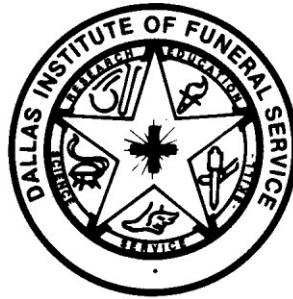


DALLAS INSTITUTE OF FUNERAL SERVICE
3909 South Buckner Blvd.
Dallas, Texas 75227
214-388-5466



STUDENT HANDBOOK

This is for your reference while
officially enrolled

August 2014

*Dallas Institute of Funeral Services is Approved and Regulated
by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas.*

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

James M. Shoemake
James M. Shoemake, CFSP - President

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The Student Handbook is intended to provide you with answers to many of the questions that you may encounter while attending Dallas Institute of Funeral Service. Please keep it handy so that you may refer to it when necessary.

GENERAL STUDENT INFORMATION

GENERAL:

1. Please keep your CURRENT address and phone number registered with the administrative office.
2. All official class activities must be planned with the faculty sponsor or staff member.
3. Parking places provided for student use are at the front and at the rear of the building. Please park in the designated areas only (see Parking Policy).
4. If a student is having a problem with a subject or subjects, frequent advisory sessions should be arranged with the instructor of the course or some member of the college faculty. Students are encouraged to discuss any matter of concern with a faculty or staff member of the college. Completion of the **Student Advisor Information / Evaluation Form** is required during First Quarter for everyone.
5. The Administration asks the cooperation of the student body in keeping the vestibule and entrance hall clear, to be used for visitors and guests of the school. (Due to the frequent presence of guests and visitors to our campus, the students are asked not to lie or sit on the floor in the hallways, especially since visitors are toured throughout the building).
6. Student telephone messages are placed at the counter in the main office. (Students should check this area daily.) Please advise your employer, friends and family that the school can only take a message for you to return a call, and nothing else. Students are requested to have their mail sent to their home address and not to the school.
7. Two bells will be used for classes. The first bell rings indicating the end of a class period (at 20 minutes past the hour) and the beginning of a break. At half past the hour, a bell rings to begin each class. A student should be in his/her desk in the classroom when this bell rings.
8. Students are to come into the business and administrative offices only on business matters. Business hours are 8:00 A.M. - 4:00 P.M., Monday through Friday. Entrance to the administrative area should ONLY be by way of the main front door. (If a staff member managing the front desk in the business office is busy with a visitor or tending to business over the telephone, access to the office may be delayed momentarily. Your patience and courtesy is requested and appreciated.)
9. The Faculty Lounge is for faculty and administrative staff use. Students are requested to use the Student Center provided for their convenience. (See: Robert P. Kite Student Center)
10. A Class Schedule is given to each student at the beginning of each quarter and is posted in the hall glass case and outside of each classroom. Occasionally, changes to the schedule may be necessary. When this occurs, a revised schedule will be posted in advance in the classroom and announced as soon as possible. Students should be aware of the daily schedule. Any absence from class can cause difficulty especially when important schedule announcements are made.
11. Check your student bulletin board (located in the student center) daily, it is provided for the posting of items of interest to the general student body.
12. The student is held responsible for the breakage of laboratory or other equipment he/she is using. Students using any school property will be responsible for the articles used and must make restitution for damages or losses. **Students are asked not to sit on desks or tables anywhere in the building or the counter-tops in the labs or kitchen areas.** Chairs are not to be removed from Labs, Student Center, or Library without permission.
13. Students MUST NOT bring guests to class, including children, without prior approval of the administration. Failure to obtain PRIOR approval could lead to embarrassment of both the guest and the student. The conduct and well being of the guest(s) will be the responsibility of the student host. Children MUST be accompanied by an adult at all times and are NOT to be left unattended. The school does not assume liability for any student's guest(s) or family members while on campus.

EMERGENCY INFORMATION

IN CASE OF FIRE, EXPLOSION, TORNADO OR BOMB THREAT:

The office should be notified. The building has smoke alarms located throughout the halls that will sound. In the event of a fire an emergency alarm will sound as continuous ringing of the alarms. Everyone should evacuate the building immediately. All students and personnel of the college should leave the building via the marked exit doors. Only the designated school official will be responsible for contacting the Fire Department in the event of an emergency. Periodic fire drills are held to acquaint the students with the proper procedures. In the case of any other emergency, the alarm will be two long rings of the regular school bell followed by instructions over the school intercom. In cases of Tornado threat, all personnel will move to the enclosed rooms (Students to Lecture Rooms 1 & 2, or the Computer Lab, or the Applied Arts Laboratory and Faculty and Staff to the Faculty Lounge) that are protected from the outside (no outside doors or windows). Students and personnel should note all emergency exits.

IN CASE OF INJURY OR SUDDEN ILLNESS:

Immediately notify the business office of the college as to the person injured and location. The injured person will be moved to the faculty lounge for treatment by faculty personnel, then moved to the emergency room at Baylor Medical Center, 3500 Gaston Avenue by ambulance for further medical attention. **The business office will make all emergency notification calls.**

Nights, weekends and holidays: **Emergency Room at Baylor Hospital** is a good place to report for immediate medical care, 3500 Gaston Ave., Dallas, Texas **(Telephone: 214.820.2501)**.

The practice of **Dr. Joel Holliday, D.O.** is available for routine medical care, located at 2540 N Galloway Ave Suite 103 Mesquite, TX 75149 **(972.279.6595)**.

PROCEDURES FOR SCHOOL CLOSING DUE TO ICE OR SNOW

The school will cancel classes should the *Dallas Independent School District* cancel classes due to inclement weather. Please check Dallas local radio/television stations or the DISD website (www.dallasisd.org) for announcements.

STUDENT POLICY

The Dallas Institute maintains and enforces policies regarding student conduct, dress, attendance, tuition, re-enrollment, auditing, examinations, grades, probation, unsatisfactory progress, and graduation requirements. They are as follows:

CONDUCT POLICY

Disciplinary action will be taken by the institution for violation of the following while at school or at any school sponsored function:

1. Possession of unlawful weapons or firearms on the college premises.
2. Possessing or being under the influence of alcohol, intoxicants, drugs, etc.
3. Gambling on or about the premises of the college.
4. Using obscene or profane language.
5. Use of or the sounding (beeping, ETC) of cell phones or any other personal electronic device in classrooms, labs, or library IS NOT PERMITTED. **Violators will be fined \$ 5.00 per occurrence.** No such devices are allowed on your desk during classes or during labs.
6. Smoking or smokeless tobacco (or snuff) is NOT permitted anywhere in the building. (See Smoking Policy)
7. Bringing food, candy, or beverages (including bottled water) of any kind into the classrooms/laboratories or hallways is NOT permitted. Gum during a class or lab session IS NOT PERMITTED. **Violators will be fined \$ 5.00 per occurrence.**
8. Cheating, aiding, or abetting another student in cheating.
9. Willful destruction, damage or defacement of the college or fellow students' property.
10. Throwing of any type of object inside the building.
11. Possessing, appropriating or stealing property that belongs to another, or to the college. It is recommended that

- students mark or label their belongings in order to assist with their return if they are lost.
12. Arrest or conviction of a crime. A felony offense will lead to termination from the college.
 13. Threats to any student, faculty member or employee of the college.
 14. Fighting with another student (all parties involved – zero tolerance) or assault & battery upon a faculty member or employee of the college will lead to immediate termination from Dallas Institute.
 15. Promoting or participating in the promotion of any function or projects not authorized by the proper college authority.
 16. Leaving the room during a class/lab session is NOT PERMITTED, except in extreme emergencies.
 17. Any conduct which, in the opinion of the college, is unbecoming a student of the Funeral Service profession may lead to immediate termination. This includes any type of harassment.

UNSATISFACTORY CONDUCT

When disciplinary action must be taken, the student will be subject to disciplinary advising. When disciplinary action must be taken for continued violations of the school policy, the student will be placed on disciplinary probation. (Probation of any sort will affect future receipt of financial aid.) This action will be indicated on the student's transcript as part of his/her permanent record. Any additional disciplinary action will mean immediate termination.

As stated in the college catalog, the college reserves the right to require the immediate withdrawal of any student; when in its judgment, such action is necessary for the best interest of the college, the students, and the Funeral Service Profession. The right of due process is guaranteed to such student by appeal to the President of the College and subsequently to the Board of Trustees.

TUITION

Tuition is due on the first day of each quarter. Tuition **MUST** be current at the end of each quarter before progressing to the next quarter. All quarterfinal grades and all quarter average grades will be held until tuition for that quarter is paid in full. Quarterly payments must be made on the first day of each succeeding quarter or remain current on the monthly payment plan. See the ***Supplement to the Catalog***.

PERSONAL ELECTRONIC DEVICE POLICY

The use or the sounding of cell phones or any other personal electronic devices in the classrooms, labs or library is strictly prohibited. All such devices must be powered off and put away out of sight during class or lab time and at all times when using the library. Violation of this policy will result in confiscation of the device. The device will be eligible for retrieval at the end of the school day. Students are reminded that if there is any type of emergency for which they must be contacted during class hours, it is perfectly acceptable to contact the school office and a staff member will deliver the emergency message as soon as possible.

An exception to the above would be the use of a computer. Students should refer to the syllabus for each class to determine if the instructor allows the use of a computer in the classroom. A computer may be used for taking notes during classes and in the library for research or other school-related activities. All personal computer use should be reserved for between classes.

SOCIAL MEDIA POLICY

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

According to the Texas Attorney General, "bullying" is legally defined as engaging in written or verbal expression or physical conduct that a school determines:

1. will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The AG has defined a cyber-bully as a person who sends threatening or hurtful messages via social media, email, or text messaging.

At Dallas Institute, this may be considered as a form of harassment or threat and will be dealt with accordingly.

Due to the sensitive and confidential nature of our profession, pictures of any human remains are never to be taken and should never be posted on any social media website. In fact, students are not permitted to have their cell phones or cameras with them when in either the Embalming or the Restorative Art labs or at a clinical site.

As a reminder, all students will be required to sign a Confidentiality Agreement upon enrollment.

APPEAL AND GRIEVANCE POLICY

The student has the right to appeal to the Board of Trustees if any decision of the Administration is not satisfactory. A student may refer unresolved grievances to the Texas Workforce Commission, Career Schools and Colleges Section, 101 E. 15th Street, Austin, Texas, 78778-0001. Degree students may refer unresolved grievances to the Texas Higher Education Coordinating Board, Office of General Counsel, P. O. Box 12788, Austin, Texas 78711-2788

SMOKING POLICY

There will be NO SMOKING or the use of SMOKELESS TOBACCO (snuff or chewing tobacco) in this facility; i.e. in hallways, lecture rooms, laboratories, restrooms, library, bookstore, storage areas, student center, offices, the waiting area of the administrative offices or outside the main school entrances (the east & west doors). The school wishes to provide the best and most healthful environment possible for all. **Violators will be fined \$ 5.00 per occurrence and clean-up costs, if any.**

PARKING POLICY

Adequate parking has been provided for student use. Students are requested to use only these areas. **There are however certain Restricted Areas where student parking is Not Allowed:**

- a) No Parking in spaces designated as faculty and staff or visitor parking.
- b) No Parking under the awning by the embalming lab door.
- c) No Parking on the grass and dirt areas along any sides of the Dallas Institute property.
- d) No Parking in the paved drives, or along both ends of the building (due to Fire Code Regulations).
- e) Large vehicles (autos, SUVs, or trucks) are NOT to park in spaces marked for Compact Cars.

Students found parking in any of these restricted areas will be in violation of the Parking Policy. Initial violation will warrant advising. Subsequent violations will entail Fines (**\$ 10.00 per violation and possible Disciplinary Probation should the behavior continue**).

DRESS AND PERSONAL APPEARANCE POLICY

It is necessary to maintain and exhibit a mode of dress that exemplifies a good and appropriate image of the funeral service professional. With this in mind, the following guidelines for student dress and appearance are required Monday through Thursday of every week during class hours, unless otherwise indicated by the administration. In adhering to this requirement, your mode of dress must always reflect a professional appearance as expected in funeral service.

ACCEPTABLE DRESS: These guidelines are required for students during class hours or for any scheduled events off-campus unless otherwise notified.

MALES:

Business Suit or Slacks and Sport Coat w/ collared dress shirt **OR** Slacks and Collared Dress shirt
 Included with each of the above:
 Tie
 Dress socks
 Dress shoes or Dress Boots (see explanation below)
 Proper Undergarments (see explanation below)

FEMALES:

Business Suit (coat and pants or skirt w/ dress blouse) **OR** Dress Skirt or Pants w/ dress blouse **OR** A Conservative Dress
 Included with each of the above:
 Dress shoes or Dress Boots (see explanation below)
 Proper undergarments (see explanation below)
 All pants must reach the ankle

1. Fingernails must be well groomed and clean. Polish that is trendy in nature is not acceptable (i.e. black, blue, green, multi-colored, etc.). General hygiene must be maintained at all times. The body, clothing and breath must be clean and free of offensive odors. Men, as well as women, should avoid strong or overly applied perfumes and colognes.
2. Hair is to be worn in a conservative style and color. It should be well groomed and trimmed at all times, including facial hair for men. Men's hair must be above the shirt collar and should not extend below mid-ear in length. It cannot be tied up in a bun, etc. to meet these guidelines. Sideburns must not extend below the earlobe. Women's hair should be businesslike and be at a height of no more than 2 inches above the top of the head. (Also applies on casual Friday)
3. Dress and skirt lengths for women vary greatly, but if you cannot bend over comfortably or keep from distracting those around you, then it is too short. (Also applies on casual Friday)
4. All shoes or boots shall be conservative in nature and be clean and polished. Men's shoes must be a type that can be maintained by polishing. All must coordinate with outer garments for both men and women.
5. Men are to have no visible body piercings containing jewelry. Women will restrict visible body piercing jewelry to the earlobe only. There should be no jewelry in cartilage piercings of the ear. Spacers are considered jewelry. (Also applies on casual Friday)
6. Effective the first day of school until the day of graduation, no new visible piercings are allowed.
7. Jewelry in tongue piercings is considered visible and unacceptable. (Also applies on casual Friday)
8. Rings are limited to two fingers per hand. Any jewelry that makes noise or disturbs others is prohibited (multiple bracelets, for example). (Also applies on casual Friday)
9. Women's blouses, shirts, etc. shall not allow for any midriff to be visible. All blouses or shirts, for men or women, must have sleeves unless worn under a coat or jacket. (Also applies on casual Friday)
10. All shirts and/or blouses designed to be tucked-in should be.
11. Proper undergarments for men must include underpants. An undershirt of some type is suggested but not a requirement. If worn, the undershirt should have no logos or lettering that could be seen under a dress shirt. (Also applies on casual Friday)
12. Proper undergarments for women shall include underpants and a bra. Color of undergarments should coordinate with the outer garments or with the color of the individual's skin. A slip or camisole is necessary with any sheer garment. (Also applies on casual Friday)
13. All clothing is to be clean and pressed. (Also applies on casual Friday)

CASUAL FRIDAY: Every Friday, unless otherwise announced, is considered Casual Friday for students of the College. This will also apply to any afternoon after one o'clock pm. A good image is still necessary so there are a few guidelines that must be observed.

1. ONLY ankle-length jeans or Dockers style pants and collared & sleeved shirts or dress sweaters. T-shirts are allowed only with Dallas Institute or school sponsored organization's logos.
2. Athletic socks, white socks, sweat socks, anklets or "booties" are allowed on casual Fridays ONLY.
3. Tennis shoes or sneakers are acceptable on Fridays only.

IF YOU CANNOT MEET THESE GUIDELINES, PLEASE ADHERE TO THE DRESS CODE FOR MONDAY – THURSDAY.

UNACCEPTABLE DRESS: The following is a description of clothing that is **NEVER** acceptable dress at Dallas Institute of Funeral Service.

1. Attire will not have anything derogatory, controversial, or vulgar thereon. Reference, whether in the form of text or pictures, to alcohol, drugs, or sex is inappropriate. Suggestive, startling, unusual, or immodest (ex. too much cleavage, skin, or see through) attire of ANY sort is NEVER acceptable.
2. No shorts of any type are ever allowed, including skorts. **DO NOT COME INTO THE SCHOOL, EVEN IN THE AFTERNOON, WITH SHORTS ON.** All pants must reach the ankle.
3. Fleece sweat suits or jogging outfits.
4. Body or muscle shirts, tank tops, halter tops, etc. Any shirt or blouse that allows for bare midriff or is sleeveless is unacceptable.
5. House shoes or house slippers.
6. Torn or ripped clothing.
7. Caps, hats, headwraps, cloth headbands, scarves, or "doo rags" are unacceptable at all times, including in the afternoons.
8. Brightly colored or "seamed" hosiery, as well as fishnet style.
9. Sunglasses are not permitted during classes or exams.
10. Jewelry in piercings for anyone other than in the earlobe for females.
11. No flip flops or any type of open-toed shoe that does not have a heel.

PLEASE NOTE: Faculty and Staff, as well as your fellow students, notice your appearance and compliance with the dress code throughout the entire year. Anyone wanting to be considered for the special funeral service award (the Bill Pierce Award), which is presented at the graduation ceremony, should keep this in mind. Also, one's ability to use the college as a reference in the years to come may be hindered by appearance and personal hygiene which does not comply with school policy.

If you are in doubt, do not wear it! --- Violators will be sent home to change.

LEARNING SKILLS CLASS

Completion of the learning skills classes will be required if a student who demonstrates by tests or subject examinations that a severe deficiency exists. Beginning with the second week of the first quarter of schooling, those who score at or below Grade 10.0 on the Nelson-Denny Reading Test (or do not take the test) will be **required to attend special classes for reading remediation**. Every effort will be made to schedule these classes during normal class hours (between 7:30 a.m. and 12:20 p.m.). **A student who does not attend these classes as required will be terminated following the end of the first quarter.**

ATTENDANCE POLICY

Students are expected to attend all scheduled classes. An Attendance Record is kept on all students in each class. Students should be continually aware of their attendance and their absences.

The teacher records attendance at the beginning of each class or lab session on the daily attendance form. The daily attendance is transcribed weekly to the Master Attendance Record. **Classroom doors will all be locked at the beginning of each class. An absence will be recorded if not in the class at this time. ABSENTEEISM MAY LEAD TO PROBATION AND/OR TERMINATION FROM THE COLLEGE.**

TARDINESS WILL NOT BE TOLERATED. AFTER THE FIRST THREE TIMES, THE STUDENT WILL NOT BE PERMITTED INTO CLASS LATE. After the instructor has taken roll, the classroom doors will all be locked. A student who is less than five minutes late will need to go to the Administration Office to be admitted to class. After the first five minutes of the class, a student will not be admitted to the room. An absence will be recorded if not in class at this time.

During a quarter, continued absenteeism causes the following consequences:

- When absences reach 10% scheduled hours - Disciplinary Advising**
- When absences reach 13% scheduled hours - Loss of Federal Financial Aid**
- When absences reach 15% scheduled hours - Termination from the School**

The school will terminate any student for absenteeism when ten (10) consecutive school days are missed or more than fifteen (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.

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

1. Extra examinations may be required in courses where absenteeism is excessive. The material accountable on the exams and scheduled for these exams is to be determined by the instructor.
2. An instructor may require extra work or assignments.
3. There is possibility of a grade point loss in any subject where absenteeism is excessive.

It is the student's responsibility to obtain any material or assignments missed because of absence. The student is also accountable for scheduled exams to be held at a later date or immediately upon the student's return to school.

The Exemplary Attendance Award (given at graduation) is an award given to the student who has not missed ANY Class Lecture/Lab hours/Guest Speaker presentation/or Field Trip during the entire school year. A student must be physically present during class hours as recorded by each instructor, and a leave of absence will be counted as an absence for award determination purposes.

LEAVE OF ABSENCE

Leave of absence may be granted in emergency situations and for military service obligations. A student must request in writing a leave of absence prior to 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 academic year 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 terminated 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.

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 termination from the program. Should a student be completely inactive in their courses for ten (10) regular business days, that student is also subject to termination. This means no activity on any assignments or participation in any of the other activities required for the courses.

END OF PROGRAM TESTING POLICY

Before taking any Exams (Quarter Finals or Comprehensive Exams)

1. Must have completed all required course-work and/or assignments.
2. Student should be paid-in-full on all tuition.
Last day to pay tuition to be eligible to take a Quarter Final is the last day of regularly scheduled Quarter Final Exams. After this point, the student must **repeat the Final Quarter of their program.**

Quarter Final Exams

3. Quarter Final Exams – answer sheets will NOT be returned, only scores
4. Quarter Final Exams may be taken only ONCE (1 time).
5. If clearing is required, a Clearing Exam may be taken only TWICE (2 times). If not cleared sufficiently to maintain an **OVERALL GPA** of 2.00 then student will repeat the final quarter of schooling retaking any courses with a "D" or an "F". **An "F" average in any course is never acceptable for credit; it must be cleared or retake the course.**

Comprehensive Exams – answer sheets will NOT be returned, only scores

6. Comprehensive Exams MAY NOT BE TAKEN if a student fails to clear **ALL SUBJECTS** in their final quarter of schooling with the required overall **GPA** of 2.00.
7. Comprehensive Exams – answer sheets will NOT be returned, only scores
1. Comprehensive Exams may be taken ONCE (1 time) followed by a maximum of TWO (2 times) RETAKES. **All Retakes will be different exams of the same subject matter.** If, after two retakes, a student is deficient in passing three or more exams, that person will be terminated from school. If a student is deficient in two or less exams, a third retake may be allowed as determined by the administration of the school. **All Comprehensive Exams must be passed with at least a 75% by the 2nd business day following the last scheduled comprehensive exam or the student must terminate.**

ADMISSION OF STUDENTS WITH DISABILITIES POLICY

In accordance with the Americans with Disabilities Act (ADA), the Dallas Institute of Funeral Service (DIFS) 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 DIFS to:

- (1) Administer educational courses in facilities that are accessible to individuals with disabilities or to make alternative arrangements; and
- (2) Make such modifications to its courses and curriculum as are necessary to ensure that the place and manner in which the course is given are accessible to individuals with disabilities; and
- (3) Provide appropriate auxiliary aids and services for persons with impaired sensory, manual or speaking skills.

Provided, however, that DIFS will not admit any individuals to its program or offer modifications and auxiliary aids to such individuals if any of the following conditions apply:

- (1) If the individual poses a direct threat to the health or safety of others; or
- (2) If the modification in the course or the provision of the auxiliary aid or service requested will fundamentally alter the course of study or result in an undue burden to DIFS; or
- (3) If the individual cannot meet the basic eligibility criteria set forth below or elsewhere in the admissions policies and requirements of DIFS.

Minimum Physical Requirements for Embalming Portion of the Program

In order to enter into the embalming portion of the program, an individual must be physically able, with or without the use of auxiliary aids and services, to perform the disinfection, surgery, suturing and restoration required in embalming dead human remains in a competent and timely manner.

Applicants who will require modifications in courses or the provision of auxiliary aids or services should consult with DIFS regarding the provision of these modifications or auxiliary aids or services.

DIFS may require evidence in the form of documentation from a physician and/or other professional to demonstrate that an applicant requires the modifications or auxiliary aids or services requested.

Minimum Physical Requirements for Funeral Directing Portion of the Program

In order to enter into the funeral directing portion of the program, an individual must be physically able, with or without the use of auxiliary aids or services, to understand and process information received from other persons and to effectively communicate in a cogent manner information to third parties.

Applicants who will require modifications in courses or the provision of auxiliary aids or services should consult with DIFS regarding the provisions of these modifications or auxiliary aids or services.

DIFS may require evidence in the form of documentation from a physician and/or other professional to demonstrate that an applicant requires the modifications or auxiliary aids or services requested.

RE-ADMISSIONS

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

A student who is suspended or terminated for scholastic or academic deficiencies may apply for re-admission in the next succeeding academic quarter. A student, having been terminated for the second time, must show evidence of

remedial work and improvement, before re-admission to the college. Any request for re-admission following the third termination will be reviewed by the administration. The student has the right to appeal to the Board of Trustees if the decision of the Administration is not satisfactory.

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

ACADEMIC PROGRESS

EXAMINATIONS

Weekly, monthly, and/or quarterly examinations are given in most subjects. These exams may be oral, written, announced or un-announced.

1. Electronic grade books are kept for the purpose of recording grades by the quarter as submitted by each instructor in his/her particular subject(s).
2. Weekly and/or monthly examinations are recorded on a class roster. These grades along with any other assignments are averaged with the quarterfinal examination grades to arrive at a final average. The value of the quarterfinal exam may vary with the course.
3. Any examination the student failed to take due to an absence from the college must be made up by the end of the quarter. It is the student's responsibility to clear up any missed examination(s). There is no loss of grade points for a make-up for an un-announced examination.
4. ***Results of the graduating student's final quarter Final Exams & final quarter's Quarter Averages will NOT be recorded and/or released should a student not be clear of any tuition indebtedness and/or incomplete clinical work. These incomplete grades become F's two weeks following the last scheduled Comprehensive Examination.***

GRADING METHODS AND SYMBOLS

Grades are given to students on grade sheets at the end of each quarter. Grades are based on the quality of work as reflected on assignments, examinations and/or class projects. The following grading symbols are used to evaluate a student's progress

<u>GRADE</u>	<u>NUMERICAL VALUE</u>	<u>GRADE POINTS GRANTED FOR EACH QUARTER HOUR</u>
A	93 - 100	4 (Excellent)
B	85 - 92	3 (Good)
C	75 - 84	2 (Average)
D	70 - 74	1 (Conditional)
F	69 & below	0 (Failing)
I	Incomplete	0 (Incomplete)
W	Withdrawal	0 (No Grade Recorded)
T	Termination	0 (No Grade Recorded)
TR	Transfer Credit	Transfer Credit Granted

An incomplete grade must be cleared within two (2) calendar weeks following the quarter in which the incomplete grade was given, except at the end of the student's final quarter (see Examinations #4 above). The grade of "I" is changed to "F" if the work is not completed in the specified time.

The school maintains a quarterly grade record. The instructors record the course grades at the end of each quarter. Grade sheets are then issued to the student at the end of each quarter. Sponsors may receive the student's grades after the student grants permission.

SATISFACTORY PROGRESS

In order to be considered as making satisfactory progress for financial aid purposes at the end of a given quarter, a student must be maintaining a cumulative G.P.A. equal to or better than the minimal standard designated in the chart below:

For Full-time Students:	DEGREE PROGRAM	FD (only) PROGRAM						
NORMAL PROGRAM LENGTH-	5 Quarters	2 Quarters						
MAXIMUM ALLOWABLE LENGTH-	8 Quarters	3 Quarters						
	<i>(Includes repeated Quarters)</i>							
QTR(S)	1st	2nd	3rd	4th	5th	6th	7th	8th
GPA (Cum.)	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

In order to graduate from Dallas Institute of Funeral Service, a student must have passed all courses in the program with an overall 2.0 cumulative GPA and passed all comprehensive examinations. Cumulative grade averages will include only the highest grade for any course repeated.

ACADEMIC ACHIEVEMENT

A quarterly average 91% or above and with no course quarter average below a "C" (75%) entitles a student to Academic Achievement. A student who must take a clearing or probation exam anytime during the year is considered to be ineligible for this award as well as anyone who has been placed on Disciplinary Probation.

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 of 2.0. The student may receive a conditional promotion provided he/she passes a probation examination given at the end of a probationary period, or provided the grades earned during the following quarter are of such to maintain the required standard of an overall passing average.
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 **Suspension or Termination**.
3. All Final Exams must be taken and completed within two (2) calendar weeks following the last regularly scheduled final exam with the exception of the **End of Program Testing (Page 3)**.

PROBATION AND TERMINATION

Progress will be evaluated at the mid-point of each quarter as well as at the end of each quarter. The school shall 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.

If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment shall be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.

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

The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one quarter.

The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall 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 shall be terminated.

A grade of "F" or "I" in any class or a GPA of less than 2.0 is considered academic probation.

ACADEMIC PROBATION GRACE PERIOD

If it is the end of a quarter and 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 into the next quarter. At the end of 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 shall be terminated.

If a student's cumulative GPA is below 2.0 AND the quarterly GPA is below 1.0 at the end of a quarter, this grace period shall not apply and the student's enrollment will be terminated at the end of the quarter.

ONLINE STUDENT 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. Distance Learning students have two options for this grace period. They may choose to return on campus in approximately three weeks from the end of the quarter for which they were placed on probation OR they may wait until on campus for final exams at the end of the quarter following the term for which they were placed on probation. At that time the student would take a probation exam.

If the student fails to achieve satisfactory progress and remove the academic probation status at this time, the student shall be terminated. The same guidelines apply as above concerning the cumulative GPA and quarterly GPA.

AUDITING COURSES

A student who is terminated for academic reasons may remain enrolled by transferring to the class immediately behind their class. This 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 handbook. 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 termination from the program.

GRADUATION REQUIREMENTS

The following requirements must be met before graduation:

1. A final overall school GPA of 2.0 (75%) or better must be attained to be a candidate for graduation, with NO class quarter average less than 70% (grade of D).
2. The student must assist in the preparation of the required number of clinical cases and any other work required

by the school.

3. The student must be free of all indebtedness to the college 30 days prior to graduation.
4. The student must have passed all of the Comprehensive Examinations for their program. (See Comprehensive Exams)
5. The student must have a minimum of 99-quarter hours for the Associate of Applied Science in Funeral Service or 41-quarter hours for the Funeral Director's Program.
6. All students in the AAS program must take the THEA exam, or be exempt, as part of the Texas Success Initiative.
7. All students in the AAS program MUST TAKE the National Board Examination to graduate.

ORGANIZATIONS

STUDENT COUNCIL

After a class has had a chance to meet and know its members, an election will be held to elect Student Council representatives (usually after the Spring or Fall Quarter). Representatives will be elected to the following offices: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, and Sergeant-At-Arms. An elected representative may be removed "for cause" by a committee composed of six members and a chairman; comprised of three faculty and three students from the elected group and the Administrative Assistant as Chairman.

PI SIGMA ETA FRATERNITY

Pi Sigma Eta is an honor fraternity in mortuary science. Admission is based on scholastic standing and receiving an invitation. Grades are taken after the Summer and Winter Quarters, bids are then issued to prospective members. There is a short informal initiation period followed by a formal initiation prior to entrance into Epsilon Chapter under the direction of the faculty advisors.

LION'S CLUB INTERNATIONAL

Dallas Institute of Funeral Service proudly maintains a membership in Lions Club International. Lions Club is an organization that empowers volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding.

WOMEN IN BLACK

This organization provides an opportunity for women in the funeral service industry to network, share experiences and promote excellence among women in the funeral profession.

BLOOD DONATION PROJECT

Several times each year the students have the opportunity to participate in the donation of blood through Carter Blood Care to be used in community service projects in the Dallas area. The blood is also available, should the need arise, to all students, staff, and their immediate families while attending the Dallas Institute. Please advise the school if the need for blood arises so that proper release of these units of blood can be executed.

CRIME & CAMPUS SECURITY

Any violation of City, State, and or Federal Laws on Campus will be reported to the appropriate legal authorities. Students aware of any crimes committed on campus should report the same to the Administrative Assistant or the President of the College. Report any suspicious activity or strangers in the building to the Administrative Offices.

Please note that 24-hour surveillance & sound recording may be in operation throughout and about the building. All activities are recorded to aid in the prosecution of any crime committed on or about these premises. The door next to the Embalming Room, as well as north & south doors are to be used only as exit doors and should remain locked for

security purposes. Note that all classroom doors will also be locked at the beginning of each class for security purposes.

TRANSFERABILITY OF CREDITS

The Dallas Institute of Funeral Service does NOT guarantee transferability of any of your credits completed at this institution. You must contact the registrar of the school to which you want to transfer as to acceptance of credits earned at any other school. Your 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.

ROBERT P. KITE STUDENT CENTER

INFORMATION AND RULES:

1. The Student Center is for student use and enjoyment; please help to care for it and keep it clean.
2. A student who will be responsible for the guests' conduct must accompany guests using the student center.
3. There is **NO SMOKING** (or **DIPPING**) in the Student Center or anywhere in the school.
4. Please place cups, paper wrappers and trash in the containers provided.
5. Please do not move or remove furniture without permission.
6. Please do not sit on any of the tables.
7. Any group using the kitchen facilities in the Student Center is responsible for any clean up and putting away of all materials used. Failure to do this will cause the group to lose its kitchen privileges.

J. FRANK PIERCE LIBRARY

THE LIBRARY AND ITS USE

Mr. W. H. Pierce and his family donated the J. Frank Pierce Library in memory of his father, Mr. J. Frank Pierce.

The library Hours: 7:00 A.M. to 4:00 P.M. - Monday through Friday to check out books. Open all hours during the day - Monday through Friday - for study purposes.

When using the library observe the following rules:

1. No loud or boisterous talking.
2. No smoking, food or beverages of any kind are allowed in the library.
3. No marking, writing or scratching on the furniture or in books. Please help maintain our fine facility.
4. After using a book, check it in with the proper person. ANY faculty or staff member will be glad to assist you. Please do not re-shelf any books.
5. Reserved books and periodicals are to be used **ONLY** in the library.
6. There is a fine of twenty-five cents (\$.25) a day for overdue books.
7. Students are encouraged to use the library reference books freely.
8. Books may be checked out from the library for a period of two (2) weeks.
9. **Dodge Magazine** and **Texas Director** magazines are placed in the library or in each classroom for the students to take.
10. Other professional magazines are to be read and left in the library for the use of others.
11. Apartment information is also found in the library. Please help yourself to any of this information.
12. Students may use the computer in the library anytime the Library is open. All print jobs are sent to the printer in the computer lab. Please remember to exit the program you are using when finished. If the printer needs the ink cartridge replaced please contact the administrative office. The Card Catalog Computer should be restricted to searching through the Card Catalog.

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

COMPUTER LAB

NOTE: All material created, sent, received, or downloaded is the sole property of the Dallas Institute of Funeral Service. Therefore, those materials are subject to all copyright laws. Any infringement of these laws is prosecutable to the fullest extent of the law.

Each computer in the computer lab at Dallas Institute is equipped with Microsoft Office 2010 Professional Edition, to aid your word processing needs. These programs include **Word**, **Excel**, **PowerPoint**, and **Access**. Although it is not required that an individual use the computer lab for class assignments, it is recommended that one use Microsoft

Office products for any work produced outside of the lab if you wish to correct, or print your papers at Dallas Institute. The following may assist you in this task.

1. Use Microsoft Office Word word-processing programs or at least save your work as a text document (MAC generated documents are unable to be read in the computer lab).
2. The student is required to supply their own paper for printing purposes; paper may be purchased from the Senior Class in the kitchen.
3. Any program besides those listed here may result in damage, corruption, or loss of the file in question. (Recovery of lost material is not possible under this circumstance).
4. All storage devices should be VIRUS FREE before loading your document on the computer.
5. DO NOT REMOVE your storage device until you have saved and closed the program (i.e. Word).
6. DO NOT CHANGE ANY SETTINGS ON ANY COMPUTERS IN THE LAB.

The computer lab is available to students whenever the school is open: Monday through Friday from 7:00 am to 4:00 p.m., but the lab may be restricted to *Accuplacer* testing and at other times when reserved by an instructor. ***Students are not allowed to skip classes to use the Computer Lab.***

Any questions regarding the use of or a problem with the computers in the lab should be directed to Mr. Clark or the Administrative Office.

POLICY REGARDING COPYING COPYRIGHTED MATERIALS

Policy Statement

It is the policy of Dallas Institute of Funeral Service to adhere to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the "Copyright Act") including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Accordingly, all students, faculty and staff of Dallas Institute of Funeral Service (**DIFS or Dallas Institute**) should adhere to the following policy guidelines:

Guidelines

1. Only copyrighted materials are subject to the restrictions in this Policy Statement. Non-copyrighted materials may be copied freely and without restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, **most works (except those authored by the United States Government) should be presumed to be copyright protected**, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. With regard to works published prior to March 1, 1989, a copyright notice generally is required in order for them to be copyright protected.
2. Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. Section 117 of the Act permits the making of a single archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user "permission" to make copies of the software in excess of the single archival copy permitted by the Copyright Act. Each software license agreement is unique, and its terms and provisions will vary from product to product and from company to company. As a result, the extent of the user's rights to copy licensed software beyond that which is permitted under the Copyright Act cannot be determined without reference to the user's license agreement with the software copyright owner. It is the policy of DIFS that any copying or reproduction of copyrighted software on Dallas Institute computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on Dallas Institute of Funeral Service owned computers or computers housed in DIFS facilities.
3. Copyrighted materials may be copied without the copyright owner's permission where such copying constitutes "fair use" under the Copyright Act. Section 107 of the Act identifies four factors to be considered in determining whether a use is fair. While this statutory "balancing test" is the ultimate test of fair use, Congress has endorsed certain Guidelines that provide more concrete guidance to educators as to the boundaries of permissible copying. Generally, copying is permissible as fair use to the extent it is permitted by the Guidelines set forth in Fair Use. In some cases, copying not within the Guidelines nevertheless may constitute fair use; however, before proceeding on that assumption, the appropriate administrative office may need to request legal advice.

4. In order to copy materials including software where (a) the materials are copyrighted, and (b) copying extends beyond what is permitted by license of the boundaries of the Guidelines in Fair Use, permission should be obtained from the copyright owner.
5. The faculty or staff member or student will be personally responsible for the defense of an action for copyright infringement.

Penalties for Copyright Infringement

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Using the Four Factor Fair Use Test

Most people think that the fair use test is difficult. Actually, it's not so much difficult as it is uncertain - susceptible to multiple interpretations. Two people can review the same facts about a proposed use and come to different conclusions about its fairness. That's because one must make many judgments in the course of weighing and balancing the facts.

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

Here's how it works:

With a particular use in mind,

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

The four fair use factors:

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

FACTOR 1: What is the character of the use?

Nonprofit	Criticism	Commercial
Educational	Commentary	
Personal	Newsreporting	
	Parody	
	Otherwise "transformative" use	

Uses on the left tend to tip the balance in favor of fair use. The use on the right tends to tip the balance in favor of the copyright owner - in favor of seeking permission. The uses in the middle, if they apply, are very beneficial: they add weight to the tipping force of uses on the left; they subtract weight from the tipping force of a use on the right.

Imagine that you could assign a numerical weight to each use. A nonprofit educational use *other than the middle uses*, for example, making a copy of a journal article for a university class, might weigh 5 in favor of fair use. But a nonprofit educational use that is also criticism, for example, the inclusion by a faculty member of a quote from

another's work in a scholarly critique, would weigh even more in favor of fair use: about 6 or 7. That's because the uses in the middle are "core" fair uses; the ones most dearly protected.

Even if they are for-profit, the core fair uses weigh in favor of fair use: that's why they subtract from the weight against fair use of a commercial use. A commercial duplication of an article from a journal might weigh 5 against fair use. But a commercial commentary or quotation would barely tip the scale, if at all.

This is not to suggest that fair use can be precisely quantitatively analyzed. Numbers are just a tool to illustrate how the facts interact and affect each other. Actually, numbers wouldn't make the analysis any easier: copyright owners and users would have just as much trouble agreeing on weights as we have agreeing on any other judgment about fair use.

FACTOR 2: What is the nature of the work to be used?

Fact	A mixture of fact and imagination	Imaginative
Published		Unpublished

Again, uses on the left tip the balance in favor of fair use. Uses on the right tip the balance in favor of seeking permission. But here, uses in the middle tend to have little effect on the balance.

Which way is your balance tipping after assessing the first two factors?

FACTOR 3: How much of the work will you use?

Small amount	More than a small amount
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This factor has its own peculiarities. The general rule holds true (uses on the left tip the balance in favor of fair use; uses on the right tip the balance in favor of asking for permission), but if the first factor weighed in favor of fair use, you can use more of a work than if it weighed in favor of seeking permission. A nonprofit use of a whole work will weigh somewhat against fair use. A commercial use of a whole work would weigh significantly against fair use.

For example, a nonprofit educational institution may copy an entire article from a journal for students in a class as a fair use; but a commercial copyshop would need permission for the same copying. Similarly, commercial publishers have stringent limitations on the length of quotations, while a student writing a paper for a class assignment could reasonably expect to include lengthier quotes.

Which way does your balance tip after assessing the first three factors? The answer to this question will be important in the analysis of the fourth factor!

FACTOR 4: If this kind of use were widespread, what effect would it have on the market for the original or for permissions?

After evaluation of the first three factors, the proposed use is tipping towards fair use	Original is out of print or otherwise unavailable	Competes with (takes away sales from) the original
	No ready market for permission	Avoids payment for permission (royalties) in an established
	Copyright owner is unidentifiable	Permissions market

This factor is a chameleon. Under some circumstances, it weighs more than all the others put together. Under other circumstances, it weighs nothing! It depends on what happened with the first three factors.

Here's why:

This factor asks, "If the use were widespread, would the copyright owner be losing money?" Well, actually, it asks, "If the use were widespread, **and the use were not fair**, would the copyright owner be losing money?" After all, if the use were fair, the copyright owner would not be entitled to any money at all, so he couldn't "lose" what he never would have had to begin with.

When you include in your assumptions the very conclusion that you are trying to reach (you **assume** a use is not fair in the process of trying to figure out **whether it is** fair), you violate a principle of logic - you engage in "circular reasoning."

Courts deal with this propensity of the fourth factor to encourage circular reasoning by looking at the first three factors before evaluating the fourth. If the first three factors indicate that the use is likely fair, courts will not permit the fourth factor to convert an otherwise fair use to an infringing one. On the other hand, if the first three factors indicate that the use is likely not fair, courts are willing to consider lost revenues under the fourth factor. In this case they do not have to assume the conclusion in order to reach it. They reach the conclusion based on good evidence that the use is not fair. This means that if a use is tipping the balance in favor of fair use after the first three factors, the fourth factor should not affect the results, even if there is a market for permissions, even if the owner would lose money because of the use.

On the other hand, if a use is tipping the balance in favor of asking for permission one need not "assume" it's not fair, the first 3 factors show that it's not. Add to that an active permissions market and the fourth factor will decisively tip the balance. Forget fair use. Get permission.

The facts in the middle illustrate circumstances that also supports fair use, as they indicate a lack of harm to the owner's economic incentive.

Does the balance for your use tip in favor of fair use or in favor of getting permission after consideration of all four factors?

DRUG ABUSE PREVENTION PROGRAM

The Dallas Institute of Funeral Service in compliance with the Higher Education Act and its Amendments offers a drug abuse program for the purpose of educating and providing help in dealing with the nation-wide drug abuse problem. The program is provided to all students, faculty and staff associated with the Institution.

The abuse of drugs is one of the most prevalent, pervasive and debilitating problems our society faces today. People are suffering, and our communities, schools, colleges, and places of employment are all paying a high price for the negative impact of drug abuse.

The costs related to drug abuse are incalculable since both the effects on schooling and the monetary effects are difficult to measure. Current estimates, however, indicate the dollar cost alone is already in the billions due to hospital and health care costs for treatment, reduced productivity, poor workmanship on the job, and losses from drug-related crime. In the employment setting, the National Institute of Drug Abuse estimates that drug abuse costs society about \$30 billion a year in absenteeism, production loss, and injuries. In addition, drug trafficking provides organized crime with its largest source of income. But dollars don't tell the whole story: ***the saddest and most serious casualty for us all is the wasted human potential.***

There is no simple way to prevent drug abuse. It requires a coordinated and comprehensive effort on everyone's part to reduce both the supply and demand for abused drugs. Yet drug abuse prevention is cost effective. Probably no other single effort in our society has the same capacity for increasing productivity and general well being. The old adage that "an ounce of prevention is worth a pound of cure" has perhaps more profound meaning here than in almost any other national effort.

The Funeral Service Industry will not escape the need to deal with and combat this problem in its ongoing effort to protect the integrity and professionalism that are the hallmarks of the Industry. Some employers have even begun requiring drug testing as a condition of employment.

DRUG PREVENTION POLICY

The Dallas Institute of Funeral Service recognizes the seriousness of drug abuse on campuses and in work places today. Drug abuse is defined not only as the use of controlled substances, but also as the abuse of alcohol or any mind/attitude altering substance. The following are grounds for termination from the Dallas Institute or its employment:

1. Being found in possession of a controlled substance or alcohol while on campus.

2. Being found under the influence of a controlled substance or alcohol while on campus.
3. Being found in possession of a controlled substance at any school sponsored event.
4. Trafficking of a controlled substance with intent to sell will result in immediate termination and the offender will be reported to proper authorities for legal sanctioning.

Disciplinary actions for being in violation of this policy, depending on the severity of the situation, are as follows:

First offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function, individual advising with the Administrative Assistant or President will be mandatory.

Second Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in referral to applicable advising, treatment and or rehabilitation. It may also result in suspension from school or employment.

Third Offense: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in termination of the student or employee.

Students or employees terminated after a third offense of this policy may be reinstated in school or employment upon the successful completion of a rehabilitation program and/or, through their individual merit, have illustrated they are well on their way to recovery.

Aside from the tremendous burden and cost drug abuse places on society, perhaps its greatest toll is on human potential and life. Alcohol and other forms of drug abuse make it impossible for people to truly reach their potential and achieve their goals.

If you feel that you may have a drug or alcohol problem, there are numerous organizations in the Dallas/Ft. Worth area that can offer assistance. For a referral to an appropriate agency we suggest contacting:

**Greater Dallas Council on Alcoholism & Drug Abuse
1349 Empire Central Dr., Suite 800
Dallas, Texas
214.522.8600**

This is a free service provided to anyone seeking information about drug and alcohol abuse and resources.

The Dallas Institute cooperates with all law enforcement agencies in the prevention of drug abuse and drug trafficking. Persons caught in the possession of a controlled substance will be turned over to the appropriate legal authorities and may face severe consequences. Some of these, as prescribed by local, state and federal law, are costly fines and/or incarceration. Before a problem becomes overwhelming, the Dallas Institute encourages its students and faculty to seek help from a qualified counselor with an appropriate agency.

STUDENT AND FACULTY CODE OF ETHICS

PREAMBLE

The students and faculty of the Dallas Institute of Funeral Service consider the cultivation of ethical standards by its members to be of primary importance in upholding the honor and integrity of the funeral profession. The school expects its members to maintain standards of personal discipline that are in harmony with its educational goals; to observe national, state, and local laws as well as school regulations; and to respect the rights, privileges, and property of others. An atmosphere more conducive to education will be promoted by a mutual respect and trust among the members of the community of students and faculty. The status of such a relationship between students and faculty will depend on the behavior of these individuals, and the responsibility of defining acceptable behavior will fall upon the student/faculty community as a whole.

ARTICLES

The members of the community of students and faculty should follow these guidelines for their mutual interactions. It must be emphasized that these guidelines are of a general nature, provided as a basis for the intended mood of the document, and are not to be interpreted as a tool for airing petty grievances.

- A. The members are expected not to engage in any conduct that tends to provide unfair advantage for students in any academic matter. Examples of this provision include giving or receiving unauthorized aid during an examination and harboring study materials needed by an individual, class, or the student body as a whole.
- B. The members are expected not to extend to individual students privileged information concerning examinations that gives unfair advantages to those students.
- C. The members are expected not to seek privileged information concerning examinations in addition to that information that is disseminated to the entire class.
- D. The members are expected not to participate in any conduct that intentionally obstructs or disrupts a member's education, teaching, or research; and they are expected not to intentionally cause destruction or deprivation of the property of a member or the school.
- E. The members are expected not to slander or anonymously accuse each other.
- F. The members are expected not to publicly or privately accuse any member through any channel other than one in which such person may have the opportunity to defend himself or herself.

RESPONSIBILITY

The establishment of a relationship based on trust is the responsibility of every member of the community. The members should, therefore, take positive steps to maintain this atmosphere and to correct any situation that might damage it.

INSTITUTION

This document will be the official statement of the community of students and faculty of the Dallas Institute of Funeral Service.

PROMULGATION

The Dallas Institute of Funeral Service will provide all new members of the community with a copy of this document as part of the ***Student Handbook***. In addition, the Administration of the Dallas Institute of Funeral Service shall explain the provisions of this document each school year during the orientation of the incoming freshman class.

PROCEDURES

Within the Dallas Institute of Funeral Service, the pursuit of allegations through the following outlined channels is strictly voluntary. The proper channels, open to any member of the community who is aware of activity that might damage this trust, are:

1. privately consult the individual in question;
2. consult the student's faculty advisor, if this be appropriate; and/or the Administrative Assistant;
3. consult the President of the school or write directly to the Board of Trustees.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Dallas Institute of Funeral Service ("School") receives a request for access. A student should submit to the registrar,

administrative assistant, president, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Dallas Institute of Funeral Service in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Dallas Institute of Funeral Service who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Dallas Institute of Funeral Service.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. **A postsecondary institution may disclose personally identifiable information (PII) from the education records without obtaining prior written consent of the student –**

- To other school officials, including teachers, within the Dallas Institute of Funeral Service whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority

that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

FINANCIAL AID INFORMATION

Eligibility:

To be eligible for any type of federal financial aid a person must meet the requirements as given by the U.S. Department of Education.

NOTE: Federal regulations may require the school to return certain financial aid funds, previously applied to tuition, due to the premature withdrawal or termination of a student. This may cause the terminating student to then have a balance due on their school account (or to the Department of Education) because of the return of any of these federal funds. This could include Pell Grant money as well as Student Loan Money.

Financial Aid Programs:

The Dallas Institute participates in the following Title IV programs administered by the U.S. Department of Education: Federal Pell Grant and the William D. Ford Direct Loan Program (Subsidized Stafford Loans, Parent (Direct PLUS) Loans and Unsubsidized Stafford Loans for students), which are based on the school's current eligibility. Other programs include: Veterans programs, state rehabilitation programs, worker re-training and

scholarships.

Application For Financial Aid:

To apply for financial aid at the Dallas Institute, students will be asked to submit the Free Application for Federal Student Aid (FAFSA) for the award year (July to June) in which the enrollment begins. Students or prospective students must complete the on-line application (FAFSA) at www.fafsa.gov. A final correct Student Aid Report (SAR) MUST be submitted to the Dallas Institute Financial Aid Office prior to receiving financial aid. You must complete the section on the application, which authorizes the release of your financial information to the Dallas Institute of Funeral Service. No disbursement of any aid monies will be made after a student is no longer in school.

In addition to having completed this application, other forms may be required. These may include but are not limited to: specific program applications (such as the actual loan application form), copies of Federal Income Tax Transcripts, other forms of documentation to verify student and/or parent information.

Summary of Steps:

- 1) Submit completed Application for Matriculation to Registrar of Dallas Institute with required documents (see list in the school application),
- 2) Complete the online Free Application for Federal Student Aid (FAFSA), (allow 2-4 weeks for response from Federal Processor),
- 3) Student loans are discussed during entrance counseling on the first day of school,
- 4) Submit any other documents requested by the Aid Office.

Verification Of Aid Information:

A number of applicants will be selected by either the US Department of Education, by the College, or its aid processor for verification of the student aid information. For further information see Financial Aid Office.

Release of Financial Aid Money to Student:

Prior to the release of any financial aid funds, a determination must be made as to the student's continued eligibility, such as attending classes, completing all required work and assignments, and maintaining the satisfactory progress standards.

First loan disbursement for new students must be at least 30 days after enrollment.

Satisfactory Progress Standards:

PLEASE NOTE: Certifying the initial request for payment on a Pell Grant, the certifying of a loan application (any kind), or the release of a Pell check or student loan check requires a student to be making satisfactory progress. ***Disbursement (release) of a financial aid check to a student requires the student to be attending classes regularly and making satisfactory progress.***

Satisfactory progress at the Dallas Institute is defined as the quarterly promotion that entails the passing and completion of all required work during one quarter and successfully promoting to the next quarter as stated in the student handbook under "**Quarterly Promotion**", "**Satisfactory Progress**" and "**Probation and Termination**". Failure to maintain satisfactory progress will place the student on Academic Probation or Academic Failure as defined in this handbook and subject to termination from the college.

Should the student be placed on Academic Probation the student may receive a conditional promotion with the anticipation that the student's grades earned during the next evaluation period following the failing grade are such that the student is again maintaining the required standard of an overall GPA of 2.0 ("C"). Since "satisfactory progress" involves the successful completion of one quarter before entering the next; the "conditional promotion" associated with "academic probation" is NOT considered as maintaining satisfactory progress.

When "academic probation" is cleared, the student may again be eligible for financial aid. The satisfactory clearing of the probation may enable the student to be eligible for aid in the current quarter if the other satisfactory progress requirements are met.

A grade of incomplete or failure must be cleared before a determination of eligibility may be made.

Cumulative grade averages will include only the highest grade for any course subjects that are repeated. The student may repeat as many subjects as are necessary, but the quantitative criteria that follow must still apply in the satisfactory progress determination.

Graduation at the Dallas Institute constitutes the successful completion of the two required quarters in the Funeral Director's Program or the five (or four for transfer students) required quarters in the Associate of Applied Science Degree (AAS) Program. While most students will complete the Funeral Director's Program in two (2) consecutive quarters and the AAS degree program in five (5) consecutive quarters, a maximum of three (3) quarters or eight (8) quarters, respectively, will be allowed for the satisfactory completion of all course requirements for graduation. Quantitatively the student's progress must meet or exceed the following guidelines:

QUARTER:	1	2	3	4	5	6	7	8
HOURS COMPLETED:	14	28	41	52	65	78	91	99
GPA (Cum.)	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

If the quantitative guidelines are not met as well as the minimum grade requirements given above, the student is not maintaining satisfactory progress. This does not prevent separate periods of enrollment as long as the satisfactory progress criteria are met.

The prior receipt of Financial Aid is irrelevant as to the determination of whether a student is maintaining satisfactory progress in his or her course of study. In other words, if a student has been eligible and has or has not received financial aid for a given quarter and the quarter must be repeated due to failure to maintain satisfactory progress, then the student will NOT be entitled to financial aid in the given quarter.

For example: A student enrolls for the first quarter and must go on probation at end of the quarter and then terminates without having cleared probation. When the student re-enrolls to re-take first quarter again, the student will not be eligible for financial aid until successful completion of the first quarter and enrolls for the second quarter where satisfactory progress is again being made.

A transfer student may initially be assumed to be maintaining satisfactory progress for initial financial aid, but after the initial presumption the student must, by his/her work at the Dallas Institute, be maintaining satisfactory progress.

When a determination has been made that a student is no longer maintaining satisfactory progress and the individual feels there are mitigating circumstances, then the student may request, in writing, a review by the Financial Aid Administrator and President of the College. Any student who has been terminated from receipt of financial aid for failure to comply with the satisfactory progress standards must meet the minimum grade and completed course hours before aid can be reinstated.

This policy will apply to all students attending the Dallas Institute of Funeral Service regardless of their enrollment status, and will be consistently applied.

Refund Policy:

In addition to the Refund Policy stated in the Catalog, any student receiving any form of federal, state or governmental agency financial aid should note the following guidelines will be used to calculate any refund to be made when:

- (1) A student fails to enroll for the period in which the aid was provided, OR
- (2) The student fails to complete the academic period for which the aid was intended and provided.

Exceptions to this may be when federal regulations require different guidelines for those students who are receiving federal financial aid. Such refunds are required on all aid recipients and supercede the school's refund policy.

NOTE: A withdrawing or terminating student may be required to repay the school for any money from financial aid required to be returned to the federal lender which was unearned by the student due to termination or withdrawal.

Steps in refund determinations:

- (1) A student terminates and it is determined that excess funds have been paid and a refund is due.
- (2) A determination is made as to whether or not the student received any financial aid from any federal or state program. If not, then the student should receive a refund check within 30 working days following the determination of student's withdrawal. Dallas Institute will use the student's last day of attendance for financial aid refunds. If the student received any aid, then step #3.
- (3) The school must return all UNEARNED federal financial aid money to US Dept. of Ed. before any other refunds are made. Use federal refund policy if withdrawal occurs within the specified time period.
- (4) The amount of refund to the student must be reduced by an amount determined in step #3. These monies must then be refunded NOT to the student, BUT to the agency providing the financial aid. The order in which refunds will be made will be Title IV provider:
 - 1) Direct Unsubsidized Loan,
 - 2) Direct Subsidized Federal Loan,
 - 3) Direct PLUS Loan,
 - 4) Federal Pell Grant Program,
 - 5) Other SFA Programs,
 - 6) Other aid sources, and
 - 7) The student, if any funds remain to be refunded.

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

- (5) Any monies remaining to be refunded above those determined in steps #3 & #4 will be mailed to the terminating student within 30 working days following the withdrawal.
- (6) 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 refund will be made within thirty (30) days of the student's withdrawal. Any questions as to refunds involving financial aid, please contact the Financial Aid Office.

FACULTY & STAFF OFFICES

James Shoemake, CFSP

President, and Director of Degree Program
- **President's Office** – In the Administrative Area

Terry Parrish, CFSP

Admissions, Bursar & Academic Records
- **Registrar's Office** – In the Administrative Area

Robert Clark

Director of Financial Aid
- **Faculty Office "A"** – In the Administrative Area
- **Financial Aid Office** – In the Administrative Area

Wayne Cavender, CFSP

School Administrative Assistant
- **Faculty Office "B"** – In the Administrative Area

Brian Mullins

Director of Learning Resources and Learning Skills
Improvement & Attendance Records
- **Faculty Office "C"** – In the Administrative Area

R. Scott Allen

Director of Clinical Embalming Program
- **Faculty Office "D"** – In the Administrative Area

Amy Fulton

Clinical Embalming Preceptor and Building Supervisor
- **Clinical Office** – Back Hall next to Office "E"

Part-time Faculty

- **Part-time Faculty Office** – In the Administrative Area

**Tonya Cunningham
Jo-Sandra Greenberg
David Hoblit
Gerald Rosebure
Sara Stokes**