Due
August 9	Summer Quarter Midterm Grade Reports Due
August 26	Open House
September 1	Third Installment of TIP Due
September 4	Labor Day Holiday - College Closed
September 5	Final Quarter Last Day of Classes
September 6-8	Final Quarter Final Exams
September 8	Senior Final Grades Due by 1 PM
September 11-12	Final Quarter Clearing Exams
September 12	Summer Quarter Last Day of Classes
September 13-15	Summer Quarter Final Exams
September 13-19	Comprehensive Exams
September 15	Summer Quarter Ends
September 18	Summer Quarter Final Grades Due
September 18-29	Fall Quarter Break - No Classes
September 20	Graduation Rehearsal
September 22	Graduation Ceremony
October 2	Fall Quarter Begins
October 2	Orientation/Registration - New Transfer Students
October 2	Tuition Due
October 2	First Installment of TIP Due
October 2	Late Registration Begins
October 2-20	1st & 3rd Quarter Probation Period - Exams TBD ***
October 3	Fall Quarter First Day of Classes
October 4	Late Registration Ends
October 4	Last Day to Withdraw with Full Refund of Tuition
October 19	Fraternity Initiation ***
October 26	Winter Class Officer Elections ***
November 1	Second Installment of TIP Due
November 8	Fall Quarter Midterm Grade Reports Due
November 23-24	Thanksgiving Holiday - College Closed
December 1	Third Installment of TIP Due
December 12	Fall Quarter Last Day of Classes
December 13-15	Fall Quarter Final Exams
December 15	Fall Quarter Ends
December 18	Fall Quarter Final Grades Due
December 18-29	Winter Quarter Break - No Classes

DALLAS
INSTITUTE
OF FUNERAL SERVICE

The *Wilbert* Group

3909 South Buckner Blvd.
Dallas, TX 75227
Phone 214.388.5466
Fax 214.388.0316
www.dallasinstitute.edu

PIERCE
COLLEGES

The *Wilbert* Group

Pierce Mortuary Colleges
2913 Gardner Road
Broadview, IL 60155
Toll Free 888.547.9600

TALK TO AN ADMISSIONS REPRESENTATIVE TODAY!

214.388.5466 WWW.DALLASINSTITUTE.EDU

Graduating Professionals
of Distinction

