John A. Gupton COLLEGE

FOUNDED IN 1946

John A. Gupton College
1616 Church Street
Nashville, Tennessee 37203
615-327-3927

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I shall be telling this with a sigh
Somewhere ages and ages hence:
Two road diverged in a wood, and I-
I took the one less traveled by.
And that has made all the difference.
-Robert Frost

This edition of the John A. Gupton College catalog is effective for the academic years 2026-2027. Inasmuch as changes may be necessary from time to time, this catalog should not be construed as constituting a contract between the College and any person. Contents may change without notice.

B. Steve Spann
College President

FOUNDERS

John A. Gupton
College President 1946-1988

Bernadean M. Gupton
College Dean 1946-1994

John A. Gupton III

College President
1988-1994

B. Steven Spann
Current President

JOHN A. GUPTON COLLEGE

John A. Gupton College offers programs leading to the Associate of Arts Degree in Funeral Service (12-16 months), Associate of Applied Science Degree in Funeral Service (16 months), or a Funeral Director Certificate (8 or 12 months).

ACCREDITATION

John A. Gupton College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degrees. John A. Gupton College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of John A. Gupton College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on the SACSCOC's website (www.sacscoc.org).

John A. Gupton College and the Funeral Service Associate Degree Programs offered by 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 Funeral Directors Association
Upper Cumberlands 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 EDUCATION.

John A. Gupton College does not discriminate on the basis of race, color, national origin, religion, age, disability, sex, sexual orientation, gender identity, marital status, or military service in the administration of educational or admissions policies or employment.

NATIONAL BOARD EXAM SCORES

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the *ABFSE Directory of Accredited Programs*.

GENERAL INFORMATION

John A. Gupton College has a distinguished history. Founded in 1946 by John A. Gupton and Bernadean Gupton, the co-educational, nonsegregated 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 nonprofit 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 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 in which it serves.

The curriculum is designed on the collegiate level, with the dual purpose of fulfilling the needs of both 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 facility houses administrative offices, a library, classrooms, a science laboratory, a marketing center, a restorative art laboratory, a preparation area, and a student lounge.

*See **page 7** for Accreditation Statement.
John A. Gupton College

ACADEMIC CALENDAR

FALL SEMESTER 2026	
JUL 15	Admissions Deadline
JUL 23	Orientation Deadline
JUL 27-AUG 3	Registration All Programs
AUG 31	Welcome Meeting New AA On-Campus Students
SEPT 1	Classes Begin All Programs
SEPT 7	Labor Day Holiday
SEPT 9	Last Day To Add/Drop Classes no penalty
NOV 11	Last Day To Withdraw from Classes
NOV 26-27	Thanksgiving Break
NOV 30 - DEC 18	AAS On-Campus requirements
DEC 2	Classes End All Programs
DEC 9	Final Examinations End All Programs
DEC 10	Graduation

SPRING SEMESTER 2027	
NOV 1	Admissions Deadline
NOV 6	Online Orientation Deadline All Programs
NOV 10-16	Online Registration All Programs
JAN 1	New Year Holiday
JAN 4	Welcome Meeting New AA On-Campus Students
JAN 5	Classes Begin All Programs
JAN 12	Last Day To Add/Drop Classes
MAR 17	Last Day To Withdraw from Classes
APR 5-23	AAS On-Campus requirements
APRIL 7	Classes End
APRIL 14	Final Examinations End All Programs

SUMMER SEMESTER 2027	
APRIL 1	Admissions Deadline
APRIL 9	Online Orientation Deadline All Programs
APRIL 12-19	Online Registration All Programs
MAY 3	Welcome Meeting New AA On-Campus Students
MAY 4	Classes Begin All Programs
MAY 12	Last Day To Add/Drop Classes
MAY 31	Memorial Day Holiday
JULY 4	Independence Holiday
JULY 7	Last Day to Withdraw from Classes
AUG 4	Classes End
AUG 11	Final Examinations End All Programs

WELCOME TO NASHVILLE

John A. Gupton College is nestled in the middle of downtown Nashville, just minutes from many of the cultural attractions that make Nashville a great city. Nashville, with its beautiful skyline, the state capital, convention center, museums, and Riverfront Park, offers many features enjoyed by all ages. Music Row, the Grand Ole Opry, and the world-renowned General Jackson Showboat are just a few of the reasons Nashville is known as Music City U.S.A. Nashville is the home of numerous sporting events such as the National Football League "Tennessee Titans" and the National Hockey League "Nashville Predators" just to name a few.

STATE CAPITAL BUILDING

NASHVILLE'S SKYLINE

GENERAL JACKSON

UNION STATION

GRAND OLE OPRY

HOME OF THE TENNESSEE TITIANS

HERMITAGE

RYMAN AUDITORIUM

Cultural landmarks are a part of the city's heritage dating back to the 1800s. The Hermitage, home of President Andrew Jackson with its lush grounds and garden paths shows you Nashville as it was almost 200 years ago. The world's only reproduction of the Greek Parthenon was built in 1897 for Nashville's Centennial Celebration. It still stands today in the beautiful Centennial Park just a few blocks from the College.

THE PARTHENON

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 Degree, or the Funeral Director Certificate. 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 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 education components
   - 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 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 practitioners of funeral service, Gupton College strives to educate the total person. Thus, the program is designed to include a liberal arts curriculum that constitutes the basic general education requirements of accredited colleges and universities and a professional experience that is the standard of excellence in the world of funeral service practice.

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 a licensed funeral establishment, the College joins the caregiving function within the community while building the 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 this philosophy, Gupton College strives to achieve the following goals as expressed by the American Board of Funeral Service Education:

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral services in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of the final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

It is the commitment to educating the whole person that identifies the Gupton College philosophy and the faithfulness of the College to the commitment that leads the graduate toward his or her career fulfillment.

ADMISSIONS

HIGH SCHOOL GRADUATES

An official high school transcript of credits must be submitted to the Office of the Registrar. The transcript must include assessment testing indicating satisfactory performance as mandated by the State Board of Education. Regular high school diplomas must indicate appropriate credit units. The College also accepts secondary education through homeschooling programs. The applicant must also submit scores for the American College Testing Program (ACT). A minimum ACT composite score of 18 or a minimum SAT score of 960 is required for regular acceptance. Information concerning the ACT/SAT may be obtained from the high school guidance office or the Office of the Registrar.

Students that have not earned satisfactory scores on the Proficiency test (receiving the high school certification) must also submit an average standard score of 45 on the General Education Development examination (GED).

NON-HIGH SCHOOL GRADUATES

Applicants must submit an official high school transcript of credits to the Office of the Registrar. The applicant must submit an average score of 45 on the General Education Development examination (GED) and submit scores from the American College Testing Program (ACT). Information regarding tests can be obtained from high school guidance counselors or the Office of the Registrar.

TRANSFER STUDENTS

Students transferring to John A. Gupton College must have an "official" transcript from each college attended either mailed to the Office of Admissions or through an official electronic transcript service. Each application is reviewed on an individual basis. College work may be transferred, but in general, only work applicable to a student's program at John A. Gupton College will be accepted. Work transferred must indicate a "C" grade or better. A challenge exam must be passed for Anatomy, Chemistry, Microbiology, and Pathology before credit can be transferred to the college. Only general education credits from members of the CRAC (Council of Recognized Accrediting Commission) will transfer into programs offered by this institution. All transfer credit is at the discretion of the Registrar. All transfer students will be provided with a projected program of study leading either to an Associate of Arts Degree in Funeral Service, an Associate of Applied Science Degree in Funeral Service, or the Funeral Director Certificate. Transfer students may apply for admission at the beginning of any semester during the year.

NON DEGREE STUDENTS

Non-degree students are those who are not pursuing a program of study at the Institution but wish to take a course in General Education or Professional Education. The Institution may make the provision for students to register for specific courses. These decisions are based on individual circumstances.

ADMINISTRATIVE OFFICE

ADMISSION REQUIREMENTS

All applicants desiring admission to the College should request information and/or apply online at www.guptoncollege.edu.

Application for admission should be made as early as possible. These are processed as received and the student is notified as soon as possible. Before an application is evaluated, all the following items must be included:

1. Official high school transcript or official GED score
2. Official college transcripts (if applicable)
3. At least two letters of recommendation
4. Complete the application form and current photo in the Gupton College Dress Code
5. $50.00 non-refundable application fee
6. Official ACT scores

*Applications with an ACT score of less than 18 and/or a previous college cumulative GPA below 2.0 will be reviewed and may be offered the online Funeral Director Certificate (FDC) Program. Those who complete the FDC Program with a minimum 2.5 cumulative GPA, have not repeated courses, and did not receive grades less than a "C" will be allowed to apply for the Associate of Arts or the Associate of Applied Science Programs. **The Funeral Director Certificate Program is not eligible for financial aid.**

Note: All transcripts from high schools or colleges attended **MUST be OFFICIAL**. For a transcript to be official, the transcript must be mailed directly to John A. Gupton College from the high school or college attended or through an official electronic transcript service. Applicants with an ACT composite score of less than 18 may receive a provisional status.

FINANCIAL INFORMATION AND EXPENSE

College Expense Itemized

Tuition per semester hour	$390.00
Audit tuition per semester hour	$200.00
Withdrawal fee per course or Withdrawal from Enrollment	$10.00
TN student apprenticeship application fee	$50.00
National Board Exam - Arts (Graduation)	$285.00
National Board Exam - Science (Graduation)	$285.00
Transcript Fee	$12.50
Transfer Challenge Exam	$100.00
Technology and Exam Fee per semester	$175.00
Funeral Home Inspection Fee	TBD

PAYMENT OF FEES

Total charges for the semester are due at the time of registration. All fees are due on the date of registration. When necessary, a payment plan for tuition may be arranged. All accounts for the semester must be paid in full before the student takes final examinations. John A. Gupton College reserves the right to withhold the

diploma, transcript, and or semester grade report, from students with delinquent accounts. Failure to make payment by any of the due dates will result in your login being disabled in all college systems and you may be kept from attending classes until your account is made current. If two payments during the semester are late, no future payment plan will be offered.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

John A. Gupton College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

REFUNDS

The following schedule applies to students who withdraw or are dropped from the institution:

1. Fees are not refundable.
2. Tuition paid or charged for the semester will be refunded as follows:
    a. 80% refund for withdrawals within the first 14 calendar days
    b. 40% refund for withdrawals within the second 14 calendar days
    c. Students withdrawing after the first 28 calendar days receive no refund

All withdrawals from the College must be made in writing either in person or electronically and submitted to the registrar. Refunds will be adjusted according to the date upon which written notification is received by the institution. Students receiving Title IV funds should refer to the Financial Aid Handbook.

WITHDRAWALS

Official withdrawal from the College or a course must be done through the Registrar. The withdrawal form can be found at www.guptoncollege.edu, under the Admissions menu. The course/withdrawal fee of $10 can be paid online at www.guptoncollege.edu. If a course is dropped before 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***. The College does not offer a leave of absence; students must withdraw and reapply for admission.

AUDITING CLASSES

Students may register to audit a course with the approval of the Registrar. The fee to audit a course is $200.00 per semester hour plus the Technology and Exam Fee per semester.

FINANCIAL AID

The following programs are sources of financial assistance. Please refer to the Financial Aid Handbook at John A. Gupton College for current regulations and guidelines. This guide may be viewed at www.guptoncollege.edu in the financial aid section or by contacting the college financial aid office. **There is no financial aid available for the Funeral Director Certificate program.**

PELL GRANT

This federal program provides funds to qualified students to continue their post-secondary education. Grants are based on the student's needs as determined through the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed online at https://studentaid.gov/h/apply-for-aid/fafsa. The FAFSA must be completed and any verification issues finalized prior to any financial aid awards. The School Code for John A. Gupton College is 00885900.

STUDENT LOANS

Students who are applying for the Department of Education loans will go to https://studentaid.gov/ login and complete **both** Entrance Counseling and the Master Promissory Note (MPN) /Loan Agreement for Subsidized/Unsubsidized Loan. Exit Counseling is completed at the end of the program (graduation) when a student is enrolled in less than 6 credit hours or withdraws from the program.

VETERANS

The College is approved by the Tennessee Higher Education Commission for veterans' training benefits. Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment for VA is made to the institution.
2. Ninety days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

All students receiving Post-9/11 VA funds need to verify enrollment with the VA every month. Students have the option to verify enrollment via text message or email. **VA strongly recommends using text or email**, but if these options are unavailable to you, you may call the Education Call Center (ECC) to verify enrollment. Please be advised that calling the ECC may result in long wait times.

John A. Gupton College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

TENNESSEE STRONG

The Tennessee STRONG (Support, Training, and Renewing Opportunity for National Guardsmen) Act establishes a pilot program to provide eligible members of the Tennessee National Guard tuition funding toward a first-

time bachelor's degree for the next four years through a tuition reimbursement program. The STRONG Act provides educational opportunities for those who protect and serve our state and country.

MY CAA (MY CAREER ADVANCEMENT ACCOUNT)
Scholarship for Military spouses for new online career programs.

DEPARTMENT OF DEFENSE TUITION ASSISTANCE
The Department of Defense (DoD Tuition Assistance (TA) program provides financial assistance to Service members for voluntary off-duty education programs in support of professional and personal self-development goals. Army, Navy, Air Force, Marine Corp

TENNESSEE SCHOLARSHIP PROGRAMS
The State of Tennessee has scholarship programs (Tennessee Student Assistance Award, Hope, Hope with Aspire, TN Promise, and TN Reconnect …) for qualified residents of Tennessee. These programs require the completion of the FAFSA. The State of Tennessee receives the results of the FAFSA and if within the limits will award scholarships to qualified students.

***Please note TN Promise and TN Reconnect do not pay the last dollar at John A. Gupton College.**

GENERAL REGULATIONS

All students are held fully responsible for knowledge of all John A. Gupton College rules and regulations as stated in this Catalog and the Student Handbook. Failure to comply with College policies and regulations may result in automatic dismissal. In such cases, the student forfeits any or all refunds and the College has the right to record failing grades in each class for which the student is enrolled.

ACADEMIC REGULATIONS

QUALITY ENHANCEMENT PLAN

The institution implemented the new Quality Enhancement Plan known as the Cremation Certification Program (CCP) in the fall of 2015. The Cremation Certification Program is designed to meet the institution's objectives by providing a professional curriculum related to funeral service. The program provides classroom and clinical experience.

ATTENDANCE

A student missing more than three absences of classwork, regardless of the time of registration, will be dropped from the class and will receive a grade of "F" for the course. He or she may be reinstated upon the recommendation of the Academic Affairs Committee. The attendance policy is effective for all programs offered at John A. Gupton College. Veterans must electronically verify their attendance with the VA.

GRADING SYSTEM

Letter grades are given in all coursework 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 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 automatically converted to an F.

QUALITY POINTS

In addition to the grade assigned in each class, a student also receives quality points in relation 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
F..... 0 quality points per semester hour
I.....Incomplete

Students must have obtained a cumulative 2.0 grade point average in order to meet graduation requirements. The cumulative grade point average is determined by dividing the total number of quality points by the total number of hours attempted. When failed courses are repeated, only the highest grade will be used in determining the grade point average, and hours attempted will be used only once.

YATES LECTURE HALL

GOVERNANCE

The Catalog in effect at the time a student is admitted will govern program requirements for that student as long as the student is continuously enrolled.

WITHDRAW

A course dropped before the published of withdrawal will be recorded with a grade of (W). Failure to notify the Registrar in writing will result in an (F) for the course.

***Note**:* All withdrawals must be in writing and received (with the fee paid and receipt included) by admissions and or the registrar to be official.

TRANSCRIPTS

To request a transcript, go to guptoncollege.edu, select *Transcripts* and follow directions to submit your request. All transcript requests are processed by *Parchment* with a cost of $12.50 per transcript (plus any applicable taxes and fees).

COMMUNICATION SKILLS REQUIREMENTS

All candidates for the Associate of Arts Degree in Funeral Service and the Associate of Applied Science in Funeral Service must demonstrate competency in reading, writing, and oral communication by achieving at least a "C" average in English I, English II, and Speech. No candidate will be recommended for a degree should deficiencies exist in any of the communication skills.

COURSE LOAD

A student may not register for more than 18 semester hours including both on and off-campus work unless the student has a B average, and then only with the approval of the Academic Affairs Committee.

COURSE LOAD/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, Math, Anatomy, Chemistry, 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 to the College.

SATISFACTORY ACADEMIC PROGRESS

Graduation requires a cumulative grade point average (GPA) of 2.00 at the end of each semester and for graduation. Any student failing to achieve a cumulative GPA of 2.00 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 exceptions must be made by the Academic Affairs Committee. Students dropped from the College for scholastic reasons may apply for readmission after an absence of at least one semester. Application for Returning Student is found at www.guptoncollege.edu.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal Regulations require all college students to maintain satisfactory academic progress toward receiving a degree to continue to have eligibility for Title IV financial aid funding. The student must maintain the college's 2.00 cumulative GPA each semester; pass 67% of all attempted classes to meet the Federal Pass Rate requirement; and complete the program in 150% of program length. Students who exceed this will no longer be able to receive Financial Aid. The Associate of Arts 150%-time frame is 93 hours, and the Associate of Applied Science is 90 hours. The progress for all components will be reviewed at the end of each semester. Refer to the Financial Aid Handbook, found on the college website at www.guptoncollege.edu, for further explanation or contact the financial aid office.

PROBATION FOR STUDENTS RECEIVING VETERAN'S ADMINISTRATION EDUCATION ASSISTANCE

All Students receiving Veteran Educational benefits must maintain a cumulative 2.00 grade point average after each semester. If the enrolled student does not fulfill the preceding academic standards as stated, the College may discontinue the certification of the student to the Veteran's Administration.

ASSOCIATE DEGREES (A.A. AND A.A.S.) IN FUNERAL SERVICE and FUNERAL DIRECTOR CERTIFICATE

2.00 after each semester.

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 within 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 that 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. Report sexual harassment to Joanna Hayes at hayes@guptoncollege.edu or 615-327-3927.

ACADEMIC DISMISSAL

Students dismissed for academic reasons may apply for readmission after an absence of at least one semester. Application for Returning Student is found at www.guptoncollege.edu.

CONDUCT

The College expects students will, at all times, conduct themselves as responsible adults which includes professional conduct within social media. Specific rules and regulations governing the conduct of students are found in the Student Handbook. Handbooks are available to all students on the College website. Three of the most important regulations are as follows:

- **Scholastic Integrity**: Students are expected to be honest in relationships with professors and fellow students. Cheating or dishonesty in any form is not tolerated. Dishonest acts are referred to the Academic Affairs Committee and appropriate action is taken.
- **Property Damage**: The destruction, defacing, or removal of College property is punishable by dismissal.
- **Intoxicants and/or Drugs**: No one is permitted on campus while under the influence of any type of intoxicant or drug. Prescribed medication is permissible.

Unauthorized use of Technology

This includes work created by the student that is not properly cited per the instructor's policy, use of the internet, and artificial intelligence (AI). John A. Gupton College utilizes technology to uphold academic integrity. Plagiarism check software ensures that students complete and submit original work and allows the College to address even advanced potential ethical and academic breaches. Writing detection capability assists in identifying text potentially generated by an AI tool and is used in conjunction with institutional policy to determine if academic misconduct has occurred.

AWARDS

Valedictorian Award: The Valedictorian Award is awarded each year to the graduating Degree student achieving the highest overall grade point average in coursework completed at the College.

NATIONAL BOARD EXAMINATIONS

Degree students are eligible to take the National Board Exam (NBE) after completion of coursework. Completion of the Licensing Board Exam is a requirement of the Comprehensive Review Course (2543CR, 243FSC). A student must complete a licensing board exam within 30 days of completion of the Comprehensive Review course or the student will be required to repeat Comprehensive Review.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE–accredited programs are available in the ABFSE Directory of Accredited Programs found at www.abfse.org. To request a printed copy of this program's pass rates, you can visit John A. Gupton College, 1616 Church St., Nashville, TN 37203, or email admissions@guptoncollege.edu, or by telephone at 615-327-3927.

LIBRARY

The Memorial Library is centrally located within campus and is easily accessible from the main classroom, student lounge, and administrative offices. Students and faculty have direct access to educational support services and materials. The Library's printed item collection may be searched by title, author, subject, and ISBN using LibraryWorld.com. The Library's collection items are only available in print, but on-line students may request print items be shipped to them through coordination with the librarian. The library provides a quiet and attractive atmosphere for recreational reading, study, research, and/or the use of College software. Orientation programs are provided to campus-based and online students to assist students in the effective use of the library.

The library serves to support both general and professional education. The College is committed to providing the facilities necessary for the student to develop the skills to research a topic and to assemble appropriate information. Learning resources are acquired by the librarian in consultation with the faculty and students. These resources are used to enhance intellectual, cultural, social, and ethical enrichment.

TECHNOLOGY COMPETENCY REQUIREMENTS

Students should have proficient knowledge of Microsoft Word, Excel, PowerPoint, email, and scanning capabilities to complete the programs.
New students will be assigned a Gupton College email which includes access to Microsoft Office suite applications through the portal. This will be activated during initial registration and will remain active 6 months after the last enrollment.

TECHNOLOGY REQUIREMENTS FOR ALL PROGRAMS

John A. Gupton College Technology Requirements			
All Users		**NOT Supported at John A. Gupton College**	
Hard Drive	4GB or higher available space	Hardware/Systems not supported	Google Chromebooks, Android tablets, iOS tablets, iPads, mini iPads, Microsoft Surface RT, Microsoft's virtual machine, and Linux operating systems.
Internet Upload speed	2.5 Mbps	Examplify will not support	Virtualized environments such as: VMWare, Parallels, Citrix Workspace, virtual desks, and streamed images.
Screen Resolution	1280 x 768 and scaled to 100%	Examplify will not support	Virtual microphones or headphones are not supported. Virtual Cameras are not supported
Webcam	Integrated camera or external UBS camera supported by your operating system. Virtual Cameras are not supported	Examplify will not support	Touch screen input or tablet devices are not supported. The browser Safari is not supported
Mac Users		**Windows Users**	
Operating Systems Supported	ONLY GENUINE VERSIONS of Mac operating systems are supported. macOS Sonoma, Sequoia, and Tahoe.	Operating System Supported	ONLY GENUINE VERSIONS of Windows Operating System is supported. 64-bit versions of Windows 11 (11 23H2, 11 24H2, and 11 25H2 are all supported)
Mac Processors Supported	Intel or M series processor	Windows Processors Supported	Non-ARM-based processor
Mac NOT SUPPORTED	High Sierra, Mojave, Catalina, server version of Mac OS X, and macOS 13 Ventura.	Windows NOT SUPPORTED	Windows RT, Windows 10, Windows 10S, Windows 11 22H2, Windows 11S (S mode is not compatible)
Learning Systems Requirements			
Learning systems require use of actual computers, no tablets or mobile devices. The learning systems also require compatible browsers such as: Google Chrome or Mozilla Firefox.			
Effective October 15, 2025			

STUDENT DEVELOPMENT SERVICES

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

PROFESSIONAL ENRICHMENT
The college provides professional enrichment through lectures, field trips, seminars, state, and/or national conventions. The online students are notified of the opportunities to participate in each of these activities in conjunction with the campus-based students.

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. This exposure is available to online students when on campus.

DRESS CODE
A professional dress code is required for all students (on-campus and online). The dress code can be found on the college website under Student Services.

HEALTH SERVICES
John A. Gupton College values the mental and physical well-being of each student. The administration of the College will consult individually with on campus and on-line students and make referrals as needed. Quality providers of services are identified and appointments are arranged by the student.

COUNSELING AND CAREER OPPORTUNITIES
Both academic and personal counseling are available to John A. Gupton College students. Students may contact the administration in person or electronically to request counseling and career services.

STUDENT LOUNGE AND CENTER
A student lounge is provided which is designed to promote leisure time activities, group dynamics, and the development of interpersonal relationships. A Virtual Student Lounge within the College Learning Management System-GuptonLearn (Moodle) provides the campus-based and online student a platform for leisure time communication.

FINANCIAL AID
Advising and counseling services are available to assist on-campus and online students requesting financial assistance to attend John A. Gupton College.

PART-TIME EMPLOYMENT
Nashville produces many employment opportunities in funeral service. Students should exercise caution from becoming overly committed. Part-time work is not advisable for any student who fails to maintain a 2.00 cumulative grade point average.

STUDENT GOVERNMENT

Formal student government exists in the form of elected student representatives serving on the Institutional Effectiveness Committee, as well as the Student Development Services Committee. Student representatives are elected during the fall semester. The College will appoint one student representative from the online programs.

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 campus safety and the security plan. Students are provided with institutional safety and security procedures, policies, and statistics on an annual basis.

AUTOMOBILE REGISTRATION

John A. Gupton College provides a parking area for vehicles of enrolled students. Parking decals are provided to on campus student and must be displayed on student vehicles.

PUBLICATIONS

Major publications of the College include the college catalog, student, and employee handbooks. Additional publications can be found on the College website available at www.guptoncollege.edu. Alumni newsletters are periodically prepared in conjunction with the Alumni Association and are sent to all alumni and other constituents keeping the alumni apprised of institutional news and updates.

STUDENT LOUNGE

GRADUATION REQUIREMENTS

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 coursework at John A. Gupton College.

3. Graduating students must have a cumulative 2.00 grade point average with each course grade being a "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 a Licensing Board Examination taken before the degree conferred	Sit for a Licensing Board Examination taken before the degree conferred	Sit for Arts section of Licensing Board Examination before certificate conferred
Complete 25 clinical embalming cases and demonstrate skills	Complete 10 clinical embalming cases and demonstrate skills	N/A
Complete five clinical cremation cases	Complete one clinical cremation case	N/A

MARKETING ROOM

CURRICULUM

ASSOCIATE OF ARTS DEGREE IN FUNERAL SERVICE

The following is a list of the course offerings for the Associate of Arts Degree in Funeral Service. A total of 62 semester hours is required for graduation. Students desiring to transfer a part of the requirements from other colleges should read the policy related to the transfer of credits.

General Education

General Business	Hours	Total Semester Hours
Accounting	3	3 Semester Hours

Natural Sciences	Hours	Total Semester Hours
Anatomy	4	
Chemistry	3	
Microbiology	3	
Pathology	2	12 Semester Hours

Humanities	Hours	Total Semester Hours
English	6	
Speech	3	9 Semester Hours

Mathematics	Hours	Total Semester Hours
Mathematics	3	3 Semester Hours

Social/Behavioral Science	Hours	Total Semester Hours
Psychology	3	3 Semester Hours

Professional Education

Funeral Service Arts & Sciences	Hours	Total Semester Hours
Funeral Service	20	
Mortuary Service	9	
Restorative Art	3	32 Total Semester Hours

COURSE SCHEDULE

ASSOCIATE OF ARTS DEGREE IN FUNERAL SERVICE

FALL SEMESTER		SPRING SEMESTER	
Anatomy 1014AN	4	Microbiology 1023MI	3
M.S. Embalming I 1113MS	3	M.S. Embalming II 1223MS	3
F.S. Law 1013FS	3	Restorative Art 1023RA	3
Psychology 1013PS	3	F.S. Counseling 1023FC	3
F.S. Ethics 1011FS	1	F.S. Directing 1023FD	3
Intro to F.S. 1001FS	1	M.S. Clinical 1021MS	1
M.S. Clinical 1011MS	1		
	16		**16**

SUMMER SEMESTER		FALL SEMESTER	
Chemistry 2033CH	3	Mathematics 2043MA	3
Pathology 2032PA	2	English Comp/Lit II 2243EN	3
F.S. Management 2132FG	2	Speech 2043SP	3
F.S. Marketing 2232FK	2	F.S. Practicum 2542FS	2
Accounting 2033AC	3	Comp Review 2543CR	3
English Comp I 2133EN	3		
M.S. Clinical 1031MS	1		
	16		**14**

Note: Comprehensive Review Examinations are taken in the last semester of the academic program

CURRICULUM

ASSOCIATE OF APPLIED SCIENCE DEGREE IN FUNERAL SERVICE

The following is a list of the course offerings for the Associate of Applied Science Degree in Funeral Service. A total of 60 semester hours is required for graduation. Students desiring to transfer a part of the requirements from other colleges should read the policy related to the transfer of credits.

General Education

General Business	Hours	Total Semester Hours
Accounting	3	3 Semester Hours

Humanities	Hours	Total Semester Hours
English	6	
Speech	3	9 Semester Hours

Mathematics	Hours	Total Semester Hours
Mathematics	3	3 Semester Hours

Professional Education

Funeral Service Arts & Sciences	Hours	Total Semester Hours
Funeral Service	20	
Mortuary Service	22	
Restorative Art	3	45 Total Semester Hours

The Associate of Applied Science Degree Program is an online Funeral Service Program. The program may be completed in 12-16 months. The program has an on-campus requirement of two or three weeks. The on-campus requirement will take place during the program's last semester. This requirement allows for the completion of comprehensive review testing, Restorative Art Laboratory, and Clinical/Practical assignments.

COURSE SCHEDULE

ASSOCIATE OF APPLIED SCIENCE DEGREE IN FUNERAL SERVICE

FALL SEMESTER		SPRING SEMESTER	
F.S. Anatomy 103FSA	3	Public Health 123FSH	3
Embalming I 103MSE	3	Embalming II 123MSE	3
F.S. Law and Ethics 104FSL	4	*Restorative Art 123FSR	3
F.S. Psychology 103FSP	3	F.S. Counseling 123FSC	3
Intro to F.S. 101FSE	1	Funeral Directing 123FSD	3
	14		**15**

SUMMER SEMESTER		FALL SEMESTER	
F.S. Chemistry 232FSC	2	Math 2043MAO	3
F.S. Management 232FSG	2	English Comp/Lit II 2243ENO	3
F.S. Marketing 232FSK	2	Speech 2043SPO	3
F.S. Digital Marketing 233FSD	3	**M.S. Clinical 242MSC	2
Accounting 2033ACO	3	**F.S. Practicum 242FSP	2
English Comp I 2133ENO	3	*Comp Review 243FSC	3
	15		**16**

Note: *Comprehensive Review Examinations and Restorative Art Lab are taken on campus during the last semester of the academic program.

** **Embalming Clinical** and **Practicum Course** may be completed as follows:

****Students working in a funeral home** – Students working at a funeral home while attending the AAS program may complete Clinical and Practicum at a funeral home chosen by the student under the supervision and direction of a licensed funeral director and embalmer. To complete the clinical and practicum requirements at a funeral home, the following must be completed:

1. The student must be a registered apprentice in their state (student responsibility)
2. The student must be enrolled in or have completed the Embalming I course.
3. The College must inspect the funeral home facility and approve the facility

**** Students not working in a funeral home** – Students not working in a funeral home will be required to complete these courses while on campus during the last semester of the AAS program. On-campus clinical and practicum may take two or three weeks to complete while on campus.

CURRICULUM AND SCHEDULE

FUNERAL DIRECTOR CERTIFICATE

The following is a list of the course offerings for the *Funeral Director Certificate Program. The State of Tennessee mandates a 30-semester hour program. Students desiring to transfer a part of the requirement from other colleges should read the policy related to the transfer of credits.

FALL SEMESTER		
Introduction to Funeral Directing 114FD	4	
Funeral Service Law and Ethics 104FSL	4	
Funeral Service Management 112FG	2	
Funeral Service Psychology 103FSP	3	
	13	
SPRING SEMESTER		
Funeral Service Science 124FS	4	
Funeral Service Marketing 122FK	2	
Funeral Service Counseling 123FSC	3	
**Funeral Service Practicum 121FP	1	
***Comp Review 121CR	1	(taken the last semester of classes)
	11	
SUMMER SEMESTER		
Accounting 2033ACO	3	
English Comp I 2133ENO	3	
	6	

*The Funeral Director Certificate program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program will not have the academic credential for licensure in states where graduation from an ABFSE accredited program is required.

**Take at a local funeral home under the supervision and direction of a Licensed Funeral Director/Preceptor.

***Comprehensive Review Examinations are taken on campus during the last semester of the academic program.

DESCRIPTION OF COURSES
GENERAL EDUCATION

GENERAL BUSINESS

ACCOUNTING 2033AC and 2033ACO* PRINCIPLES OF ACCOUNTING
This course is designed to familiarize the student with the fundamental principles of accounting and their applications. Lecture 2 hours, Laboratory 2 hours.
Credit 3 hours

NATURAL SCIENCES

ANATOMY 1014AN HUMAN ANATOMY AND PHYSIOLOGY
A lecture and laboratory course designed to give the student a basic understanding of human anatomy and physiology with emphasis on the integumentary, skeletal, muscular, nervous, vascular, digestive, respiratory, excretory, endocrine, and reproductive systems. Acid-base and fluid-electrolyte balance are also considered. Lecture 3 hours, Laboratory 2 hours.
Credit 4 hours

CHEMISTRY 2033CH GENERAL CHEMISTRY
An introduction to the fundamentals of General Chemistry including both inorganic and organic chemistry. The structure of matter and general chemical reactions are considered. The basic chemistry of life and the environment are also of concern. Lecture 2 hours, Laboratory 2 hours.
Credit 3 hours

MICROBIOLOGY 1023MI MICROBIOLOGY
A lecture and laboratory course designed to provide the student with a basic understanding of microorganisms with special emphasis on their distribution, physiology, control, and importance in public health and immunology. Lecture 2 hours, Laboratory 2 hours.
Credit 3 hours

PATHOLOGY 2032PA GENERAL AND SPECIAL PATHOLOGY
A general approach to the nature of diseases, the pathogenic mechanisms involved in their development, and the defense and regenerative mechanisms of the host will be presented, followed by a consideration of the major diseases of the individual organ systems.
Credit 2 hours

HUMANITIES/FINE ARTS

ENGLISH COMP I 2133EN and 2133ENO* ENGLISH COMPOSITION AND READING
The study of composition and reading with emphasis on the structuring of the essay.
Credit 3 hours

ENGLISH COMP/LIT II 2243EN and 2243ENO* ENGLISH COMPOSITION AND READING
The writing of critical essays in connection with the study of fiction, poetry, and drama. Prerequisite: English 2133EN (or by permission of instructor)
Credit 3 hours

SPEECH 2043SP and 2043SPO* FUNDAMENTALS OF SPEECH
The study of the fundamental principles of effective oral communication. Attention is given to the selection, organization, and presentation of materials, ideas, concepts, etc.
Credit 3 hours

MATHEMATICS

MATHEMATICS 2043MA and 2043MAO* FUNDAMENTALS OF MATHEMATICS
This course includes a discussion of the real number system; consumer mathematics, algebra, problem-solving, statistics, and including a computer application component. Emphasis will also be placed upon the use of the calculator.
Credit 3 hours

SOCIAL/BEHAVIORAL SCIENCE

PSYCHOLOGY 1013PS GENERAL PSYCHOLOGY
An introduction to the principles of General Psychology. This course will also examine the process of human behavior with an emphasis on development, individual differences, and adjustments.
Credit 3 hours

**Denotes an online course.*

PROFESSIONAL EDUCATION

ASSOCIATE OF ARTS DEGREE

INTRODUCTION TO FUNERAL SERVICE EDUCATION 1001FS
This course provides a comprehensive review of the science of Cremation including legal considerations and best practices. This course also includes the fundamentals of designing ceremonies.
Credit 1 hour

FUNERAL SERVICE 1011FS ETHICS OF FUNERAL SERVICE
A study of individual, personal, and professional funeral service ethics.
Credit 1 hour

FUNERAL SERVICE 1013FS BUSINESS AND MORTUARY LAW
A study of the United States legal system including contracts, sales, property (real and personal), court systems, Uniform Commercial Code, agency partnerships, corporations, trusts, decedent estates, and governmental regulation by agencies of the U.S. and state government. Special consideration is given to Legal and Regulatory Law as pertains to funeral service.
Credit 3 hours

FUNERAL SERVICE 1023FC FUNERAL SERVICE COUNSELING
A psychological-sociological approach to the counseling role of the funeral service professional. Special emphasis is given to the grief process and its multicultural context.
Credit 3 hours

FUNERAL SERVICE 1023FD FUNERAL SERVICE DIRECTING
An exercise in the implementation, planning, and directing of the funeral with respect to sociological, psychological, and theological concerns.
Credit 3 hours

FUNERAL SERVICE 2132FG MANAGEMENT
A study of the details of funeral home management with special attention to the management of a small business.
Credit 2 hours

FUNERAL SERVICE 2232FK MARKETING
A study of the details of funeral home marketing and merchandising strategies with an emphasis on community outreach.
Credit 2 hours

FUNERAL SERVICE 2542FS PROFESSIONAL PRACTICUM
An externship providing the opportunity for an overview and participation in funeral service practice under the direction of a licensed preceptor in an assigned funeral home. Prerequisite: By permission of the Director of Funeral Service Education.
Credit 2 hours

COMPREHENSIVE REVIEW 2543CR

A comprehensive review of the courses covered by the National Board Examination. The course requires satisfactory completion of exams in each subject area as well as a score of 80% in the General Education and Professional Education, completion of the Practice National Board Examination, and completion of the Licensing Board Exam within 30 days of completion of the Comprehensive Review course or the student will be required to repeat Comprehensive Review.

Credit 3 hours

MORTUARY SCIENCE 1113MS EMBALMING - I

An in-depth look at the history and purpose as an aid to the appreciation of the art and science of embalming, including a review of the phenomenon of death along with the introduction to the preparation room and instruments. Lecture 3 hours

Credit 3 hours

MORTUARY SCIENCE 1223MS EMBALMING - II

A post-introductory integration of basic principles of the embalming operation into an applied understanding of specialized diagnostic procedures. Included are anatomical, chemical, and pathological discussions. Prerequisite: Mortuary Science 1113. Lecture 3 hours

Credit 3 hours

MORTUARY SCIENCE CLINICAL 1011MS, 1021MS, & 1031MS

This course is designed to familiarize the student with basic mortuary operations and to offer the student an opportunity to assist in the preparation of dead human remains. The student is encouraged to use the experience as an arena in which the theory acquired in the classroom can be applied in actual mortuary procedures. Special emphasis is given to the local, state, and federal regulations relative to the care of dead human remains.

Credit 1 hour

RESTORATIVE ART 1023RA

A detailed study of the human face and color theory including an application of acquired principles through basic skill-building exercises involving wax modeling and cosmetic application. Lecture 2 hours, Laboratory 2 hours.

Credit 3 hours

ASSOCIATE OF APPLIED SCIENCE DEGREE

FUNERAL SERVICE ANATOMY 103FSA

A course designed to give the student a basic understanding of human anatomy and physiology with emphasis on the integumentary, skeletal, muscular, nervous, vascular, digestive, respiratory, excretory, endocrine, and reproductive systems.

Credit 3 hours

FUNERAL SERVICE CHEMISTRY 232FSC

An introduction to the fundamentals of General Chemistry including both inorganic and organic chemistry. General chemistry is used as a basis for embalming chemistry. This includes the chemical components of embalming fluids and their respective functions.

Credit 2 hours

PUBLIC HEALTH 123FSH

A course designed to provide the student with a basic understanding of microorganisms with special emphasis on their distribution, physiology, control, and importance in public health and immunology. This includes a general approach to the nature of diseases, the pathogenic mechanisms involved in their development, and a consideration of the major diseases of the individual organ systems.

Credit 3 hours

FUNERAL SERVICE PSYCHOLOGY 103FSP

An introduction to the principles of general psychology and how they apply to funeral service. The course will prepare the student to understand the psychological needs of the bereaved and the value of the funeral rite for participants.

Credit 3 hours

INTRODUCTION TO FUNERAL SERVICE EDUCATION 101FSE

This course provides a comprehensive review of the science of Cremation including legal considerations and best practices. This course also includes the fundamentals of designing ceremonies.

Credit 1 hour

FUNERAL SERVICE LAW AND ETHICS 104FSL

A study of the legal, regulatory, and ethical considerations of the law as it pertains to business and funeral service including contracts, sales, property, partnerships trusts, and regulations.

Credit 4 hours

FUNERAL SERVICE COUNSELING 123FSC

A psychological-sociological approach to the counseling role of the funeral service professional. Special emphasis is given to the grief process and its multicultural context.

Credit 3 hours

FUNERAL SERVICE DIRECTING 123FSD

An exercise in the implementation, planning, and directing of the funeral with respect to sociological, psychological, and theological concerns.

Credit 3 hours

FUNERAL SERVICE MANAGEMENT 232FSG
A study of the details of funeral home management with special attention on the management of a small business.
Credit 2 hours

FUNERAL SERVICE MARKETING 232FSK
A study of the details of funeral home marketing and merchandising strategies with an emphasis on community outreach.
Credit 2 hours

FUNERAL SERVICE DIGITAL MARKETING 233FSD
The study of digital marketing of goods and services via the internet from public relations to electronic commerce of funeral service. The course of study involves the integration of social media marketing.
Credit 3 hours

PROFESSIONAL PRACTICUM 242FSP
An externship providing the opportunity for an overview and participation in funeral service practice under the direction of a licensed preceptor in an assigned funeral home. This course must be completed during the program's last semester while on campus. The practicum will require two or more weeks on campus.
Credit 2 hours

COMPREHENSIVE REVIEW 243FSC
A comprehensive review of the courses covered by the National Board Examination. The course requires satisfactory completion of exams in each subject area as well as a score of 80% in the General Education and Professional Education, completion of the Practice National Board Examination, and completion of the Licensing Board Exam within 30 days of completion of the Comprehensive Review course or the student will be required to repeat Comprehensive Review.
Credit 3 hours

MORTUARY SCIENCE EMBALMING I 103MSE
An in-depth look at the history and purpose as an aid to the appreciation of the art and science of embalming, including a review of the phenomenon of death along with the introduction to the preparation room and instruments.
Credit 3 hours

MORTUARY SCIENCE EMBALMING II 123MSE
A post-introductory integration of basic principles of the embalming operation into an applied understanding of specialized diagnostic procedures. Included are anatomical, chemical, and pathological discussions. Prerequisite: Mortuary Science 103FSE
Credit 3 hours

MORTUARY SCIENCE CLINICAL 242MSC

This course is designed to familiarize the student with the basic mortuary operation and to offer the student an opportunity to assist in the preparation of dead human remains. The student is encouraged to use the experience as an arena in which the theory acquired in the classroom can be applied in actual mortuary procedures. Special emphasis is given to the local, state, and federal regulations relative to the care of the dead human remains. The clinical must be completed during the program's last semester while on campus. The clinical will require two or more weeks to complete the embalming and cremation practical.

Credit 2 hours

RESTORATIVE ART 123FSR

A detailed study of the human face and color theory including an application of acquired principles through basic skill-building exercises involving wax modeling and cosmetic application. The Restorative Art Laboratory (RA123FSRL) must be completed in the program's last semester while on campus. Lecture 2 hours, Laboratory 2 hours.

Credit 3 hours

RESTORATIVE ART LAB 123FSRL

Credit 0 hours

FUNERAL DIRECTOR CERTIFICATE

INTRODUCTION TO FUNERAL DIRECTING 114FD
An introduction to the field of funeral service including history, licensure requirements, computer literacy, and the implementation, planning, and directing of the funeral.
Credit 4 hours

FUNERAL SERVICE SCIENCE 124FS
An integration of personal and community health as it relates to public health concerns, the nature of diseases, and pathological and mortuary science considerations.
Credit 4 hours

FUNERAL SERVICE MANAGEMENT 112FG
A study of funeral home management with special attention on the management of a small business.
Credit 2 hours

LAW AND ETHICS 104FSL
A study of the legal, regulatory, and ethical considerations of the law as it pertained to business and funeral service including contracts, sales, property, partnerships, trusts, and regulations.
Credit 4 hours

FUNERAL SERVICE COUNSELING 123FSC
A psychological-sociological approach to the counseling role of the funeral service professional. Special emphasis is given to the grief process and its multicultural context.
Credit 3 hours

FUNERAL SERVICE MARKETING 122FK
A study of funeral home marketing and merchandising strategies with an emphasis on community outreach.
Credit 2 hours

COMPREHENSIVE REVIEW 121CR
A review of the courses covered by the Arts Section of the Licensing Board Examination. Satisfactory completion of exams in each subject area, as well as an overall score of 80% on the Arts Comprehensive Exam, completion of the Arts Section of the Practice National Board Examination, and completion of the Arts Section of the Licensing Board Exam within 30 days of completion of the Comprehensive Review course or the student will be required to repeat Comprehensive Review.
Credit 1 hour

FUNERAL SERVICE PROFESSIONAL PRACTICUM 121FP
An externship providing the opportunity for an overview and participation in funeral service practice under the direction of a licensed preceptor in an assigned funeral home. Prior practicum credit may be awarded with documentation of 6 months of completed apprenticeship from the state funeral board. Prerequisite: By permission of the Director of Funeral Service Education.
Credit 1 hour

CONFIDENTIALITY OF STUDENT RECORDS

It is the policy of Gupton College to comply with the Family Educational Rights and Privacy Act (FERPA) (Buckley Amendment) and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review the information contained in their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. Except as provided by this policy, Gupton College may disclose directory information to any person requesting it with the consent of the student. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, recognized activities, date of attendance, degrees, and awards received, and the most recent previous educational agency and institution attended by the student. The College allows each student the opportunity to refuse to allow disclosure of any designated directory information. The student is given this opportunity at the beginning of each academic term.

SCIENCE LAB

ADMINISTRATION

B. Steven Spann .....President
Donna Collard ..... Director of Funeral Service Education
Dr. Tracy Hamm Allen ..... Director of Mortuary Science & Alumni Relations
Kimberly S. Carter ..... Director of Education Support Services, Librarian
Lisa Moffitt .....Registrar and Director of Disability Services
Joanna Hayes ..... Director of Financial Aid and Title IX
Melissa Bond ..... Director of Admissions
Nicole Powers Allen .....Admissions
Chris Jefferson……..Clinical Preceptor

FACULTY

Dr. Tracy Hamm Allen ……. Director of Mortuary Science & Alumni Relations
A.A., John A. Gupton College
B.A., Trevecca University
M.B.A. Bethel University
Ph.D., University of the Cumberlands

Kimberly S. Carter…… Librarian and Director of Educational Support Services
A.A., John A. Gupton College
B.A., Lipscomb University
M.A., University of Florida
M.L.I.S., Louisiana State University

Dr. Thomas Brian Cavitt……Associate Professor, Chemistry
B.S., Abilene Christian University
Ph.D., University of Southern Mississippi

Dr. Anidolee Chester……Associate Professor, Psychology
B.S., Roger Williams University
M.Ed., Cambridge College
Ph.D., Trevecca University

Dr. Sydney Clayton……. Associate Professor, Anatomy
B.S., Lipscomb University
M.S., Belmont University
Ph.D., Belmont University

Donna Collard …….. Director of Funeral Service Education
A.A., John A. Gupton College
B.A., Trevecca University
M.B.A., Trevecca University

Amanda Emerick……Assistant Professor, Mathematics

B.S., Florida International University
M.S., University of West Florida

Ronald W. Hackney ……Assistant Professor, Microbiology, Pathology, Anatomy
B.S., Austin Peay State University

M.S., Austin Peay State University

Kent Hoggatt……Assistant Professor, Speech
B.A., Abilene Christian University
M.A., Communication/Rhetoric, Wayne State University

Dr. Allen Jinnette …… Associate Professor, Accounting

B.A., Middle Tennessee State University
M.S., Middle Tennessee State University
M.S., Georgia State University
Ph.D., University of Mississippi

Dr. Shellie Michael…… Associate Professor, Speech & English
B.A., State University of New York, Albany
M.A., Tennessee State University
M.A., University of Las Vegas, NV
Ph.D., Middle Tennessee State University

Dr. Emily Murray……Assistant Professor, English
B.A., University of Tennessee
M.A., Middle Tennessee State University
Ph.D., University of South Carolina

Kristina Reynolds……Assistant Professor, Chemistry
B.S., Lipscomb University
M.Ed., Lipscomb University

William Smith……Assistant Professor, Mathematics
B.S., Auburn University
M.S, Middle Tennessee State University

B. Steven Spann …… President, Funeral Service Education
A.A., John A. Gupton College
B.A., Lipscomb University
M.A., Trevecca University

BOARD OF DIRECTORS

Jacky E. Carver	Carthage, TN	Funeral Service
B. Steven Spann	Dickson, TN	College President
Albert Atchley	Sevierville, TN	Funeral Service
Tim Bond	Smyrna, TN	Funeral Service
Jim Brewer	Nashville, TN	Funeral Service
Malcolm Butler	Nashville, TN	Funeral Service
Jeff Duffer	Nashville, TN	Funeral Service
Ellis Galyon	Nashville, TN	Funeral Service
John A. Gupton, III	Nashville, TN	Funeral Service
Stan Hatmaker	Lake City, TN	Funeral Service
Tonya Haynes	Nashville, TN	Funeral Service
Richard B. Hightower	Bremen, GA	Funeral Service
Steve Murphy	Nashville, TN	Funeral Service
Matthew Shannon	Lebanon, MO	Funeral Service
Hettie Stuart	Nashville, TN	Consumer

STANDING COMMITTEES

ACADEMIC AFFAIRS COMMITTEE

Donna Collard	Chairperson
Lisa Moffitt	Registrar
Kimberly S. Carter	Faculty
Dr. Tracy Hamm Allen	Faculty

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Dr. Tracy Hamm Allen	Chairperson
Tim Bond	Alumni
B. Steven Spann	Administration
Kimberly S. Carter	Librarian
Donna Collard	Faculty
Student Representative(s)	Student Body

STUDENT DEVELOPMENT SERVICES COMMITTEE

Joanna Hayes	Chairperson
Dr. Tracy Hamm Allen	Faculty
B. Steven Spann	Administration
Kimberly S. Carter	Faculty
Donna Collard	Faculty
Student Representative(s)	Student Body

John A. Gupton College