

STUDENT HANDBOOK

2016 - 2017

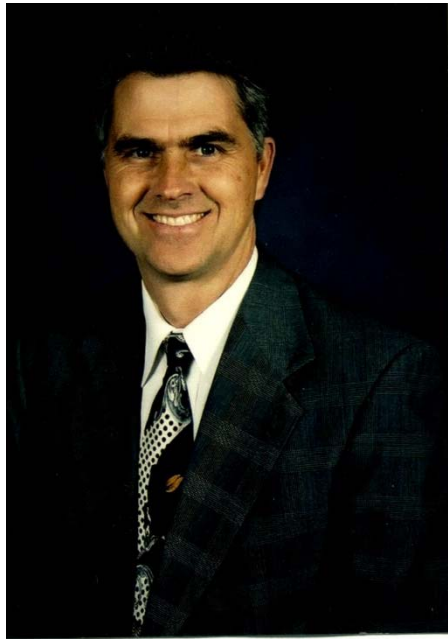


JOHN A. GUPTON COLLEGE

NASHVILLE, TENNESSEE

This handbook is presented by the Student Development Services Committee in the interest of being of assistance in helping to meet the academic and social needs of the students at John A. Gupton College. Each student is responsible for becoming familiar with and respecting the guidelines as set forth in this publication.

WELCOME



Welcome to John A. Gupton College. It is our purpose to assist you in accomplishing your career goals. I look forward to working with you as together we strive toward excellence.

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GENERAL INFORMATION

John A. Gupton College has a distinguished history. Founded in 1946 by John A. Gupton and Bernadean Gupton, the co-educational, non-segregated proprietary school in Nashville, Tennessee began offering a program of study leading to a diploma in the field of Mortuary Science. John A. Gupton College was incorporated as a non-profit organization in 1965. Originally located at 2507 West End Avenue, the College is now housed in a new, modern facility located at 1616 Church Street.

In keeping with the philosophy of educating the total person, John A. Gupton College has been accredited by both the Southern Association of Colleges and Schools Commission on Colleges* since 1971 and the American Board of Funeral Service Education* since 1946. The College offers an accredited Associate of Arts Degree in Funeral Service, an Associate of Applied Science Degree in Funeral Service and a non-accredited Funeral Director Certificate program. The Certificate program meets the State of Tennessee educational requirements for a funeral director.

Gupton College was the first independent institution of funeral service education to earn regional accreditation and thus to be able to offer a course of study leading to the Associate of Arts Degree. The College's pursuit of regional accreditation indicates its role as a pioneer in the educational community which it serves.

The curriculum is designed on the collegiate level, with the dual purpose of fulfilling the needs of both the students who wish to eventually pursue other degrees and of those going directly into Funeral Service. Since 1968, Gupton graduates have been transferring to senior colleges and pursuing advanced degrees. To both groups, Gupton offers the opportunity for a liberal arts education, and the continuing commitment toward educating professionals who are capable of the change inherent in growth.

Located in the heart of Nashville's academic community, John A. Gupton College reflects a rich heritage of academic excellence and provides a facility that is comfortably conducive to effective learning. The new facility houses Administrative offices, library, classrooms, science laboratory, marketing center, restorative art laboratory, preparation area, and a student lounge.

** See page 5 for Accrediation Statement*

ACCREDITATION

John A. Gupton College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of John A. Gupton College.

The Funeral Service degree programs and John A. Gupton College are accredited by the American Board of Funeral Service Education (ABFSE) 992 Mantua Pike, Suite 108 Woodbury Heights, New Jersey 08097 or call (816) 233-3747, Web: www.abfse.org

MEMBERSHIPS

University Mortuary Science Education Association

National Funeral Directors Association

Tennessee College Association

Tennessee Funeral Directors Association

Upper Cumberland Funeral Directors Association

Tennessee Funeral Supply and Sales Club

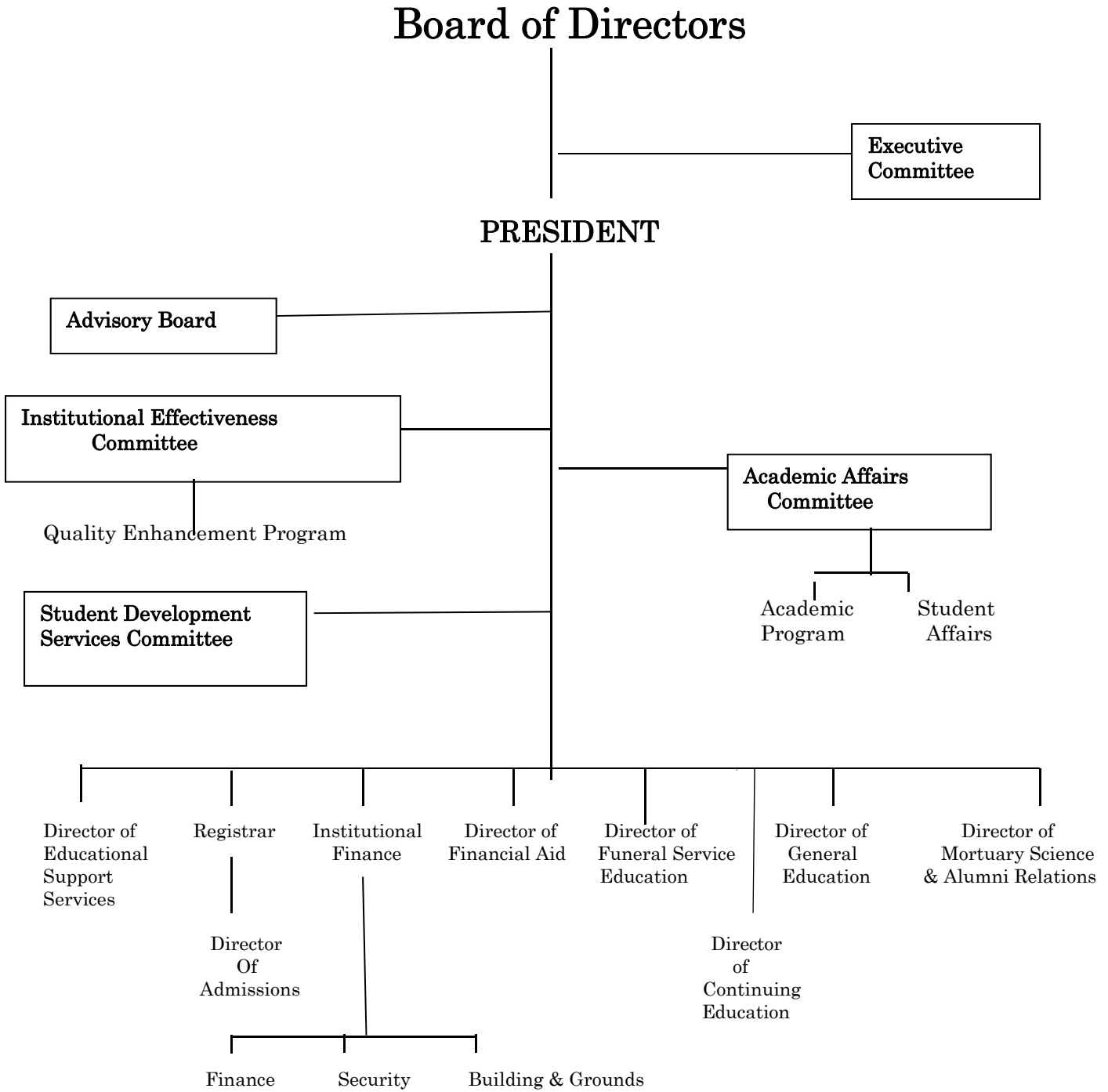
Tennessee Association of Student Financial Aid Administrators

Southern Association of Student Financial Aid Administrators

**JOHN A. GUPTON COLLEGE IS APPROVED BY THE TENNESSEE HIGHER EDUCATION
COMMISSION FOR VETERANS TRAINING**

John A. Gupton College does not discriminate
on the basis of race, color, national origin,
religion, age, sex, or disability.

ORGANIZATIONAL STRUCTURE OF JOHN A. GUPTON COLLEGE



STATEMENT OF PURPOSE

The purpose of John A. Gupton College is to provide a basic liberal arts education as well as a professional curriculum in funeral arts and sciences. The course of study leads to the Associate of Arts Degree, the Associate of Applied Science, or a Certificate in Funeral Service. The liberal arts component is equally designed to serve as the foundation for the pursuit of other degrees.

STATEMENT OF OBJECTIVES

John A. Gupton College has adopted two (2) primary objectives in order to achieve the purpose of the institution. These objectives are:

1. John A. Gupton College is committed to providing basic liberal arts educational opportunities:
 - by providing a curriculum consisting of general educational components
 - by assisting students in the selection of an honorable profession
 - by providing opportunities for students to strengthen their skills in communication, both in writing and speaking
 - by familiarizing the student with significant accomplishments in the arts and sciences
 - by providing an environment of cultural and social diversity
 - by emphasizing the need for lifetime physical and psychological well-being
 - by emphasizing logical thinking and fiscal responsibility.

2. John A. Gupton College is committed to the development of funeral service professionals:
 - by providing a curriculum in funeral service arts and sciences
 - by providing first-hand clinical experiences in embalming, restorative art, and cremation
 - by placing the student in an off-campus practicum under the supervision of a preceptor
 - by graduating students who are marketable in the funeral profession
 - by preparing students to be able to perform satisfactorily on exams for professional licensure.

Philosophy of Funeral Service Education

Recognizing the great demands placed on today's and tomorrow's practitioner of funeral services, Gupton College strives to educate the total person. Thus, the program is designed to include a liberal arts curriculum that constitutes the basic general educational requirements of accredited colleges and universities and a professional experience that is the standard of excellence in the world of funeral service practice. Every effort is made to actively involve students in the multiplicity of actual funeral service operations. Building upon the advantage of a liberal arts foundation, a carefully planned professional education is set forth. Classroom theory in the funeral service arts and sciences is reinforced by the clinical program.

The College extends its services to the profession and at the same time fulfills its responsibility to the enrolled student by providing a 24-hour mortuary service. As the student earns upper division status, he or she is assigned to a college-selected funeral home and designated preceptor for a carefully planned and follow-up externship. As a licensed funeral establishment, the College joins the care-giving function within the community while building strength of philosophy and smoothness of technique within its students.

The central aim of John A. Gupton College is to have funeral service education personnel that are members of the human service profession, members of the community in which they serve, members that participate in the relationship between bereaved families and those engaged in the funeral service profession and knowledge of compliance and regulatory guidelines, as well as members that are sensitive to the responsibility for public health, safety and welfare in caring for human remains.

Within the philosophy of educating the total person, Gupton College strives to achieve the following goals as expressed by the American Board of Funeral Service Education:

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary of the profession, as defined in the preamble above.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the post secondary level of instruction.
6. To encourage research in the field of funeral service.

Administration

B. Steven Spann	President
Dr. Albert Berry	Director of General Education
Donna Collard	Director of Funeral Service Education
Tracy Hamm Allen	Director of Mortuary Science & Alumni Relations
Lisa Moffitt	Registrar
Pepper Bruce	Director of Educational Support Services & Librarian
Joanna Hayes-Dickens	Director of Financial Aid
Todd Van Beck	Director of Continuing Education

STUDENT DEVELOPMENT SERVICES

The institution is committed to contributing to the cultural, social, moral, intellectual, and physical development of students. These services include:

STUDENT DEVELOPMENT SERVICES COMMITTEE MEMBERSHIP

1. Lisa Moffitt	Chairperson	Registrar
2. Tracy Hamm Allen	Faculty	Funeral Service
3. Shirley Conn	Faculty	English Professor
4. Donna Collard	Faculty	Funeral Service
5. B. Steven Spann	Administration	President
6. Student Representative(s)	Student	Student Body

Professional Enrichment

The College provides professional enrichment through lectures, field trips, seminars, state and/or national conventions.

Cultural Life

Located in a major metropolitan area, John A. Gupton College provides students with an excellent opportunity for cultural enrichment. Known as "Music City," Nashville provides exposure to various plays, concerts, lectures, art exhibits, museums, and recreational facilities.

Health Services

John A. Gupton College is interested in the good mental and physical health of each student. The Administration of the College will confer individually with each student and make referrals as needed. Quality providers of services are identified and appointments are arranged by the student.

The campus of John A. Gupton College is located within a two mile radius of emergency care facilities. Located approximately three city blocks from the campus is St. Thomas Midtown Hospital, which is the facility of choice for the College. Also, Vanderbilt Medical Center, a level three trauma center, is located within three minutes of the campus.

In the event of an emergency, illness, or injury involving student or faculty, St. Thomas Midtown Hospital Emergency Room would be notified by the office of the school to expedite awareness of the emergency. Any life threatening emergencies would be handled by 911. It is expressly understood that the faculty and/or student has the responsibility to incur any cost from professional services rendered.

Counseling and Career Opportunities

Confidential personal counseling is available to Gupton College students without charge. Quality providers of services are scheduled by appointment as arranged by the student. Gupton College is interested in the good mental and physical health of each student and makes referrals as needed.

Student Lounge and Center

A student lounge is provided which is designed to promote leisure time and activities, group dynamics, and the development of interpersonal relationships, relaxation and snack facilities.

Financial Assistance

Advising and counseling services are available to assist any student requesting financial assistance to attend John A. Gupton College. Stafford and Plus loans will be disbursed in two disbursements per semester. A tuition payment plan may also be available by request in the business office.

Employment

Nashville produces many opportunities for employment. Students should exercise caution from becoming overly committed. Part-time work is not advisable for any student who fails to maintain a "C" average.

Student Government

Formal student government exists in the form of elected student representatives serving on the Institutional Effectiveness Committee and well as the Student Development Services Committee.

Housing (Apartment Policy) Regulations

The College makes every attempt to assist students in locating rooms and/or apartments as near to the campus as possible. The College does maintain a fourteen (14) unit apartment complex for married and unmarried students. It is advisable that students desiring housing make arrangements as early as possible. The following policies were established to provide a safe living environment for students: The following items are prohibited in the John A. Gupton College Apartments:

- Incense, burning candles, lit cigarettes, pipes, or any other open flame;
- Tampering with fire extinguishers, smoke detectors and other fire equipment;
- Motor powered vehicles such as motorcycles, mopeds, scooters and similar vehicles;
- Electrical appliances with an exposed heating element;
- Halogen lights bulbs;
- Fireworks and pyrotechnic devices;
- Loft beds;
- Smoking of any materials within apartment facility or within 15 feet of building;
- Bicycles or other obstructions may not be stored in the hallway/porch way;
- Holiday decorations must conform to the following:
 - No live trees; artificial aluminum may not be wired with lights;
 - Decorations must not deface or damage property or create a fire hazard
- Smoke detectors should never be disconnected;
- Electrical appliances must conform and be UL listed, and must be plugged into a wall outlet or approved extension cord. Irons must be used with ironing boards only. Radios, lamps, stereos, etc. must not overload the rooms' electrical system.
- Failure to evacuate the apartment building during a firm alarm or a fire drill will result in a

discipline referral.

Safety and Security

The College makes every attempt to provide a safe and secure environment for all members of the campus community. During student orientation, students are familiarized with the campus safety and security procedures. Emergency fire and panic alert devices are provided in the physical plant. Emergency fire pull stations are available for the apartments as well as audible/visual alert systems in each apartment.

Campus crime and fire statistics are maintained for the past three years in the librarians office as well as posted under glass in the student lounge. All incidence of crime or fire on campus should be reported to the Administrative office as soon as possible.

Timely warning response will include one or more of the following ways: email, emergency text, or voicemail messaging system through Sonis System and poster /flyers. The Director of Funeral Service Education will be responsible for timely warnings being issued.

Automobile Registration

John A. Gupton College provides a parking area for vehicles of enrolled students. Parking decals are provided at the time of registration and such decals must be displayed on student vehicles. Parking decals are NOT interchangeable with other vehicles. There is a charge for additional decals.

Publications

Major publications of the College include the College Catalog, Student, and Employee Handbooks. Special alumni newsletters are periodically prepared in conjunction with the Alumni Association and are sent to all institutional alumni and other interested parties in the interest of keeping the alumni apprised of institutional affairs.

Academic Concerns

The faculty is involved with working with students who are having academic problems and are on hand to provide advice in regard to course load and other academic matters. The institution provides a Quality Enhancement Program (QEP) led by the Director of Funeral Service Education to assist students in the total academic program including individual and group study sessions.

INSTITUTIONAL GUIDELINES AND SERVICES

Policies Regarding Fund Raising and Institutional Public Relations

All fund raising efforts and formal institutional representation must be coordinated through the office of the President.

Student Identification

Identification cards are provided to each student during the orientation. The students are required to have in their possession these official Gupton College ID Cards. These are designed to strengthen campus security as well as for general public identification.

Student Lockers

Student lockers are located in the student lounge and are available upon request.

College Parking

The College provides adequate parking space which is located at the back entrance of the building. All students are required to register vehicles during registration. Any vehicles not duly registered or parked in a manner which does not expose the registration sticker will be towed at the expense of the owner. Vehicles must have the registration sticker displayed on the left rear bumper, and cars should be parked accordingly.

Lost and Found

Lost books and articles should be turned in to the Administrative Offices. Every effort will be made to establish ownership. All unclaimed articles will be disposed of at the end of each semester.

Tobacco Free Environment

In the interest of health concerns, the use of tobacco products, smokeless or otherwise, is discouraged. Thus, the use of any and all tobacco products, smokeless or otherwise, is limited to the designated smoking area only. Included in this policy are any products that are intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine for the purpose of cessation.

Spitting on the parking lot or within the designated smoking area is strictly prohibited and cigarette butts are to be disposed of in the designated container and not on the parking lot.

Copyright Policy

John A. Gupton College is committed in supporting the copyright laws of the United States. This policy applies to all John A. Gupton staff, faculty, administration, and students. Copyright protection applies to a variety of works, including but not limited to, printed materials, video recordings, multimedia work, visual artwork, and digital and computer works and programs. Copyright is a form of protection set forth by Congress in the Copyright Act of 1976, the Digital Millennium Copyright Act

(DMCA) of 1998 and the Technology Education and Copyright Harmonization Act (TEACH ACT) of 2002.

Copyright laws allows the owner of copyright the exclusive right to do and to authorize others to reproduce, prepare derivative works, distribute, perform, or display works. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright.

There is a section of the copyright law that allows *fair use* of copyrighted materials. There are four fair use factors which include: a.) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes, b.) the nature of the copyrighted work, c.) the amount and substantiality of the portion used in relation to the copyright work as a whole, d.) the effect of the use upon the potential market for/ or value of the copyrighted work.

STUDENT GOVERNMENT

Due to the brief tenure of the students, students are involved in the governing of the institution through formal representation of elected student representatives on the Institutional Effectiveness Committee and the Student Development Services Committee. The open-door policy of the Administration provides additional opportunities for student input. While the relatively brief tenure of students precludes stand-alone student government, the students are a cohesive group with genuine concern for the institution and their fellow students.

GRADUATION REQUIREMENTS

Requirements for all Programs:

1. The last 15 semester hours on which a degree is granted must be done in residence at John A. Gupton College, except with written approval from the college's Academic Affairs Committee.
2. A student must complete a minimum of 50% of their course work at John A. Gupton College.
3. Graduating students must have a cumulative 2.00 grade point average. All courses require a grade of "C" or better.
4. Accounts must be paid in Full.
5. A comprehensive examination in general education and professional education must be passed with a minimum score of 80% in each.
6. Specific Program Requirements:

Associate of Arts Degree	Associate of Applied Science Degree	Funeral Director Certificate
62 Semester Hours	60 Semester Hours	30 Semester Hours
Sit for the National Board Examination prior to graduation	Sit for the National Board Examination prior to graduation	N/A
Complete 25 clinical embalming cases and demonstrate skills	Complete 10 clinical embalming cases and demonstrate skills	N/A
Complete 5 clinical cremation cases	Complete 1 clinical cremation case	N/A

ACADEMIC GUIDELINES

Scholastic Integrity

Students of John A. Gupton College are expected to be honest in relationships with students and professors alike. Cheating or dishonesty in any form is considered unethical and unprofessional and will not be tolerated. Anyone witnessing such conduct should report it to the Administration or the instructor of the course. Matters involving questions of integrity will be referred to the Academic Affairs Committee and appropriate action will be taken. Faculty members are required to carry out their duties in a professional, ethical, and collegial manner that will enhance the purpose of the institution.

Study

Students are encouraged to make optimum use of every free moment. Successful students organize and plan to include adequate time for assignments and exams. Caution should be exercised in regard to last minute preparation. Cramming is unwise and a useless practice. The library, vacant classroom, and other quiet areas are ideal for study.

Availability of Faculty

The faculty, including full-time, part-time and adjunct, will provide the students with a listing of office hours and telephone numbers in order that conference sessions can be scheduled. Accessibility to students is essential in order to provide a comprehensive educational program.

Attendance

A student missing three consecutive class periods will be reported to the Registrar's office. A student missing a number of class periods equal to three weeks of class work will be dropped from the class. Students in the online programs missing more than three weeks of assigned work will be dropped from the course. He or she may be reinstated upon recommendation of the Academic Affairs Committee. The attendance policy is effective for all programs offered at John A. Gupton College.

Governance

The Catalog in effect at the time that a student is admitted will govern program requirements for that student as long as he/she is continuously enrolled and making progress toward graduation.

Grading System

Letter grades are given in all course work as follows:

The grade of **A** signifies work of the highest caliber.

The grade of **B** denotes work of high quality.

The grade of **C** signifies average work.

The grade of **D** indicates failure.

The grade of **F** indicates failure.

The grade of **I** is issued for incomplete work due to extenuating circumstances.

Note: An **I** grade is conditional and must be removed within the first two weeks of the succeeding semester or it automatically converts to an **F**.

At least one unit of evaluation is employed for each course credit hour. Mid-term deficiencies are reported to the Registrar.

Quality Points

In addition to the grade assigned in each class, a student also receives quality points in relationship to his or her grade. The grades equate in the following manner:

- A..... .4 quality points per semester hour
- B..... .3 quality points per semester hour
- C..... .2 quality points per semester hour
- D..... .1 quality point per semester hour
- F..... .0 quality points per semester hour
- I..... Incomplete

Students must have obtained a quality point average of at least 2.00 in order to meet graduation requirements. The quality point average is determined by dividing the total number of quality points by the total number of hours attempted. When courses are repeated, only the highest grade will be used in determining the quality point average and hours attempted will be used only once.

Academic Probation

Graduation requires a cumulative quality point average of 2.00. All students must maintain a cumulative grade point average according to graduated scale cited below:

- 1.50 by the end of the first semester of college work
- 1.75 by the end of the second semester of college work
- 2.00 by the end of the third semester of college work.

Any student failing to achieve these cumulative GPAs and/or fails to pass 67% of classes taken will be placed on probation. If probation is not removed the following semester, the student will be placed on suspension at the end of the semester. Any exception must be made by the Academic Affairs Committee.

Students dropped from the College for scholastic reasons may apply for re-admission after the absence of at least one semester. Re-admission forms are available in the Administrative office.

Academic Probation for Students Receiving Veteran's Administration Education Assistance

All students receiving Veteran Training benefits must maintain a cumulative grade point average according to the graduated scale below:

- Both Associate Degrees (A.A. and A.A.S)
- 1.50 by the end of the first semester of college work.
- 1.75 by the end of the second semester of college work.

2.00 by the end of the third semester of college work.

Funeral Director Certificate

1.75 by the end of the first semester of college work

2.00 by the end of the second semester of college work

If the enrolled student does not fulfill the preceding academic standards as stated, the College will discontinue certification of the student to the Veterans Administration.

Guests

Prior to inviting guests to attend class, the student must obtain permission from the instructor in whose class the guest wishes to attend. Guests shall abide by all institutional guidelines. No guest is permitted in the preparation room at any time or for any reason. The institution does not provide on-site accommodations for children. Therefore prior off-campus child care arrangements must be made

Class Meeting

All classes begin as scheduled. If the instructor of any class happens to be late, the students must remain in the classroom until class has been officially canceled or 20 minutes has elapsed. A student representative must notify the Administration prior to students leaving class or class dismissal.

Withdrawal

Official withdrawal from the College or a course must be done through the Registrar. A course dropped prior to the last three weeks of the semester, the grade of (W) is recorded. Failure to notify the Registrar in writing will result in an (F) for the course.

NOTE: All withdrawals and/or drops **must** be made in writing with fee and signature received by the Registrar to be official.

Course Load

John A. Gupton College assigns credit hours in accord with federal regulations. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester, and
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, practicum, clinicals, and other academic work leading to the award of credit hours.

The minimum course load for a full-time student is 12 hours per semester. A student may not register for more than 18 hours including both on and off campus courses without written approval from the Registrar. Provisionally status students may register for part time enrollment after approval from the Director of Funeral Service Education.

All courses are offered at the collegiate level, and each student should give due consideration to the extent of outside employment and/or extracurricular activities.

Off Campus Courses

Work taken by a student at another college or university after the student's initial enrollment at John A. Gupton College will not be accepted or transferred unless the student has received prior written approval from the Academic Affairs Committee. Request forms are available in the Registrar's office. Failure to achieve a "C" in English I and II, Accounting, Psychology, Speech, Anatomy, Chemistry, Math, Microbiology, and Pathology, the student, with permission of the Registrar, may repeat the course off campus. A challenge exam must be passed for Anatomy, Chemistry, Microbiology, and Pathology before credit can be transferred into the College.

Final Examinations

The scheduling of final examinations is the responsibility of the Registrar. No exam may be given earlier than the period designated by the Registrar. All students are required to take the final examinations as scheduled. Other arrangements must be approved in advance by the Registrar. Make-up exams require a \$75 fee which must be paid to the business office by the student prior to the examination. Students enrolled in the Funeral Director Certificate courses must appear in person with a valid photo identification to take final examinations. All final examinations shall be retained for an additional semester. If there has been no request for review of an examination within this period, it may be discarded. Students enrolled in the Associate of Applied Science courses may be eligible to take most Final exams via Online Proctor.

Intellectual Property

Any grant, contract, publication, or college related activity involving John A. Gupton College will be under the discretionary control of the President. Any decision regarding purchases and disbursements of salaries funded by others must be approved by that office.

All materials purchased shall be the property of John A. Gupton College. The College claims sole prerogative over all rights for publications, inventions or patents directly or indirectly resulting from externally or internally funded activities involving the College as well as use of any revenue derived from the creation and production of all intellectual property.

LIBRARY AND EDUCATIONAL SUPPORT SERVICES

The library of John A. Gupton College is centrally located and is easily accessible from the Administrative Offices of the College, the main classroom, and the student lounge. The location is designed to encourage student use of the library for recreational reading, study, reference, and utilization of information resource technology. This allows students and faculty almost instant access to Educational Support Services and materials in a comfortable facility conducive to learning.

The library is designed to provide support for the basic liberal arts educational component as well as the development of funeral service professionals. The library is also committed to empower the student with skills which will enable him or her to research a topic and assemble information. The library provides opportunities for students to seek truth and to promote intellectual, cultural, social and ethical development.

Learning resources may be recommended for inclusion in the library by students, faculty or staff. Final decisions on resource acquisitions are made by the Librarian. This practice ensures the inclusion of materials that are appropriate to the academic needs of the College as well as meeting the wishes of the library's patrons. Acquisitions are governed by the John A. Gupton College Book Selection Criteria which can be found in the Educational Support Services Manual. Library resources consist of books, journals, audio-visual media, and computer software. Currently, there are 4,882 items which have been cataloged by Anglo-American Cataloging Rules and arranged by Dewey Decimal classification. The journals and magazines are also organized in alphabetical order by publication title. Articles may be accessed through Abridged Reader's Guide. The library's entire catalog collection is searchable on each of the library computers. The students receive information on the use of the library as part of the Orientation presentation for new students. Instruction in library orientation and access is also provided in class lectures, and on an individual basis as needed by any student or member of the faculty. The library computers provide access to the Internet and Telnet, which provide access to OPAC systems at other local libraries such as Nashville State Technical Institute and Tennessee State University, with which the College has reciprocal agreements. The web based SIRS Researcher provides electronic bibliographic databases which are rich in funeral service and other social issues.

Utilization of the library necessitates respect for others. There is to be no smoking, eating, or drinking in the library. A quiet atmosphere should exist which will promote concentration and learning.

Information Technology

Information technology such as computers and printers are available at the library to be used by faculty and students. The Librarian will provide guidance and assistance in the use of the information technology.

Currently, the library has twelve computers which permit access to education, reference, entertainment, and office software packages. The computers are equipped with color monitors and laser printer. The library has its own copier for document reproduction and provides internet access with wireless capabilities.

Information Technology Resources Systems Policy

Time allocated for the use of library information technology resources such as computers, computer software, share drives, and printers will be determined by the Librarian and Director of Educational Support Services. Priority will be given to usage which is compatible with the academic and professional goals of the College.

1. Priority is given to the students in reference to allocation and use of Information Technology Resources located in the library.
2. Student academic usage has priority over other types of activities. In the unlikely event that all computer stations are tied up, individual student usage will be limited to one (1) hour.
3. Faculty will have access to the computer stations in the Administrative Complex. The present adjunct faculty have indicated they have access to computers at their respective institutions and/or homes.

The Information Technology Resources Policy is evaluated by the annual Library Evaluation Form. The responses are provided to the Director of Educational Support Services by the Administration to ensure academic and administrative needs are being addressed.

Library Hours 8:30 A.M. to 8:30 P.M. Monday & Tuesday
 8:30 A.M. to 4:30 P. M. Wednesday & Thursday

Technology Requirements for Online Programs at John A. Gupton College

Technical Requirements	Learning Management Systems		Testing system
	SonisWeb	Moodle	Proctor U
			<i>Minimum requirements</i>
Web Camera	N/A		640x480 resolution
PC Users	Windows 8	latest Windows XP	Windows 8
Mac Users	Mac OS x 10.5	Mac OS x 10.5	Mac OS x 10.5
Internet Download speed	N/A		1.5Mbps
Internet Upload speed	N/A		1Mbps
RAM	2GB	1GB	2GB
Ports	N/A		1935, UDP/TCP
Browser	Google Chrome, Mozilla Firefox, Safari	Google Chrome, Mozilla Firefox, Safari	Google Chrome, Mozilla Firefox, Safari
Please note: Proctor U does not support Google Chromebooks, Android tablets, iOS tablets, Linux operating systems, or Microsoft surface RT			

DRESS CODE

The dress code at John A. Gupton College is established to present an atmosphere of professionalism. A career in funeral service places the practitioner in the eye of the public and, therefore, from the day a person commits to such a life, he or she is expected to exhibit exemplary appearance in relation to attire and personal grooming. The following shall constitute acceptable guidelines:

DRESSING FOR SUCCESS IN FUNERAL SERVICE IS NOT A RECOMMENDATION AT JOHN A. GUPTON COLLEGE ----- IT IS A REQUIREMENT.

Clothing need not be expensive, but rather well coordinated and conservative to present a professional image.

*** MALES**

Attire: Male students are required to wear a matching business suit (pants and jacket) in conservative colors such as navy, black, dark gray and brown. A conservative dress shirt, **buttoned** (long sleeve or half-sleeve), tie **worn appropriately**, dark coordinated socks and conservative dress shoes.

- No casual, rough leather shoes or boots, or casual shoes such as sandals, clogs, crocs, canvas shoes, tennis shoes, or flip-flops of any type.
- Casual garments such as sweatshirts, hooded jackets, tee shirts, golf shirts, or jeans, are not permitted.
- Writing or logos on clothing are not acceptable.

Beards: Male students are required to shave daily and be clean shaven before entering campus. Beards ARE NOT permitted. Mustaches are permitted but must be neat and closely trimmed. The extreme boundaries must not extend beyond or below the line of lip closure at the corners of the mouth.

Hair: Hair must be clean and neatly trimmed above the collar. **Dye colored hair must be of a natural color.** Hair should be natural and professional in appearance. Ponytails, Braids, Cornrows, and Dreadlocks are not permitted. Evidence of ears must be obvious. Sideburns are to be thinned and trimmed at the mid-ear level.

Jewelry: Earrings for men are not permitted under any circumstances.

Fragrances: The use of colognes, after shave, or other fragrances should be avoided

* Tattoos and body piercing that are publicly visible are **not permitted.**

* **FEMALES**

Attire: Female students are required to wear matching business suits which include either skirt or pants with matching jacket in conservative colors such as navy, black, dark gray and dark brown.

- Skirts must be of modest length (no more than 1 to 2 inches above the knee).
- Blouses must be conservative with sleeves and a modest neckline. “No cleavage”
- Hose must be worn and coordinated with the suit or flesh tone color. Hose must be without conspicuous ornamentations or patterns. No socks will be permitted.
- Casual garments such as sweatshirts, hooded jackets, tee shirts, golf shirts, or any clothing of denim material, are not permitted.
- Writing or logos on clothing are not acceptable.
- Appropriate dress shoes, (black, brown or navy) which are suited for the occasion are required. The shoe heel must not exceed two inches. This is a necessity in relation to safety on first call. No rough leather shoes, boots, or casual shoes such as sandals, clogs, crocs, canvas shoes, tennis shoes, or flip-flops of any type.

Hair/Nails: Hair is to be clean and neatly styled. **Dye colored hair must be of a natural color.** Hair should be natural and professional in appearance. Short hair lends well to preparation room hygiene and prompt first call response. Ponytails, Braids, Cornrows, and Dreadlocks are not permitted. Nails should be neatly trimmed and filed to finger end length.

Jewelry: Earrings should be small and limited to two per ear. Ornamental adornment should be minimal.

Fragrances: The use of perfumes or other fragrances should be avoided.

- Tattoos and body piercing that are publicly visible are **not permitted.**

Cell Phones: Cell phones or any electronic devices should be turned off or silenced and placed out of sight while in class or the library.

LEGAL, MORAL, AND ETHICAL STANDARDS

Institutional Safety Plan

All buildings must be annually inspected by the Fire Marshall's Office and must meet all fire and safety codes. Thus the College is in complete compliance. In addition, the water system and backflow are inspected annually by the State Department of Public Health.

The building contains fire extinguishers in appropriate areas of the building. These are serviced quarterly and are located in conspicuous positions. The laboratories are easily vented by windows. The building has multiple exits; these exits are free and clear and provide easy access in the event of fire or other emergency.

The laboratories contain a first aid kit. The general science laboratory and mortuary science laboratory contain a combination shower/eye wash station. Eye goggles are available as required. The mortuary science laboratory also contains sterilization equipment to prevent the spread of disease. The buildings are well lighted and the grounds are free from clutter and clearly visible. Landscaping is low profile so as to avoid areas of potential threat.

The safety plan includes the following schedule of inspections:

Fire inspection	Annually by Fire Marshall's office
Buildings	Annually by building codes
Water and sewer	Annually by the State Board of Public Health
Fire extinguishers	Serviced annually by Koorsen Fire & Security
Smoke alarms	Checked quarterly by the President
Fire exits	General housekeeping, inspected daily

Faculty and students will be apprised of all safety and health concerns. Special safety instructions regarding special equipment will be the responsibility of the instructor in charge of the particular area. Safety concerns will be reviewed with the faculty and staff at annual faculty/staff meetings and with students during orientation.

The Administration reviews the safety and security plan annually and notes any changes or additions that should be included in the student orientation program and/or called to the attention of the faculty at large.

In accordance with the Student Right-To-Know and Campus Security Act of 1990, the College publishes the range of crimes and other violations of the law on its campus. This information is displayed in the student lounge bulletin board under glass.

Student Conduct

All students are expected to maintain acceptable standards of personal conduct and honesty. The use of the Internet in general, and social media sites by students as a venue for discussing any aspect of the care of deceased human beings in which the topic of discussion is of a sensitive and confidential

nature, is strictly prohibited. Any student whose conduct is considered harmful to the rights of others or to the reputation of the College or funeral service will be subject to suspension or expulsion.

Intoxicants

No student will be allowed on campus or to attend Gupton College while under the influence of any kind of intoxicant or drugs with the exception of those prescribed by a physician. Such action is viewed by the College as grounds for possible student dismissal. The College maintains a Drug and Alcohol Abuse Prevention Program (DAAPP) that may be found on the College web site at www.guptoncollege.edu.

Classroom

Food or drink is not allowed in the classroom, laboratories, and library.

Cell phones should be turned off or silenced and put out of sight while in the classroom, laboratories and library.

Areas of Misconduct

The following areas of misconduct are identified to clarify the definition of unacceptable student conduct:

1. Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including physical abuse or immediate threat of abuse.
2. Hazing. Any act of hazing of any variety by an individual or group.
3. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which is unreasonably disturbing to other individuals.
4. Obstruction of or interference with institutional or College activities or facilities. Any intentional interference with or obstruction of any institutional or College activity, program, event, or facility, including the following:
 - a. Any unauthorized occupancy of facilities owned or controlled by the College, or blockage to and from such facilities.
 - b. Interference with the right of the College or institutional member or other authorized person to gain access to any activity, program, event, or facility sponsored or controlled by the College.
 - c. Any obstruction or delay of a College official or local authorities in the performance of his or her duty.
5. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the College, including, but not limited to, fire alarms, fire equipment, telephones, college keys, library materials, and safety devices; and any such act against a member of the College community or guest of the College.
6. Theft, misappropriation or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of College property or any such act against a member of the College community or guest of the College.
7. Misuse of documents or identification cards. Any forgery, alteration of, or unauthorized use

- of College documents, forms, records, or identification cards, including providing false information, or withholding of necessary information in connection with a student's admission, enrollment, or status in the College.
8. Firearms and other dangerous weapons. Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind.
 9. Explosives, fireworks or flammable materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons, property, or possession of any substance which could be considered to be and used as fireworks.
 10. Alcoholic beverages. The use and/or possession of alcoholic beverages on College-owned or controlled property.
 11. Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance or marijuana) or sale or distribution of any such drug or controlled substance.
 12. Unacceptable conduct in hearings. Any conduct at a College hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false evidence at any hearing.
 13. Gambling. Gambling in any form, including lotteries, giveaways, and door prizes.
 14. Failure to cooperate with College officials. Failure to comply with directions of College officials acting in the performance of their duties.
 15. Violation of general rules and regulations. Any violation of the general rules and regulations of the College as published in any official College publication, including the intentional performance of any prohibited action.
 16. Attempting and/or Aiding and Abetting the commission of offenses. Any attempt to commit any of the foregoing offenses. (An "attempt" to commit any offenses is defined as the intention to commit the offense coupled with taking some action toward its commission).
 17. Violations of state and federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
 18. Academic and classroom misconduct. Disruptive conduct or conduct which violates the general rules and regulations of the College.
 19. Plagiarism, cheating, and other forms of academic dishonesty. Any form of academic dishonesty is prohibited.

Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by John A. Gupton College. It subverts the mission of the College and threatens the careers, educational experience and well being of students, faculty, and staff. Relationships involving sexual harassment or discrimination have no place with the College. John A. Gupton College will not tolerate sexual harassment of its employees or students by anyone, including, but not limited to supervisors, faculty, staff, students, or alumni. Sexual harassment is an insidious practice which demeans individuals and creates unacceptable stress for the entire organization. Those who are found to have sexually harassed others will be dealt with swiftly and vigorously.

Harassment on the basis of sex is a violation of Section 704 of Title VII, 42 U.S.C.. No member of the John A. Gupton College community shall engage in sexual harassment. For the purpose of this

policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual Misconduct

Sexual misconduct is defined as any physical act of sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Acts of sexual nature include, but are not limited to, touching or attempted touching or/and unwilling person's personal areas. Sexual misconduct also includes sexual exploitation, gender-based relationship violence, and gender based stalking. These acts may be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs. Consent is defined as each participant giving affirmative decisions to engage in mutually acceptable sexual activity given by clear action of words in every instance. The informed decision must be made freely and actively by all parties and the decision must be made verbally by both parties.

Sexual misconduct is a form of sexual harassment that is prohibited under federal law and College policy. Any act of sexual misconduct must be reported to the College administration for appropriate action. Federal regulations also protect against retaliation directed at any individual who files a complaint under this policy or participates in a complaint investigation.

National Board Exam Security

John A. Gupton College requires students to take the National Board Examination (NBE) prior to graduation. The NBE is a professional licensing exam, and candidates are expected to conduct themselves as professional in preparing for and taking the exam. The International Conference of Funeral Service Examining Boards (ICFSEB) maintains rules and procedures for the examination. Any attempt to reproduce NBE content in any form or discussion of exam content is a violation of exam security. Violations of exam policies may result in invalidation of your NBE scores and denial of licensure.

DISCIPLINARY SANCTIONS

Upon determination that a student has violated any of the rules, regulations, or disciplinary offenses set forth in the Rules of Conduct, the following sanctions may be imposed:

1. Restitution. A student having committed an offense against property may be required to reimburse the College or owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. Warning. The appropriate College official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. Reprimand. A written reprimand, or censure, may be given to any student whose conduct violates any part of the College Rules of Conduct. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another opportunity to conduct himself or herself as a proper member of the College community, but that any further violation may result in serious penalties.
4. Restriction. Restrictions of privileges may be placed upon a student for a specified period of time. These restrictions may include, for example, denial of the right to represent the College in any way, denial of use of the facilities and/or limitations of parking privileges.
5. Probation. Continued enrollment of a student on probation may be conditioned upon adherence to Rules of Conduct. Any student placed on probation will be notified in writing, which will include the terms and length of probation. Probation may include restrictions as deemed necessary by the College. Any conduct in violation of the Rules of Conduct while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. Suspension. Should a student be suspended, he or she is separated from the College for a stated period of time with conditions of re-admission stated in the Notice of Suspension Letter.
7. Expulsion. Expulsion entails a permanent separation from the College. The imposition of this sanction is a permanent bar to the student's re-admission to the College.

DRUG FREE COMMUNITIES STATEMENT

This statement is being distributed to all John A. Gupton College employees, including faculty, staff, and students in compliance with the provisions of the Drug Free Workplace Act of 1988 (41 U.S.C. 701, et. seq.) and the Drug Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et. seq.)

I. Policy

It is the policy of Gupton College to prohibit the illegal use, abuse, manufacture, possession, sale or distribution of alcoholic beverages or any controlled substances, including stimulants, depressants, narcotics, hallucinogenic drugs or substances or marijuana on College owned, controlled or temporarily leased property. Such use, sale or distribution is also prohibited during any College related activity including off-campus trips. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in the "Student Conduct" and "Disciplinary Sanctions" sections of the Student Handbook.

II. Legal Sanctions

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with the intent to manufacture, distribute, dispense, deliver, or sell controlled substances.

The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury results from the use of such substance; and whether any other crimes were committed in connection with the use of such substance. Possible maximum penalties for a first-time offender include imprisonment for any period of time up to a term of life imprisonment, a fine of up to Four (4) Million Dollars, supervised release, or any combination of the above. The sanctions are doubled when the offense involves either of the following:

- A. Distribution or possession at or near a school or college campus.
- B. Distribution to persons under 21 years of age (repeat offenders may be punished to a greater extent as provided by statutes).

Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under Federal Law.

Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, the offense is classified as a felony, as provided in T.C.A. 39-17-417 (21 U.S.C. 001, et.seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of 21 to buy, possess, transport or consume alcoholic beverages, wine, or beer. Such offenses are classified as Class A misdemeanors

punishable by imprisonment for not more than 11 months and 29 days, or a fine of not more than \$25,000, or both (T.C.A. 1-3-113; 57-5-301).

Furthermore, it is an offense to provide alcoholic beverages to any person under the age of 21. Such an offense is classified as a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor and is punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both (T.C.A. 39-17-310).

III. Institutional Sanctions

Gupton College will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

Employees:

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify the institution of any criminal drug status conviction for a violation occurring in the workplace no later than five (5) days after a conviction. A conviction includes a finding of guilty, a plea of *nolo contendere*, or imposition of a sentence by any state or federal judicial body.

Possible disciplinary sanctions for failure to comply with the terms of this policy, including failure to notify of conviction may include one or more of the following:

1. Termination
2. Suspension
3. Mandatory participation in and satisfactory completion of a drug/alcohol abuse program
4. Recommendation for professional counseling
5. Referral for prosecution
6. Letter of warning
7. Probation

Students:

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

1. Expulsion
2. Suspension
3. Mandatory participation in and satisfactory completion of a drug/alcohol abuse program
4. Referral for Prosecution
5. Probation
6. Warning
7. Reprimand

Student Complaint and Grievances

All students are assured a process to seek remedy for complaints and grievances that occur within the institutional community. This process will provide a meaningful forum for filing both Formal and Informal complaints. Students with complaint issues should resolve those issues, if possible, on an informal basis without the filing of a formal complaint. The Administration of John A. Gupton College has an open door policy that allows access to the faculty and administration at any time for students to discuss any problems of a academic or personal matter. Student complaints may involve a faculty member, a non-faculty member, another student, as well as the College. Complaints within the institutional community will be handled as follows:

Informal Complaints Procedures:

1. The student has seven (7) business days from the incident to resolve the matter informally with the individual associated with the complaint or by seeking informal assistance from a member of the faculty or administration as soon as possible.
2. Should this process not result in a resolution of the issue, the student may proceed to the formal complaint procedure.

Formal Complaints Procedures:

1. The student must file a formal complaint within ten (10) business days of the incident by requesting a **Student Complaint/Grievance Form** from the Admissions Office.
2. This form must be completed and returned to the Admissions office.
3. All formal complaints will be reviewed and investigated by the Academic Affairs Committee. The AAC may request to meet with all parties involved in the complaint.
4. The student will be notified in writing, within 10 business days, of the actions taken by the Committee.

Appeals Procedures:

1. The student may appeal, with five (5) business days, the decision of the Academic Affairs Committee to the College President. Only the student has the right to appeal.
2. The sole discretion of the College President's appeal process may be held in one of two ways: A. The President will review the information and make the final decision; or B. The President will appoint a separate committee to make the final decision.
3. Whichever process is chosen by the College President, the decision of the complaint appeal is final.

Retaliation against a student for filing a complaint is strictly prohibited.

John A. Gupton College's goal is to resolve student complaints in a friendly, fair, and efficient manner. The first step for students who desire to resolve a complaint is to follow the College's internal student complaint/grievance procedure contained in the Student Handbook. If the complaint is not resolved satisfactorily internally, the student may file a complaint with the **State of Tennessee Division of Consumer Affairs** at www.tn.gov/consumer .

If a complaint is related to the quality of education or accreditation requirements, the student should file a complaint with the accrediting agency, the **Southern Association of Colleges and Schools Commission on Colleges** at www.sacscoc.org and follow the complaint policy.

If a complaint is related to the application of state laws or rules related to approval to operate or license of the professional program, the student should file a complaint with the appropriate board with the **State of Tennessee Government** to be reviewed. Students should review the State website www.tn.gov and search for the appropriate division for the procedures related to the complaint. If the student has complaints related to state consumer protection laws, then the complaint needs to be filed with the **Tennessee Division of Consumer Affairs** and shall be reviewed and handled by that unit of government. www.tn.gov/consumer.

Community Accountability-Whistleblower Policy

John A. Gupton College is committed to providing all students, faculty, alumni, vendors and guests, with a safe and productive environment. If anyone has reason to believe or reasonably suspect that the college or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established college policy, that person may report such action or activity without fear of reprisal or retaliation.

ANTI-DISCRIMINATION POLICY AND PROCEDURE FOR RESOLVING COMPLAINTS

Policy Statement

John A. Gupton College is committed to providing a learning environment that is free from illegal discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, disability, or veteran status. The College will not tolerate illegal discrimination in any form.

Procedure

In the event a student believes that she/he has experienced illegal discrimination she/he can report the matter following the steps outlined below. In view of the sensitivity of such charges, all College officials investigating discrimination complaints will exercise care to observe and protect the dignity, rights and privacy interests of all parties involved to the maximum extent possible.

STEP 1: Directors

If a student believes she/he has experienced unlawful discrimination, the student should promptly file a written report of the incident with the Director of Funeral Service Education or Director of Mortuary Science.

Within 10 working days of receipt of such report, the Director or her designee will conduct a confidential and informal investigation to determine whether the alleged conduct has in fact occurred and will attempt to resolve the issue in a satisfactory way with all individuals involved.

The Director shall issue a written report of the results of her investigation to the student initiating the complaint within 30 days of such complaint.

STEP 2: President of the College

If, in the student's opinion, the Director has not satisfactorily resolved the issue, she/he may file a written appeal to the President of the College, or his designee within 30 days of the Director's written report. The President will review the findings from the Director's investigation and render a written findings/determination within 30 days of receipt of the appeal from the student. The written results from the College President shall be final.

Any person seeking information concerning the laws and policies or filing a complaint because of alleged violations of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), and Sec. 504 of the Rehabilitation Act of 1973 should contact the Director of Funeral Service Education or Director of Mortuary Science (615) 327-3927. Any person seeking information concerning or filing a complaint because of alleged violations of the Americans with Disabilities Act of 1990 should contact the Director of Funeral Service Education or Director of Mortuary Science at (615) 327-3927.

Federal/State Discrimination Complaints

John A. Gupton College encourages students to use the John A. Gupton College Antidiscrimination Policy and the Procedure for Resolution of Student Discrimination Complaints to resolve discrimination concerns. However, students also have a right to file discrimination complaints directly with the United States Department of Education's Office of Civil Rights, the Tennessee Human Rights Commission.

DISABILITY RESOURCES

General Information Regarding Accommodations of Disability

John A. Gupton College provides services and assistance to any individual who identifies him/herself as a person with a physical and/or learning disability which substantially limits one or more life activities. Common services available to students with disabilities include but are not limited to:

Advocacy to faculty, staff, and administration
Classroom note takers; Tutorial Services
Testing modifications; Assisted registration; Handicapped Parking; Use of tape recorders;
Audio textbooks (where available); Extended time for program completion; Sign language interpreters; Environmental adjustments; Other services as warranted and mandated by law

Procedures for Requesting Accommodations for a Disability

John A. Gupton College offers a variety of support services to individuals with disabilities: however, **ALL SERVICES MUST BE REQUESTED IN A TIMELY MANNER**. Accommodations are provided only after disclosure and documentation procedures are complete. To request services and/or accommodations, the following steps should be taken:

Individuals needing such services and/or accommodations should meet with College Registrar, to make a formal, written request and sign a disclosure form as well as other paperwork. Students should bring to this meeting appropriate and current documentation* of the disability. Documentation look back period cannot exceed three years.

Students may contact the Registrar by visiting the College or by calling (615) 327-3927.

*Documentation within the last three years must include the following items of information:

- A definitive diagnosis and the associated limitations.
- A letter from a certified practitioner outlining specific educational and/or environmental recommendations

Individuals with learning disabilities must also present one of the following:

- A copy of a comprehensive assessment from their high school's resource office

OR

- A letter or report from a licensed psychologist, diagnostician, or other professional knowledgeable in learning disabilities. This document should clearly state the presence of a learning disability and list the recommendations for the student.

Individuals with psychiatric disabilities or Attention Deficit Disorder should present a letter from a licensed psychologist, psychiatrist, or medical doctor with an explanation of the disorder, symptoms present with the disorder and educational recommendations.

All medical records and learning assessments are kept confidential. Each student will be asked to sign a confidentiality waiver in order to allow the Registrar to inform instructors of the student's disability in general terms and to outline accommodations that are to be provided their classrooms.

Disability related documentation submitted to the Registrar for the purpose of verifying a disability is considered an academic record. Based on this, the documentation is subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). This Act requires records to be maintained as private and specific disability related information to be shared only when there is a legitimate educational need to know. Therefore, the College's faculty members may at times request disability related information they view as necessary to assist in the improvement of a student's education or academic skills.

Once a student's documentation has been accepted, the student will meet with the College President, to discuss services and accommodations. The Registrar then meets with the appropriate instructors to inform them verbally and in writing of the accommodations that have been granted.

Grievance Procedures

If a student feels he/she is being denied the agreed upon accommodations, he/she should first appeal to the classroom instructor who is not in compliance. If services/accommodations continue to be denied, the student should report the problem to the College President. If unsatisfied with this resolution, it is the student's right to file a formal complaint following the grievance policy.

Students who have been denied accommodation by the Registrar's office may ask the office to reconsider their request upon presentation of evidence not previously submitted. Such evidence must still meet the criteria outlined above as acceptable documentation. If accommodations are still denied, student may utilize the grievance procedure.

ACCOMMODATIONS WILL BE REVIEWED AND/OR RENEWED EVERY SEMESTER. STUDENTS WHO ARE RECEIVING DISABILITIES RESOURCES SHOULD SEE THE REGISTRAR, FOR ASSISTED REGISTRATION AND ACCOMMODATION UPDATES BEFORE THEIR SEMESTER BEGINS.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 is a federal law which states:

- (a) that a written institutional policy must be established, and
- (b) that a statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of student educational records. John A. Gupton College accords all the rights under the law to students who are declared independent. No one outside the College shall have access to nor will the College disclose any

information from a student's educational record without written consent of the student. Exceptions are personnel within the College, officials of other institutions in which the student seeks to enroll, persons from accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and in order to protect the health and safety of the student and other persons in case of emergency. All exceptions are permitted under the Act.

Within the College community, only those members who act in the student's educational interest including faculty, administration, clerical, and other persons who manage student records are allowed access to the student's educational records.

At its discretion, the College may provide Directory Information in accordance with the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most previous educational agency or institution attended by the student and participation in officially recognized activities.

Students **have the right to** the following:

1. Withhold Directory information. Notify Registrar in writing at registration each term.
2. Inspect and review information contained in their educational records.
3. Challenge the contents of their educational records.
4. Have a hearing if the outcome of the challenge is unsatisfactory.
5. Submit explanatory statements for inclusion in their file if decisions of the hearing is unacceptable.

Educational Records Review

Students wishing to review their educational records must make a **written request** to the Registrar of the College listing the specific item or items of interest. Only records covered by the Act of 1974 will be released. The President of the College will coordinate the inspection and review procedures for student educational records, which include admissions. Records will be made available within thirty days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic records for which a financial hold exists, or a transcript of an original document which exists elsewhere). These copies may be made at the student's expense at prevailing rates. Educational records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students **may not** have the rights to the following:

1. Financial information submitted by their parents.
2. Confidential information associated with admissions.
3. Confidential information regarding employment or job placement.
4. Confidential information regarding honors to which they have waived their rights to inspect.
5. Educational records containing information about more than one student.

The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were only for the purposes for which they were collected.

All student records are maintained in perpetuity and secured from theft, alteration, and damage. Current student records are maintained in a locked file room in fire resistant cabinets. Complete backups of official student academic records including transcripts, official signed grade records, and graduation lists are secured on CD Rom in a fire proof file cabinet and housed in a safety deposit box maintained at Renasant Bank, West End Avenue Branch. All other student and institutional records will be maintained for at least 5 years after graduation or date of last attendance.

Amend Education Records

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their Privacy Act or other rights, may discuss their problems informally with the Registrar of the College. If the Registrar's decisions are in agreement with the student's requests, the appropriate records will be amended. If the Registrar's decisions are not in agreement with the student's request, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed of their right to a formal hearing.

Disclosure of Information

The annual passage rate of first-time takers on the National Board Exam for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site www.abfse.org

In accordance with the Student Right-To-Know Campus Security Act of 1990, the College publishes the range of crimes and other violations of the law on its campus. Disclosure information is displayed in the student lounge bulletin board under glass.

Affirmative Action For Students

John A. Gupton College is committed to providing quality educational programs and opportunities for all persons. To this end, Gupton College is committed to affirming equal employment opportunity and nondiscrimination for all qualified persons, regardless of race, color, national origin, sex, physical disability, religion, age or political affiliation.

All admission policies, procedures, tests, and printed materials shall be reviewed continuously by the institution for cultural and sexual bias. The criteria for awarding of financial aid shall be equivalent for all groups regardless of age, sex, or minority status.

The John A. Gupton College Student Government Association

Purpose:

The purpose of the Student Government Association shall be to promote the principles and values of John A. Gupton College, to provide a liaison between the student body and the administration, to provide campus leadership, to sustain the spirit and morale of the student body and to promote the academic and social growth of the institution.

Objective:

Students are involved in the governing of the institution through formal representation of elected student representatives on the Institutional Effectiveness Committee and the Student Development Services Committee. It is through these committees that the entire student body has representation.

Qualification:

Every student at the Institution is potentially eligible to serve on the Student Government Association provided they met the following qualifications:

1. Must achieve and continually maintain a 2.0 grade average while serving as Student Government Representative.
2. Must be willing to meet and participate on the assigned standing committees during the time in office.
3. Must be willing to participate and/or coordinate institutional and social functions of the College from time to time.
4. Must be in good standing with the institution in order to serve as Student Government Representatives. Good standing is defined as the absence of any type of institutional probation or disciplinary conduct.

Term:

The election of student representatives will take place each fall semester. Students are to maintain the elected office for a period of one year and must be attending the institution on a full-time basis.

Representatives:

The Student Government Association shall consist of two or three representatives at any given time. These representatives shall each serve equally in the Association and shall collectively have a total of one vote on each institutional committee on which they serve.

Vacancy:

The administration may call for an election during any semester should a vacancy of office occur.

STANDING COMMITTEES

ACADEMIC AFFAIRS COMMITTEE

Donna Collard Chairperson
Lisa Moffitt Registrar
William P. Bruce Librarian
Tracy Hamm Allen Faculty
Dr. Albert Berry. Director of General Education

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Tracy Hamm Allen Chairperson
Debrita Greene Alumni
Donna Collard. Alumni/Faculty
B. Steven Spann Administration
William P. Bruce Librarian
Student Representative(s) Student Body

STUDENT DEVELOPMENT SERVICES COMMITTEE

Lisa Moffitt. Chairperson, Registrar
Tracy Hamm Allen Faculty
B. Steven Spann Administration
Shirley Conn Faculty
Donna Collard Faculty
Student Representative(s). Student Body

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