



FINE Mortuary College

A Private Two Year College

FINE Mortuary College, LLC. A Private Two-Year College

COLLEGE CATALOG | 2022 - 2024

Campus

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Welcome Message

Dear Future Funeral Service Professionals,

The staff and faculty welcome you to the Funeral Service Program at FINE Mortuary College.

We have been educating future funeral professionals since 1996, providing exceptional education and incredible opportunities in funeral service throughout the United States.

We are pleased you have made the decision to continue your studies at our college. It is our goal that your education with us is thought-provoking, challenging, and enjoyable. You will enjoy many opportunities to learn and gain experience by being a part of the FINE community.

Preparing students for a future in funeral service is the focus of the faculty and staff. We are committed to providing you with a quality education and learning environment that is diverse, innovative, and adaptive to the many challenges of an ever-changing funeral service profession.

Your experiences from your first class to the day that you receive your diploma will be exciting, inspiring, and rewarding.

As part of our commitment to your success, we have prepared this Catalog to help you understand our policies and procedures. This catalog will assist you in your journey and provide answers to many questions you may have.

Please reach out to us for any clarification or questions. Our faculty and staff are here to assist in your success!

Sincerely,

Kevin Koch
President

General Information

FINE Mortuary College, LLC: A Private Two-Year College is an ABFSE accredited institution of higher education with a specialized Funeral Service program.

FINE Mortuary College LLC, A Private Two-Year College is hereinafter referred to as FINE Mortuary College or FMC in this Catalog.

Institutional Objectives and Learning Outcomes

FINE Mortuary College was established with the intent to improve the stature of the funeral profession. FMC provides a rigorous academic education and fosters important relationships with funeral homes for clinical experience. The central objective of the college is to educate students in every phase of the funeral service industry.

Program Learning Outcomes

Upon completion of their program, FMC's graduates will be able to:

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

The Funeral Service Oath

I do solemnly swear by that which I hold most sacred;
That I shall be loyal to the Funeral Service Profession, and just and generous to its members;
That I shall lead my life, and practice my art, in uprightness and honor.

That I shall not let the constant relationship and familiarity with death
give me cause to yield to carelessness or to violate my obligation to society
or the dignity of my profession.

That I shall abstain from every voluntary act of misconduct and corruption;
That into whoever's house I shall enter, it shall be for the benefit of those bereaved.

That I shall obey the civil laws;

That I shall not divulge professional confidences;

And that I shall be faithful to those who have placed their trust in me.

While I continue to keep this oath unviolated,
may it be granted to me to enjoy honor in my life and in my profession;

and may I be respected by all people for all time.

Mission Statement

FINE Mortuary College is dedicated to providing an inclusive, engaging and innovative educational experience that challenges and prepares tomorrow's funeral service professionals.

History

FINE Mortuary College LLC, A Private Two-Year College has been educating future funeral professionals since 1996.

FINE was authorized to grant an Associate Degree in Applied Science in Funeral Service by the Massachusetts Board of Higher Education in June 2001.

Campus Leadership

- Kevin T. Koch, President & Chief Executive Officer
- Melissa A. Cyfers, Program Director & Chief Academic Officer
- Laura E. Hewey, Dean of Administration & Chief Operating Officer
- Kimberly A. Duran, Director of Financial Aid
- Grainne M. McManus, Clinical Coordinator
- Amanda J. Bazinet, Executive Administrator
- Julie L. Drummey, Marketing Director
- Cindy B. Smith, Educational Projects Coordinator
- Emily Sarikey, Accounting Manager

Environmental Policy

FINE Mortuary College places great importance on the environment and aims to manage its activities, the building and its surroundings in a manner that promotes environmental sustainability; conserves and enhances natural resources and prevents environmental pollution. It will strive to deliver a continual improvement in its environmental performance.

Institutional Accreditation

The American Board of Funeral Service Education is a national accrediting agency recognized for college and university programs in Funeral Service and Mortuary Science Education. The Funeral Service program and FINE Mortuary College are both accredited by the American Board of Funeral Service Education (ABFSE).

Accreditation is a voluntary act of the institution that requires a thorough self-evaluation and an independent, objective assessment of the overall quality of education by peers.

Accreditation emphasizes both a quality guarantee and a commitment to continuous enhancement. To achieve accreditation by the ABFSE, an institution must:

- fulfill rigorous standards;
- create and apply a Campus Effectiveness Plan;
- undergo a yearly review of the financial stability of the institution;
- undergo a yearly review of student retention and placement rates;
- undergo both announced and unannounced site visits.

Accreditation is important because it:

- aids in determining if an institution meets or surpasses minimum standards of quality;

- assists students in choosing acceptable institutions in which to enroll;
- helps institutions in determining the acceptability of credits and transfer credits;
- allows employers to determine the validity of programs of study and in turn whether a graduate is qualified for the prospective job;
- provides evidence that employers often require that applicants have earned a degree from an accredited school or program;
- determines eligibility for employee tuition reimbursement programs;
- enables graduates to sit for certification examinations;
- involves staff, faculty, students, graduates, and advisory boards in institutional evaluation and planning;
- creates goals for the institution to improve upon;
- provides a baseline for determining eligibility for federal student assistance. (Students are required to attend an accredited institution to apply for federal grants or loans.)

ABFSE Contact Information:

American Board of Funeral Service Education
 992 Mantua Pike
 Suite 108
 Woodbury Heights, NJ 08097
 Phone: (816) 233-3747
 Website: www.abfse.org

Accreditation Statistics: <http://www.abfse.org/html/dir-ma.html>

Professional Affiliations

- [Cremation Association of North America – CANA](#)
- [National Association of Student Financial Aid Administrators](#)
- [National Funeral Directors Association - NFDA](#)
- [University Mortuary Science Education Association - UMSEA](#)
- [West Virginia Funeral Directors and Crematory Operators Association](#)

State Licensure Information

Each state has unique licensure requirements for the Funeral Service Program. State requirements vary and some states require specific college courses prior to entering mortuary college. States also have different rules about when an apprenticeship can be served and the length of the apprenticeship. The ABFSE accredited program at FINE Mortuary College is recognized in all 50 states. Completion of the program at FINE Mortuary College allows a student to take the National Board Exam in all 50 states. Please check your specific state for specific licensing and educational requirements.

Students should advise Student Services at FINE Mortuary College regarding the state in which they intend to work so the administrative office can best advise students about the educational requirements. Students may also access this information on the FMC website and by contacting the state licensing boards.

Disclaimer: State licensing boards also have different determinations regarding misdemeanors, felonies, and other criminal convictions. FMC will conduct a background check upon admissions but any changes to that status may hinder licensure depending upon the specific state regulations. The student should verify with the state board licensing agency the effect that would have on the licensure in that state.

<http://nfda.org/licensing-boards-and-requirements.html>

Living Accommodations

FMC has no housing facilities but is located close to several residential housing options.

Consumer Information

The following information can be found on the FMC website: [Consumer Information Page](#) or by clicking on the document name listed below.

[Accreditation](#)

[Act to Support Improved Financial Stability Disclosure](#)

[Annual Safety Report](#)

[Annual Student Loan Acknowledgement](#)

[Code of Conduct](#)

[College Financing Plan](#)

[College Navigator](#)

[Constitution Day](#)

[Copyright Policy](#)

[Cost of Attendance](#)

[Disability and Accessibility Services](#)

[Drug and Alcohol Abuse Prevention Information](#)

[Drug Violation Policy](#)

[Eligibility for Federal Student Aid](#)

[Entrance Counseling](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Federal Loan Exit Counseling](#)

[Financial Assistance Programs](#)

[Gainful Employment Disclosure](#)

[Institutional Refund Policy](#)

[MA Code 940 Disclosure](#)

[National Student Loan Data Systems](#)

[Net Price Calculator](#)

[Non-Discrimination Policy](#)

[Professional Licensure Disclosure](#)

[Return of Title IV Funds / Withdrawal Policy](#)

[Rights and Responsibilities](#)
[SARA Complaint Process](#)
[Satisfactory Academic Progress \(SAP\)](#)
[Students Right to Know Act](#)
[Textbook Disclosure](#)
[Title IX Policy](#)
[Transfer of Credit Policy](#)
[Tuition & Fees](#)
[Vaccination Policy](#)
[Verification Policy](#)
[Veterans Services](#)
[Voter Registration](#)

Admissions Information

FINE Mortuary College offers rolling admissions throughout the year. All admission application material, program catalog and consumer disclosures can be found online at www.fmc.edu

To be considered for admission potential students must submit:

- a complete, signed application form
- an official high school transcript or official evidence of earning a GED
- an official College transcript (if applicable)
- one recommendation letter
- applicable application fees
- completed health insurance form and/or waiver form
- proof of health insurance (please see Student Health Insurance)
- government issued identification
- background screening clearance letter
- all applicable medical clearance forms

Students are required to provide confirmation of medical clearance and clear background check to enroll at FMC (forms provided by FMC). FMC reserves the right to make exceptions to its admissions requirements on a case-by-case basis. Exceptions may be made based upon such factors as an applicant interview or previous academic record. FMC reserves the right to request additional information to determine admissions eligibility for any applicants.

Academic Programs

FINE Mortuary College offers a single academic degree program to earn an Associate in Applied Science in Funeral Service. The degree program consists of 20 courses at three credit hours each, plus two five- credit hour hands-on practical clinical application courses, for a total of 70 credit hours.

Skills Assessment

Students may be required to take assessment skills testing. In addition, students who fall below recommended proficiency levels may be required to meet with an advisor and successfully complete additional coursework before being admitted into the program. In some cases, students may be admitted into the program and may work on additional required coursework simultaneously. Failure to complete additional coursework may result in termination from the program. Enrolled students can also take advantage of the Brainfuse Tutoring Program.

NOTE: Previously completed coursework may include transfer credits accepted into FMC and/or successful completion of the Challenge Exam.

Admission Disclaimer

The institution has an ethical obligation to enroll students who can benefit from training as measured by employability.

Additionally, the institution is committed to ensuring a safe learning environment for all students. FINE Mortuary College reserves the right to deny admission, revoke admission or limit enrollment.

Transcripts

Transfer Credits

Evaluation and acceptance of transfer credit(s) require official transcripts from all postsecondary institutions attended by the applicant. A maximum of 35 credits may be considered from an ABFSE accredited school. Other accredited college and institution transcripts will be evaluated for transfer credit. All transcripts will be evaluated on a case-by-case basis and transfer credit determined based on academic rigor and curriculum alignment with FINE Mortuary College's curriculum. Licensed funeral directors and embalmers who have completed an ABFSE accredited mortuary program but are degree-seeking will be evaluated on a case-by-case basis.

FINE Mortuary College will accept official transcripts from high schools and accredited colleges and universities in the following formats:

- A paper transcript must be in a sealed envelope, and the envelope stamped as an Official Transcript.
- An electronic transcript must be downloaded by FMC administrative personnel and must come from an accredited higher education institution via that school's website or through a Transcript clearing house that requires a login and password.

Any other transcript received will not be considered an official document and will not fulfill the requirements of FINE Mortuary College.

Transcript Request Process

FMC's goal is to provide prompt and efficient release of official student transcripts. They are usually processed online via Parchment within 48 hours. To request official transcript, please visit www.fmc.edu and click on the Transcript Request Form.

Transcript Request Procedure:

- Transcripts can be requested at [Parchment](#)
- Transcript requests are accepted through Parchment
- A transcript will not be released until all obligations, including financial, are resolved.

Transcript Release

In compliance with the Family Educational Rights and Privacy Act (FERPA), FMC will release an official copy of a student's or graduate's transcript upon written request (signed and dated) of the student or graduate and payment of the fee.

Disclosure Requirement for Criminal Background Check

To provide a safe and stable learning community for all students, the college requires a criminal background check with a third-party provider. FMC reserves the right to deny or revoke acceptance or enrollment of any incoming or current student based on that student's criminal conviction.

A criminal conviction includes any instance where a person has pleaded guilty or no contest to *or* was found guilty by a judge or jury of charges for a crime other than minor traffic offenses. Criminal convictions include juvenile offenses or any conviction that the student is currently appealing while undergoing the admissions process.

An applicant or student who discloses a criminal conviction may remain eligible for admission at the discretion of the Admissions Office.

FINE Mortuary College reserves the right to verify or amplify the student's disclosure and to share the information for legitimate purposes.

Background Screening Policy

FINE Mortuary College believes that the enrollment of qualified students contributes to the overall success of the education process. Background screens, drug screens, and reference checks serve as important parts of the admissions process. At FMC, background screens, drug screens, and reference checks may be conducted on every student applicant. This process is conducted to verify the accuracy of the information provided by the applicant.

- A. The following verifications may be conducted:
 - 1. Social Security Number Verification
 - 2. Criminal Convictions (applicable federal, state and/or county/local records)
 - 3. Sexual Offender and Predator Registry
 - 4. Applicable State Medicaid Exclusion List
 - 5. Terrorist Watchlist
 - 6. GSA List of Parties Excluded from Federal Programs
 - 7. OIG List of Excluded Individuals

- B. An applicant who fails to pass a background screen and/or reference check may not be admitted to the College, at the College's discretion.
- C. An applicant may not be admitted if the criminal history report indicates a conviction of either a felony classification or misdemeanor within the past seven (7) years unless there are mitigating circumstances.
- D. Admission to the College or any of its programs does not guarantee that an individual will be eligible for employment or licensure. Employers and licensing agencies may have more restrictive requirements, and it is the student's responsibility to review licensing and employment eligibility standards.

Background Screening & Access to Records

Information obtained from the background screening and reference check process will be kept strictly confidential. Only approved personnel at FMC will have access to this information. The College will ensure that all background screens, drug screens, and reference checks are conducted in compliance with all federal, state, county, and local statutes, as applicable.

Student Health Insurance

In accordance with M.G.L. c. 15A, § 18, Massachusetts Independent and Public Institutions of Higher Education must ensure that all students participate in a Student Health Insurance Program. Massachusetts state law requires students enrolled in 75% of the full-time curriculum in any Student Health Plan or an alternate health plan with comparable coverage.

You must enroll in a Student Health Insurance Plan or provide proof of insurance to apply for a waiver at the start of every academic year.

More information on Massachusetts State requirements can be found at

<https://www.mass.gov/doc/956-cmr-8-student-health-insurance-program/download>

Immunization and Health Requirements

Before beginning classes, students must provide documentation from a physician specifying their medical history and immunization history of all state of Massachusetts mandated immunizations.

<https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements->

(FMC will follow the Norwood, MA Department of Health rules and guidelines for COVID-19)

New Student Orientation

Newly admitted students are required to participate in mandatory program orientation. Students who do not participate in mandatory program orientation may lose their spot in the semester in which they wish to start and may need to reapply for the next available semester.

Financial Arrangements

Financial arrangements must be complete before the start of classes. If all financial obligations are not met, students may lose their spot in the term in which they wish to start and may need to reapply for the next available term.

Financial Aid Information

More information on Financial Aid can be found in the FMC Financial Aid Information Guide

Available Financial Aid

Several financial aid options are available to those who qualify, including, but not limited to the following:

- Federal Pell Grants
- Federal Supplemental Opportunity Grant
- Veterans & Military Affairs
- Federal Subsidized Loan
- Federal Unsubsidized Direct Loans
- Federal Parent PLUS Direct Loans
- In School Cash Payment Plans

Federal Grants

Federal Pell Grant

This grant program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Grants are not loans. They do not need to be paid back. You can receive the Federal Pell Grant for no more than 12 semesters.

Supplemental Educational Opportunity Grants (SEOG)

This grant helps financially needy undergraduate students, who have not earned a bachelor's or professional degree, meet the cost of postsecondary education. The program gives priority to students who receive Federal Pell Grants. The award is made by the school based on the availability of funds. An FSEOG does not need to be repaid.

A FAFSA or Federal Application for Federal Student aid must be completed at www.studentaid.gov to apply for all federal aid.

Federal Direct Loans

Direct Subsidized Loans

These are loans available to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.

- Interest does not accrue on the subsidized loan while you are enrolled at least half-time.

- Repayment on the loan begins 6 months after you graduate or withdraw from the school.

Direct Unsubsidized Loans

These are loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need. The school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.

- Interest begins to accrue on the Unsubsidized loan from the date of the first disbursement.
- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Direct PLUS Loans

These are loans made to graduate or professional students and Parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.

- Eligibility is not based on financial need and can be applied to cover the entire cost of attendance.
- A credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
- If you are a dependent student and your parent is denied the PLUS loan because of an adverse credit history, the student may apply for an additional Direct Unsubsidized Loan.

Note: Each year, the terms, interest rates, and fees assessed for Direct Loans may change. If you have previously borrowed loans, please contact the lender or servicer of each loan you have borrowed to determine the terms and conditions of the loan(s). For more information on current rates, please visit <https://studentaid.gov/understand-aid/types/loans/interest-rates>

Additional information is available in the FMC Financial Aid Information Guide.

In School Tuition Payments

FMC is equipped to accept several types of payment methods, including all major credit cards, cash, and checks. Non-sufficient funds and collections fees may be applied to all returned checks. Payments can be made at the Accounting Office during regular business hours. Payment arrangements must be made before registration each term.

- Late payment fees will be applied to unpaid balances after the seventh day of start of the term.

- A \$50 late charge will post every 7 days the payment is late.
- Students will be charged a maximum of \$400 in late fees.
- Students will not be permitted to attend classes after 8 weeks of delinquency
- Grades, transcripts, diploma or degree and certification to sit for the National Board Examination will be withheld for students with delinquent accounts
- Without financial clearance, students will not be allowed to progress to the next term.

Financial Assistance for Veterans

FINE Mortuary College, LLC: A Private Two-Year College, LLC is approved by the Massachusetts Department of Higher Education Office of Veterans Education, which allows eligible veterans to apply for and receive a variety of veterans' educational benefits as defined by the Massachusetts Department of Veterans Affairs. This program is titled the Veteran Educational Assistance Program (VEAP). The College's Veterans Coordinator assists students in applying for VA benefits, providing certification of attendance for VA benefits, and other issues relating to Veterans Affairs while enrolled at FMC.

College Financing Plan

The College Financing Plan is a resource tool to help you better understand your educational costs and the financial aid that is available to meet those costs.

This form was created by the Department of Education (ED) and is available to help prospective students compare the Cost of Attendance (COA) and aid offers from multiple institutions to make an informed decision about where to attend school.

Please contact the Enrollment Services Office at FINE Mortuary College for your personalized College Financing Plan or email kduran@fmc.edu

To use the Department of Education tools for comparing college costs and for the College Financing Plan please visit: <https://collegecost.ed.gov/>

Financial Aid Policy & Procedures

FINE Mortuary College follows all applicable financial aid and Title IV policies and procedures as outlined by the U.S. Department of Education. Changes in these policies may be made by the Department of Education at any time without notice. To remain informed of changes, students are encouraged to consult the Financial Aid Office for applicable changes, if any.

Eligibility for Federal Student Aid

1. Be a citizen or eligible noncitizen of the United States
2. Have a valid Social Security Number (students from the Republic of the Marshall Islands, Federated states of Micronesia, and the Republic of Palau are exempt from this requirement)
3. Have a high school diploma or a General Education Development (GED) certificate or have completed home schooling.
4. Be enrolled in an eligible program as a regular student seeking a degree or certificate.
5. Maintain satisfactory academic progress as defined in the academic catalog.
6. Not owe a refund on a federal student grant or be in default on a federal student loan.
7. Not have a conviction for the possession of sale of illegal drugs for an offense that occurred while you were receiving federal student aid such as grants, work study, or loans. If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.
8. Demonstrate need for those programs requiring financial need.
9. Be registered with Selected Services, if required.
10. Use aid only for educational purposes.

Pell Recalculation Date/Census Date

The Pell Recalculation date is a date in the semester when the Financial Aid Office is required to evaluate your Federal Pell Grant Eligibility based on your enrollment status. If the Pell Grant awarded does not match with your current enrollment status, your award must be adjusted.

The Pell Recalculation Date at FMC is the 7th day of the start of the term.

After the Pell Recalculation Date, any classes added will not count towards your Federal Pell Grant eligibility, regardless of the start date of the class. If you drop or do not attend your classes, you are registered for your financial aid classes may be adjusted as follows:

- If funding is disbursed, you may be required to repay your financial aid.
- If funding has yet not disbursed and your enrollment decreases to less than 6 credits, any loans you were awarded will not disburse.
- and you were awarded a Federal Pell grant, your award will be reevaluated to determine your eligibility.

Verification

Each year the Central Processing System (CPS) of the U.S. Department of Education selects several Free Application for Student Federal Aid forms (FAFSAs) for a process called verification. If your FAFSA is selected for verification, FMC will need to collect additional documentation from you to verify some of the information you provided on your FAFSA. For example, FMC may ask for additional information about your income, the number of people in your household, the number of people attending college in your household and/or other information.

Financial Aid and Satisfactory Academic Progress (SAP)

US Department of Education (ED) regulations governing the Title IV federal student financial aid programs require that a school review the academic progress of all students receiving aid at regular intervals to determine if the student is making Satisfactory Academic Progress (SAP) toward the degree. As student must maintain Satisfactory Academic Progress to continue to qualify for Financial Aid. See SAP Policy under Academic policies in the catalog.

Leave of Absence (LOA) and Financial Aid

An LOA might impact a student's financial aid status. Students seeking to return from an LOA are encouraged to meet with the Financial Aid Office to review the Federal Financial Aid Grace Period policy. Financial aid is neither awarded nor disbursed for LOA periods.

Students not returning from an LOA as scheduled will be withdrawn. Loan repayment will be based on the last date of attendance or participation in an academically related activity prior to the approved LOA.

Institutional Refund Policy

The college policy on refunds of tuition and fees for students withdrawing from the college or from one or more classes are listed below:

1. All Application Fees: Non-refundable
2. Enrollment Fee: Non-refundable
3. Tuition
 - a. Refunds for students who withdraw after the tuition has been paid, but prior to the beginning of classes, will be 100%.
 - b. After the beginning of classes for the term, refunds will be calculated as follows:
 - 1). During the 1st week, the refund is 90% of tuition.
 - 2). During the 2nd or 3rd week, the refund is 60% of tuition.
 - 3). During the 4th, 5th, or 6th weeks, the refund is 30% of tuition.
 - 4). After the 6th week of the term, the student will receive no refund.

All withdrawals or dismissals must be in writing. The date on which the potential refund becomes effective is based on the day the letter is postmarked or emailed.

Return of Title IV Refund Policy for Withdrawn Students

FMC is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations:

1. If a student leaves the institution prior to completing 60% of a payment period, or term, the financial aid office recalculates eligibility for Title IV funds.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

2. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.
3. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are returned in the following order:

- Federal Unsubsidized Direct Stafford Loans
 - Federal Subsidized Direct Stafford Loans
 - Federal Direct Parent PLUS Loans
 - Federal Pell Grants
 - Federal Supplemental Opportunity Grants
4. If a student received financial aid more than authorized charges for living expenses, the college is only required to return the unearned portion of financial aid that was used to pay authorized charges. Any unearned financial aid that is returned by the student to the appropriate financial aid program. This is called an overpayment, and the student will be notified if this type of return of funds is required. Loan overpayments are generally paid in the normal course of loan repayment. Pell Grant overpayments are rare but can occur. These types of overpayments can be paid within the first 30 days to the college. However, if no payment is received within the 30-day period, the college refers the overpayment to the U.S. Department of Education Student Credit Management Collections. Once overpayment

is reported, the student may be ineligible for additional financial aid until the overpayment is repaid.

If the student withdraws after completing 60% of a payment period or term, the student will earn 100% of the Title IV funds (and the institution must perform an R2T4 calculation). The amount of unearned funds an institution must return is the lesser of the total amount of unearned Title IV assistance to be returned or an amount equal to the total institutional charges incurred by the student for the payment period or term multiplied by the percentage of Title IV grant or loan assistance that has not been earned.

5. If a student is required to return a portion of the unearned Title IV assistance, the student is not required to return Direct Loan funds immediately, but will repay a Direct Loan funds in accordance with the terms and conditions of the Master Promissory Note. If the student is required to return any grant funds, the student must return any overpayment of grant funds that exceed 50% of the amount of grants received. A student does not have to return a grant overpayment if the original amount of the overpayment is \$50 or less.
6. If a student did not receive all the Title IV assistance that the student earned, a student may receive a post-withdrawal disbursement. If the post-withdrawal disbursement includes Direct Loan funds, FMC must seek permission from the student or parent (in the case of a PLUS Loan) before the Direct Loan funds are disbursed. FMC may disburse a post withdrawal of Direct Loans with permission within 180 (not 120 as stated in the policy in the Catalog and on the website) after the date of determination of withdrawal. A student or parent may choose to decline some of all the Direct Loan funds. Unlike Direct Loan funds, FMC may automatically apply a post-withdrawal disbursement of grant funds for other institutional charges. Any grant funds more than the institutional charges must be disbursed by the student.

Unpaid Balances

If an unpaid balance remains after the proration of tuition and the unearned financial aid has been returned, the student is notified and is responsible for paying the balance in full upon request. The College does not provide financing for unpaid balances.

Delinquent accounts may also be sent to third-party collection agencies and reported to each credit bureau. FMC accepts no obligation to provide any student with an official copy of their transcript or other enrollment records if the student is in default herein.

Academic Information

FINE Mortuary College offers an Associate in Applied Science in Funeral Service Degree program.

Students need a total of 70 credits to earn the degree.

1. All courses in the program carry 3 credits except for the two Clinical Cooperative courses, which each carry 5 credits.
2. One credit hour represents approximately 1 hour of class time or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.
3. Study skills courses (SK099 and DS099) carry no credits.
4. Some courses have prerequisite courses. A prerequisite course is one which must be passed with a minimum course average of "C- ", before the higher-level course can be taken.
5. A Minimum of 54 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed as well as Embalming and Restorative Art.
6. The following two courses may be taken concurrently if Applied Communications has not already been completed in a prior term.
 - a. **Clinical Cooperative 1 (CC306)**
 - b. **Applied Communications (RF302)**
7. The following two courses are taken in the last term and/or the Comprehensive Studies course may be taken on its own the term after completing CC307.
 - a. **Clinical Cooperative 2 (CC307)**
 - b. **Comprehensive Review (RV232)**

NOTE: Exceptions may be made to the course sequence with administrative approval.

Academic Good Standing

Students enrolled at FINE Mortuary College maintain academic good standing by earning a 2.0 cumulative Grade Point Average (GPA) on a 4.0 scale and by completing 67% of their courses with a letter grade of "C-" or above.

Academic Progression

To move unconditionally from term to term, students must earn:

- A cumulative GPA of at least 2.0
- A satisfactory attendance of 85%

Academic Plan for Deficiencies in Academic Progress

Students with an academic deficiency may be:

- Placed on academic probation
- Required to take Directed Studies (DS099) and/or Study Skills (SK099) courses

A sustained pattern of Academic Deficiency may be considered cause for academic dismissal.

Academic Probation

Students whose term and cumulative Grade Point Average (GPA) falls below 2.0 at the end of a term are placed on academic probation.

Students who earn less than a 2.0 GPA in any individual term may be required to undertake remedial study or academic counseling at the Program Director or designee's discretion.

Students who earn less than a 2.0 term and cumulative GPA will undertake the following process:

- a. Placement on Academic Probation
- b. Access tutoring as needed
- c. May take no more than two (2) academic courses in the following term
- d. May be prohibited from taking distance education courses

Students are removed from academic probation status when their cumulative GPA rises above 2.0.

Academic Dismissal

Students who remain on academic probation for three consecutive terms are subject to academic dismissal.

Attendance Policy

Students, including those taking a course as an audit, are expected to attend ALL classes of each course. Students who miss more than 15% of a class may be terminated or administratively withdrawn from the course. However, exceptions should be requested as soon as reasonably possible.

**Exceptions for extenuating circumstances may be approved at the discretion of the Administration. Documentation must be provided. All students requesting an exception, should do so, before missing more than 15% of a class or they may be subject to termination.*

Attendance refers to missing any part of a class. Therefore, lateness to a class, lateness returning to a class after an approved break in the class, or leaving a class before it has been dismissed, will be counted toward missing time in a class.

Cancellation of Course Sections

FMC reserves the right to cancel course sections at its discretion for reasons including insufficient enrollment.

FMC reserves the right to make changes necessary in course and program offerings at its discretion.

Class Size

The College seeks to maintain a student-teacher ratio which provides students with adequate individual attention. The maximum class size is 26 students. Exceptions may be made at the discretion of FMC administration.

Clinical Cooperative

The Clinical Cooperative is made up of two courses, Clinical Cooperative I (CC306) and Clinical Cooperative II (CC307). Clinical Cooperative I and II are capstone courses that are designed as a culminating educational experience predicated on student-centered pedagogy and that give students an opportunity to apply clinical and practical skills acquired in an instructional or classroom setting. The program is intended to facilitate the student's transition from didactic to experiential portions of the curriculum, and from academic to professional practice. The Clinical Cooperative offers experiential training involving an FMC student, a licensed Funeral Establishment, and FMC. The purpose is to provide students with a hands-on experiential learning experience in the essential job duties of a Funeral Director and Embalmer.

Clinical Cooperative work activities are completed at a funeral home during fulfillment of study at the College. The Clinical II Cooperative (CC307) will require one week, in person and on campus (required for distance education students) for the completion of the certified embalming and the restorative art enrichment project.

The Cooperative is completed during a student's final three academic quarters and the two courses are usually taken sequentially. Exceptions require prior approval.

Course Audit

Individuals may join FMC courses on an audit basis, participating in course activities without earning academic credit. A student can audit a course only with written permission of the Program Director or designee. No academic credits are awarded for an audited class.

Students who audit a course or courses must complete all assignments, quizzes, tests, and exams and meet the same attendance requirements as any other member of the class unless there are written agreements which deem otherwise.

Course Overload Policy

Students who gain written permission from the FMC Administration may take a course overload, defined as more than three (3) academic courses per term.

Course Registration

The new student's first course registration is completed by Orientation Day. Students must settle outstanding financial balances to register for a new academic term.

Course Repeat Policy

To pass and earn credit for a course, a student must earn a minimum course average of 75% AND earn a minimum score of 75% on the comprehensive final exam. This policy (75% course average + 75% final exam) applies to all courses except CC306 and CC307 (Clinical Cooperatives and Comprehensive Review graded as pass/fail) and SK099 and DS099, which carry no course credit.

Students must pass a course within three attempts, except for the Comprehensive Review Course (RV 232). Students must pass the Comprehensive Review Course within two attempts. Any exceptions must be approved by the Program Director or designee.

After failing a course for the second time, a student:

- must meet with the Program Director, or designee, or must seek tutoring for that course.
- may be required to enroll in Study Skills or Directed Studies courses (SK099, DS099).

Students may repeat courses up to three times.

Grade Reporting for Repeat Courses

Student grade reports and transcripts reflect multiple efforts to pass a course. Students may replace a failing grade with a higher grade, but both courses will be considered attempts and will be reflected on the student's transcript.

Students who qualify may be eligible for financial aid for a repeated course. However, students are required to meet Satisfactory Academic Progress as outlined in this Catalog (see Satisfactory Academic Progress) and are encouraged to consult with the Financial Aid Director before repeating a course.

Credit Hour

One credit hour represents approximately 1 hour of class time or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

Credit Towards Program

Students apply credit earned at FMC directly toward degree requirements. Transfer credit may be applied toward degree requirements at the discretion of the Program Director, or designee.

Dean's List

At the end of each quarter, students who earn a GPA for that term of 3.0 or higher will be part of the Dean's List for that quarter.

There are two levels of distinction:

- High Honors: term GPA between 4.0-3.8
- Honors: term GPA between 3.79-3.0

Disability Accommodation

FMC makes every reasonable effort to accommodate students with diagnosed disabilities. Required Assessment Documentation must be provided before a student begins classes at FMC.

The FMC Policy is rooted in guidelines provided by the Association on Higher Education and Disability. FMC also recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 and the Section 504 Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring the Institution to provide reasonable accommodations to qualified disabled students in all College programs and required activities.

FMC staff and instructors work with students to develop plans for addressing their disabilities. These plans begin when students present:

- a recent (within 3 years) formal evaluation report, including a summary of a comprehensive diagnostic interview (a diagnostic interview should include a description of the presenting problems, developmental, medical, psychosocial, employment histories, family history, and discussion of dual diagnosis when necessary)
- medical, psychosocial, employment histories, family history, and discussion of dual diagnosis when necessary
- results of a diagnostic battery of tests
- evidence of a substantial limitation to learning or other major life activity which includes, at minimum, the categories of aptitude, academic achievement, and information processing
- specific recommendations for accommodations that have been successful

Drop/Add Period

Students may add or drop courses by the end of the first week of a new term.

Full-time vs. Part-time Status

- **Full-time** is defined as taking nine (9) or more course credits per quarter.
- **Part-time** is defined as taking fewer than nine (9) course credits per quarter.

Grade Point Average (GPA)

The grade point average (GPA) is computed each quarter by dividing the sum of the grade points (see Grading Scale below) by the number of credits taken in the quarter.

The cumulative average GPA is computed by dividing the sum of all the grade points accumulated to date by the number of credits taken to date.

In computing a GPA, only those courses taken at the College are given consideration.

Credits Attempted

Credits for which a student is registered after the drop/add period (first week of classes at FMC) are considered Credits Attempted for grading and transcription purposes.

Credits Completed

- Credits earned with a letter grade of A, B, C, D F or P or their +/- variants.
- Letter grades of F, W, I, WD, NC, AW or N are counted as attempted but not as completed or earned.

Grading Scale

Grade Equivalent	Interpretation	Percentage/Numerical	Grade
A	Superior	100 – 97	4.0
A-	Excellent	96 – 92	3.7
B+	Very, Very Good	91 – 89	3.5
B	Very Good	88 – 86	3.0
B-	Good	85 – 84	2.7
C+	Good	83 – 81	2.5
C	Acceptable	80 – 78	2.0
C-	Acceptable	77 – 75	1.7
D+	Failing	74 – 72	1.5
D	Failing	71 – 70	1.0
F	Failing	below 70	0.0

Non-Contributing Marks	
AW	Administrative withdrawal
I	Incomplete
N	Audit
NC	No Credit
P	Pass
R	Repeat Course
TC	Transfer Credit
W	Withdrawn
WD	Class dropped within add/drop period
<i>The above are not used to calculate the GPA; they provide no grade points per credit.</i>	

Grading Scale: Policy for Passing and Earning Credit for a Course

The following policy applies to all courses except:

- CC306 and CC307, which are graded as pass/fail Clinical Cooperatives
- SK099 and DS099, which carry no course credit, and
- RV232 Comprehensive Review

To pass and earn credit for a course, a student must earn a minimum course average of 75% **AND** earn a minimum score of 75% on the comprehensive final exam. For this reason, students should be aware that they could earn a grade lower than 75% on a final exam, have a course average of 75% or higher, and yet still not pass a course. In these cases, a grade of D+ (the

highest non-passing grade) will be assigned to the course. At FMC, grades of D+, D, and F are failing/non-passing grades. In cases in which a student earns a D+, D, or F in a course, the student will have to repeat the course.

FMC wants all students to succeed academically. FMC encourages any student concerned about passing a course to seek advising and make use of the many academic support resources FMC offers.

Incomplete Grade Policy

A grade of "I" (Incomplete) is assigned to a student who has not taken the final exam for a course as of the date of its completion.

An incomplete grade will revert to a failing grade if testing is not successfully completed within 10 calendar days after the end of the course. Exceptions may be arranged upon approval of the FMC Administration.

Graduation

FMC holds one annual formal commencement (graduation) exercise. To participate, students must complete all requirements for graduation from FMC, unless authorized to participate by the FMC Administration.

Participating in Commencement Early

Students with one course left to complete, at the date of commencement, may petition to participate in the ceremony. Students should direct a written request to the Program Director, or designee, 30 days or more before the ceremony.

Official FMC Diploma and Transcripts

FINE Mortuary College diplomas and official transcripts are sent directly upon request to students upon completion of a degree plan review, usually conducted after commencement ceremonies.

Students may order official transcripts online via Parchment.

Graduation Honors Designations

Summa Cum Laude	4.00-3.90 GPA
Magna Cum Laude	3.89-3.70 GPA
Cum Laude	3.69-3.50 GPA

Graduation Requirements

To be eligible to receive the Associate in Applied Science in Funeral Service, students must:

1. Complete all courses leading to the Associate Degree.
2. Earn a minimum average grade of 75% in all numerically graded course.
***NOTE:** To pass a course, student must earn a minimum course average of 75% **AND** earn a minimum score of 75% on the comprehensive final exam.*
3. Earn the letter “P” in all non-numerically graded courses.
4. Take the National Board Examination (NBE) or appropriate State licensure exam.
 - If the graduate is not planning to take the National Board Examination or State Board Examination, the graduate must provide official proof that they are continuing their education by supplying the Administration with an official acceptance letter to another program and tentative start date or schedule of that program.
5. Earn a minimum cumulative GPA of 2.0.
6. Compile a satisfactory attendance and conduct record.
7. Meet or make an approved plan to meet in full all financial obligations to the College.

Honor Society

The top 10% of each graduating class is eligible for membership in Mu Sigma Alpha, an honor society established by the Association of Colleges of Mortuary Science.

Membership indicates that a student has shown outstanding merit in scholarship and has exhibited good citizenship conduct.

To apply for membership, please contact the Program Director or designee.

Make-up Work Policy

Students must plan with their instructor regarding missed assignments, exams, or other work missed because of absence from class.

Matriculation

To receive a degree, students must become matriculated; that is, officially accepted into the degree program.

Students may be asked to take specific courses to demonstrate academic ability before being accepted into the degree program. Matriculation applies to transfer students and first-time students.

Requirements for Matriculation

Completion of twelve (12) credits at FMC, including Anatomy for Funeral Professionals and Introduction to Chemistry and Microbiology, and a minimum 2.0-grade point average. Students transferring in with credits that satisfy these courses will need to demonstrate successful completion of at least Funeral Professions or other designated class as assigned by the Program Director before being matriculated into the program. In addition, students must demonstrate compliance with the attendance policy. Students who fail to meet academic, attendance, or code of conduct expectations may be asked to meet additional requirements before being accepted into the degree program.

Maximum Time to Degree Completion

To be eligible to be awarded the Associate Degree from FMC a student must complete all course work within three (3) consecutive years of starting at FMC.

Students may petition the Program Director, or designee, for an extension to the three-year limit.

Students not eligible for graduation within three (3) years of their original starting date and not granted an extension of time to complete the degree:

- may be dismissed from FMC at the end of the third year of study or
- may be offered the option to retake all or some courses.

National Board Exam Requirement

Students must take either the National Board Exam (NBE) or their appropriate state licensure exam as a condition of graduation with the Associates Degree from FMC.

National Board Exam (NBE) Pass Rates

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 Directory of Accredited Programs. To request a printed copy of this program's scores and rates, go to the Business Office, FINE Mortuary College, 150 Kerry Place, Norwood, Massachusetts, or by e-mail at info@fmc.edu , or by telephone at 781-762-1211.

Test and Examination Policies

Final examinations are cumulative and comprehensive. To pass and earn credit for a course, a student must earn a minimum course average of 75% AND earn a minimum score of 75% on the comprehensive final exam. Midterm and final exams must be taken with the class at the scheduled date and time.

In exceptional cases, students may arrange to take a midterm or final exam before its scheduled date and time or may petition to take a midterm or final after its scheduled date and time.

Due to the significant work required to administer a separate midterm or final, FMC can offer no guarantee that a request or petition for an exception will be approved. For this reason, students are strongly encouraged to do everything possible to take midterms and exams at the scheduled date and time. If this is not possible, students are encouraged to contact FMC as soon as possible if they believe that their circumstances merit a separate examination.

Test and Examination Review Information

Reviews are conducted at the College by appointment only based on the instructor's availability. An appointment may last up to 30 minutes.

Test and examination reviews adhere to the following policies and procedures:

- Individual test items, test questions, evaluation factors, scoring keys, and related examination materials are not available for review because of confidentiality and security considerations.
- The testing materials and results of other students are not available for review by a fellow student.
- Electronic recordings of oral interviews are not available for review.
- Students may not be accompanied by one other during the review session. A student may designate, in writing, a representative to attend the review in lieu of his/her own attendance, subject to approval. Accommodations will be made for persons with ADA qualifying disabilities.
- The Program Director, or designee, or a qualified designee will conduct the review and will remain with the instructor and student throughout the review period.
- Students may take notes of the comments made relative to their own performance but may not take notes on information related to testing factors. The student's notes may be reviewed at the conclusion of their review session.
- Any device capable of picture taking or recording will not be permitted in the room during a review session.
- Failure to schedule an appointment within seven days of notification of the grade shall constitute a waiver of the right to review test results.

Week One Attendance

Any student who officially or unofficially withdraws from school prior to attending one week of scheduled classes after the official start date of the program will not be considered to have started school, no credits will be earned, and their tuition obligation and cost of course materials will be waived.

Any student attending school after completing one week of scheduled classes after the official start date of the program will be considered to have confirmed an intention to continue the program as a regular student.

Withdrawal from a Course

Students may voluntarily withdraw from a course (drop a course) any time within the first week without financial consequences. Withdrawals during the subsequent six weeks of a term may incur academic penalties and financial obligations as noted in the Tuition Refund Policy in this Catalog.

Students who withdraw from a course during the first (six) weeks of a term receive the grade "W" as noted in the College grading scale. Students who withdraw after the first six weeks receive the grade their work earns.

Credit Transfer Policy

Transfer credit is granted at the discretion of the College's Program Director, or designee. In most cases, transfer credit will only be granted for credit hours earned from accredited or approved colleges, universities, or credit providers (i.e., CLEP or Advanced Placement exams). Transfer credits will be noted on the transcript as a "TC."

A student may only transfer up to 35 credits into their degree program.

Transfer Credit Acceptance

To help ensure that all courses being accepted for transfer credit (TC) meet the rigor of the same course given at FMC for both in-house and distance education (DE) courses, the College only will review:

1. Official transcripts from a nationally and/or regionally accredited college.
2. Transfer of credits on a case-by-case basis.
3. Those courses taken prior to enrolling in FMC.
4. Those courses with content materially identical to the course provided by FMC.
5. Those courses taken within the last four (4) years unless they were part of a program in which the student earned a degree or an ABFSE accredited institution.
6. Those courses in which the student earned a minimum average course grade of the letter "C" or 75%.

The College reserves the right to contact the College from which the TC is requested and ask for additional information about the College and/or the course(s) involved.

Additionally, the College reserves the right to ask the student to provide additional information about the College and/or the courses for which the TCs are being requested. If any information gained by the FMC Admissions remains questionable, TC credits will not be granted.

For transfer of course credits for all courses that are tested on the National Board Exam, the student will need to have met the requirements above, AND may need to arrange for, take, and pass a Challenge Exam on the topic being considered for transfer credits.

There is a non-refundable fee for taking a Challenge Exam. If the student scores a minimum of 75% on the Challenge Exam, he/she will be awarded transfer credits for that course. Should the student NOT pass the Challenge Exam, he/she will have to take the course at FMC. and pass it with a minimum average course score of 75%. The fee for taking the Challenge Exam will be credited toward taking that course should the student fail the Challenge Exam.

Transfer Credit: Articulation Agreements

There may be certain colleges in which a student earns a certificate or degree with which FMC may have an articulation agreement. Only students who complete ALL the courses to earn that specific certificate or degree will be awarded transfer credits for the courses taken within those programs without having to take a Challenge Exam for those courses tested on the National Board Exam (NBE).

Transferability of Credit

No school can guarantee that credits from courses at one school are transferable to another institution. Transfer credit awards always at the discretion of the receiving school and transferable credits depend on comparability of curricula and institutional philosophy.

Challenge Exams for National Board Exam-Related Courses

To receive transfer credit for courses covering subjects included in the NBE, students may have to pass an FMC Challenge Exam with a score of 75% or higher. Passing a challenge exam confirms student learning equivalent to an FMC course.

Transfer students may petition the Program Director, or designee, for exceptions to this policy. Students schedule FMC Challenge Exams in cooperation with the Program Director, or designee. The FMC Challenge Exam fee is non-refundable.

FMC Challenge Exam Process

1. The student submits his/her official College transcript(s) to FMC.
2. The Program Director, or designee, reviews the transcript and advises the student about the Challenge Exam if required.
3. The student petitions, using the Challenge Exam Request Form. A separate written request must be made for each Challenge Exam.
4. One week prior to the Exam, the student pays the Challenge Exam fee.
5. The student sits for the Exam as scheduled. Failure to take an FMC Challenge Exam at the date and time scheduled may result in the loss of opportunity to take the exam.
6. The Exam is evaluated by a subject matter expert, usually a past or present teacher of the subject of the exam.

7. The Program Director, or designee, is notified by the expert of the score the student earned on the exam and in turn notifies the student.
8. The student's academic record is updated if a passing score is achieved.

Leave of Absence Policy

Students may apply for a Leave of Absence (LOA) for a maximum of two consecutive terms. Students apply for a LOA by petitioning the Program Director, or designee, in writing. Requests for a LOA are decided on an individual basis. Thus, not all requests for a LOA will be granted, and some may be granted for a single term only instead of the usual two consecutive terms. The reason the LOA is being requested and the supporting documentation will be taken into consideration. Approval will be at the College's discretion, based on the worthiness of the request.

Students may request only one Leave of Absence while studying at FMC. Students granted two consecutive terms for a LOA are free to return after one term. However, if a student returns after taking only one term away from his/her studies, he/she has forfeited the second term of the LOA and will NOT likely be eligible for any other LOA over his/her course of study. In other words, once the student registers for classes, he/she has forfeited the possibility of a second term for a given LOA and will not be eligible for any additional terms for a LOA.

In a rare case, a student may be awarded a second LOA. A second LOA **ONLY** will be granted to a student carrying a minimum 3.0 cumulative grade point average and who has only 3-4 courses and the Comprehensive Studies course (RV232), to complete his/her coursework.

NOTE: In no case may a student receive combined Leave of absence more than 180 days within a 12-month period.

Students who request a LOA for an incomplete term will not be granted a LOA, however, those who request reinstatement at the start of a future term will not be charged a re-application fee. Students who do not complete the term prior to the start of the approved LOA will be withdrawn for the balance of the term. In both above situations, the institutional refund policy and Return to Title IV (R2T4) policies will be applied. At the time of withdrawal, the student may request grades of Incomplete in place of being withdrawn if the terms of the Incomplete Policy are met.

Steps for Returning from a Leave of Absence:

1. Students on an approved LOA need not re-apply for the term in which they are scheduled to return to FMC. It is the responsibility of the student to arrange with FMC to register for courses during scheduled course enrollment time for the term in which s/he plans to return from the LOA.
2. At the time of return from a LOA, a student must continue to be eligible to register (i.e., have no enrollment restrictions, such as an account delinquency, disciplinary hold, or academic disqualification).

3. A student returning earlier than the original agreed return date should provide notice to the Business Office as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.
4. It is the student's responsibility to meet all financial aid requirements and deadlines for the academic year of his/her return. An LOA might impact a student's financial aid status. Students seeking or returning from an LOA are encouraged to meet with the Financial Aid Director to review the Federal Financial Aid Grace Period policy. Financial aid is neither awarded nor disbursed for LOA periods.

Students not returning from an LOA as scheduled will be withdrawn. Loan repayment will be based on the last date of attendance or participation in an academically related activity prior to the approved LOA.

Returning to FMC without an Approved LOA or after an LOA has Expired

- To return to FMC to take courses, students who elect or are asked to leave the college during or between terms without formally requesting an LOA must reapply for admissions and repay the application fee to be considered for readmission to FMC. Reapplication does not guarantee readmission.
- This policy applies if a student:
 1. Does not hold an approved LOA
 2. Holds an expired LOA
 3. Was administratively dismissed from FMC
 4. Has not been a student for one term

Withdrawal Policy

Administrative Withdrawal

Students may be subject to administrative withdrawal based upon violation of any academic, attendance, financial, social, or institutional policies.

Student Withdrawal

Students may choose voluntarily and formally to withdraw from FMC. Academic penalties and financial obligations may result. To voluntarily withdraw from the College, a student must:

1. Provide a letter of intent to withdraw from the College to the Program Director or designee.
2. Complete, sign and date the FMC Drop/Add form with the Program Director or designee.

The official, U.S. postmark or emailed date on the letter of withdrawal or the date on the email from the student to the College will be used to calculate the financial obligation to the College unless the student completes the Drop/Add form and letter to withdraw from the College.

In the latter case, the date on the form and letter will be used to calculate the student's financial obligation to the College.

If a student withdraws within the first week from all courses taken for a given term and therefore does not continue taking any courses in that term, he/she is not considered to be enrolled in the College for that term.

Re-Entry Policy

All students desiring re-admission after termination must meet the terms and policies set forth in the current school enrollment agreement, Catalog, and attachments. Students will be responsible for any applicable increase in tuition.

Previously paid tuition will be credited to the student's current account. All students requesting re-entry must be current on any financial balance or student loan received during prior attendance.

Students wishing to re-enter school after a Leave of Absence, withdrawal, extended approved absence, or for any other reason are subject to space availability and the institution's discretion.

Satisfactory Academic Progress

[Student Satisfactory Academic Progress Policy \(SAP\)](#)

Satisfactory Academic Progress or SAP is measured at the end of every Academic Year (3 terms). There are three parts to the Satisfactory Academic Progress policy:

1. Minimum Cumulative Grade Point Average (GPA)
2. Minimum Course Completion Rate
3. Maximum Credit Hours Allowed or Maximum Time Frame

1. Minimum Cumulative Grade Point Average (GPA) of 2.0 at the end of every semester is required.

2. Minimum Course Completion Rate: You are required to make progress toward your degree. This minimum course completion rate means that you must successfully complete at least two-thirds (66.67%) of all your attempted credit hours. For example, if you attempt 12 credit hours a term, you are expected to complete at least 8 credit hours.

3. Maximum Credit Hours Allowed or Maximum Time Frame: You may not attempt more than 150% of the credit hours required to complete your degree. The maximum is 105 credit hours. All attempted transfer and test credit hours are included in your 150% calculation.

Credits Attempted	Minimum Credits Completed	Minimum GPA	Minimum Attendance
70	35	2.0	85%

Attempted credits are defined as those for which the student is registered after the end of the drop/add period. Add/Drop ends at the end of the first week of classes. Credits from a course with a letter grade of I, F, WP, WF, NC, AW, F, N or X are considered attempted but have not been successfully completed. Credits from a course with a passing grade are considered attempted and successfully completed. Any transfer credits from another institution which are accepted by FMC as credit toward the FMC degree are also considered attempted and successfully completed credits.*

Failing to Meet Satisfactory Academic Progress (SAP)

You will be notified by email if you fall below one or more of the requirements. You may also check your SAP status at any time with the Program Director.

Financial Aid Warning

You are eligible to receive aid in this status. Financial aid “warning” is assigned when you have fallen below the minimum thresholds of SAP:

- Cumulative GPA is below 2.0, or
- Completion rate is below 66.67% (you have completed fewer than 66.67% of attempted credits)

Failure to meet the minimum standards after your warning term will result in financial aid suspension.

Financial Aid Suspension

You are not eligible to receive federal, state, and most institutional aid in this status. "Suspension" status is assigned if:

- You fail to meet your progress requirements after a warning, probation, or academic plan status
- You have exceeded the maximum time frame
- You are unable to demonstrate that you can complete your undergraduate degree within the 150% timeframe

The Office of Financial Aid reserves the right to suspend your aid if you withdraw completely or fail to complete all your courses in a term.

Appeal

Students may appeal an assignment to Financial Aid Academic warning or suspension. The Program Director, or designee, will respond to the student with a determination as soon as practicable, but in no event longer than 30 days from the receipt of the appeal. If the school accepts the appeal, a plan for continuance will be provided to the student with the determination.

A student who is withdrawn for not meeting satisfactory academic progress is not eligible for re-entry into the program.

Repeating Courses

To pass and earn credit for a course, a student must earn a minimum course average of 75% AND earn a minimum score of 75% on the comprehensive final exam. This policy (75% course average + 75% final exam) applies to all courses except CC306; CC307; SK099; DS099, which carry no course credit.

Clinical Cooperatives and Comprehensive Review Graded as Pass/Fail

Students must pass a course within three attempts, except for the Comprehensive Review Course (RV 232). Students must pass the Comprehensive Review Course within two attempts. Any exceptions must be approved by the Program Director or designee.

After failing a course for the second time, a student:

- must meet with the Program Director, or designee, or must seek tutoring for that course.
- may be required to enroll in Study Skills or Directed Studies courses (SK099, DS099).

Students may, at their discretion, repeat courses up to three times to improve their grades.

Grade Reporting for Repeat Courses

Student grade reports and transcripts reflect multiple efforts to pass a course. Students may replace a failing grade with a higher grade, but both courses will be considered attempts and will be reflected on the student's transcript.

Students who qualify may be eligible for financial aid for a repeated course. However, students are required to meet Satisfactory Academic Progress as outlined in this Catalog. (See Satisfactory Academic Progress pg. 36) and are encouraged to consult with the Financial Aid Director before repeating a course.

Distance Education

How Distance Education Works

Distance education students enjoy being in a virtual classroom among peers and with a live instructor from the comfort of their own home. Once enrolled as a student, you will have access to Canvas where you can find your course information and the Zoom link for your class. You will join the class using the Zoom link at the scheduled day and time each week, bringing you into the virtual classroom setting. You will have a live instructor and it operates much like a traditional classroom, only on Zoom.

Equipment Needed for Distance Education

You will need a laptop, PC, Mac, iPad, MacBook, or Surface Pro with internet access (we recommend a minimum of 50 Mbps) and a working camera to attend class and complete quizzes and exams. You CANNOT use a Chromebook, tablet, or phone (iPhone, Android or Windows based). You may not attend class on a cell phone. You cannot complete this class using a phone, the software used for quizzes, exams and other academic portions do not support phones, Chromebooks, or tablets.

Book Requirements

Many of our books will be given to you in an e-version; however, there are some books that are still in hardcopy. These books will be shipped to you, and you will be responsible for the cost of shipping.

Obtaining Clinical Experience

Once courses are complete, you will begin your clinical experience which consists of Clinical I and Clinical II. Each Clinical lasts a full term.

Clinical I: This entire clinical can be completed in a funeral home near you. If you are not already working in a funeral home to complete your clinical experience, we will have you reach out to several funeral homes in your area. Once a clinical site has been established, the Clinical Coordinator at FMC, or another representative will conduct a virtual site inspection. The form will be given to you ahead of time. Once the site inspection is complete, you may begin fulfilling your Clinical I requirements. A representative of the college will also meet briefly via Zoom with your preceptor to cover important facets of the expectations of the college for your clinical experience.

Clinical I Schedule

Week 1: Site Inspections/verifications
Week 6: Three (3) embalming cases due
Week 9: Two (2) embalming cases due
Week 9: Two (2) arrangement observations due
Week 9: Five (5) funeral observation reports due

All of your case reports and observation reports will be submitted on MorTraqr.

Clinical II: You can complete 90% of this clinical experience in a funeral home near you. Most students complete Clinical II in the same location as Clinical I (if your site changes, a new site inspection is needed). The last week (Week 10) of Clinical II will require your presence on campus. You will come to campus for a 1-week stay to complete your certified embalming, which will be arranged by the school. You will also complete a Capstone Project which includes a Restorative Art intensive during this time.

Clinical II Schedule

- Week 1: Site inspections/verifications
- Week 3: Two (2) embalming cases due
- Week 3: Two (2) arrangement observations due
- Week 6: Two (2) embalming cases due
- Week 9: Mock arrangement (via Zoom with school faculty)
- Week 10: Capstone Week – On-campus intensive

All of your case reports and observation reports will be submitted on MorTraqr.

For Week 10 you will need to prepare for the arrangement and additional expenses as follows:

The college will provide the following transportation:

- to and from the hotel to the college campus
- to and from the hotel or college campus to the clinical site

Students will be responsible for transportation to the hotel upon arrival as well as departure transportation from the school on Friday.

The following meals will be provided by the college Tuesday - Thursday: breakfast, lunch, and refreshments.

Students are responsible for hotel accommodations. The college can provide the names of any hotels that offer discounts to the FMC students.

Capstone Project: On-campus intensive for Week 10 of Clinical II

This one-week stay will provide you with an in-depth study of Restorative Art and assist in teaching you the intricate details of re-creating facial features. In addition to the RA intensive lab, the student will complete a certified embalming arranged by the school.

On Campus Intensive Schedule

The schedule will be given to you on arrival and will consist of full days (9am -4 pm) Monday – Thursday in an RA intensive lab, with one day designated (either morning 9am – 12pm; or afternoon 1pm - 4pm) for the certified embalming. On Friday, students need to be on campus at 9am to wrap up any final details with dismissal no later than 1pm.

Academic Operational Procedures

Class Cancellations

Instructor Cancellations

Should an instructor cancel a class, students will be notified using the Class Group Email within the FMC account along with an announcement in Canvas.

Weather and Emergency Cancellations

For weather or other issues requiring class cancellations, the President or a designee will determine cancellation and notify students and staff through the FMC email system along with an announcement in Canvas. The email will provide details regarding complete cancellations or, if appropriate, moving the course to a virtual format.

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access.

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

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

**Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

Disclosures that Postsecondary Institutions May Make Without Consent

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

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the public, the results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

The student has the right to refuse to allow any information to be designated as directory information. You may contact the Program Director at the college to withdraw your consent by submitting a written request within the first 14 days of the start of the program at the college.

FERPA Annual Notice Addendum -Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Professional Student Behavior

Student Rights and Responsibilities

As members of the College community at FINE Mortuary College, students are entitled to certain rights and are expected to maintain certain responsibilities.

FMC adopts the following student rights and responsibilities for the purpose of maintaining an ethical and supportive community.

Student Rights

In the FMC community, students have the right:

1. To organize one's life and behavior and to pursue normal activities except where these are illegal, interfere with the rights of others, violate the College's regulations, or affect the reputation of the College
2. To freedom from personal violence, force, or any type of harassment by groups or individuals
3. To protection from unlawful search and seizure
4. To privacy of personal information
5. To carry on individual or organized activity expressing grievances within the limits of the democratic process or freedom of speech, assembly, and petition
6. To due process
7. To petition the College for redress of grievances. (See Grievance Procedures pg.43)

Any abuse of these rights is subject to review and action according to the procedures outlined in the FMC Official Catalog.

The best way to resolve conflict is by discussion, mediation, and compromise. The College endeavors to handle matters in this way whenever possible.

Student Responsibilities

It is assumed that all the persons involved in the College will respect the rights of others and obey the rules and regulations of the College, the owner(s) of the building, the Town of Norwood, the Commonwealth of Massachusetts, and the government of the United States.

Student responsibilities also include:

1. To always display good character and moral, ethical, and honest behavior.
2. To present identification to authorized officials of the College.
3. To refrain from any action denying others their rights.
4. To refrain from the use of force.
5. To refrain from abusing or harassing anyone.
6. To respect the property of others and to preserve the right of privacy to all persons.
7. To respect the confidentiality of personal information.
8. To refrain from consumption of alcoholic beverages in the building or on the property on which the College is located and at the Formal Commencement Exercises.
9. To aid in keeping the College and grounds around the College clean and neat.

All federal, state, and local laws apply to all members of the College and their guests.

Grievance Policy

The primary objective of the Student Complaint/Grievance Procedure is to ensure that students can present grievances to the College regarding a certain action or inaction by a member of the institution.

The College seeks to resolve grievances fairly and with justice for all parties. This Student Complaint/Grievance Procedure applies to all formal grievances.

The definition of a grievance is a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures.

Informal Resolution

Prior to invoking the procedures described here, students are encouraged but not required to address the grievance in person or in writing with the person alleged to have caused the grievance.

The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. The person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

Formal Resolution

A student may initiate a formal grievance in writing to the Program Director, or designee, who will act as administrator for the grievance procedure. The grievance must be received within 15 calendar days after the student first becomes aware of the facts which gave rise to the grievance.

The Program Director, or designee, will conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the Program Director, or designee, shall appoint an impartial fact-finding panel of no more than three persons to investigate.

The Program Director, or designee, must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. The panel shall have no authority to make recommendations or impose final action. The panel's conclusions shall be limited to determining and presenting facts to the Program Director, or designee, in a written report.

Based upon the report of the fact-finding panel, the Program Director, or designee, shall decide and submit a decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel's report.

The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to seek review by President or designee.

Appeal Procedures

Within ten calendar days of receipt of the Program Director or designee's decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written grievance, together with the administrator's written decision, to the Campus President or designee.

Within 15 calendar days of receipt of the request for review, the President or designee shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any.

Failure to file any grievance according to the procedures and within the specified time shall be deemed a waiver of the right to file a grievance.

Causes for Termination

The College reserves the right to immediately terminate any student for:

- Violating the Code of Conduct Policy as stated previously.
- Failure to maintain Satisfactory Academic Progress.
- Failure to return from Leave of Absence.

- Failure to make timely payments due the school.
- Violating any institutional policies.

Procedure for Appealing Termination

If a student is terminated for failure to progress or for a behavior issue, he or she may appeal the termination to the Program Director, or designee, in writing.

Termination & Re-Admission Policies

Students who have been terminated for failure to progress or a behavior issue may apply for re-admission.

Termination for Failure to Progress

With the approval of the President, Program Director, or designee, students terminated for failure to make SAP may be readmitted. They will return on Academic Probation, during which time they are ineligible for federal student aid.

This new probationary period will be one term. At the conclusion of the readmission probationary period, if the requirements for Satisfactory Academic Progress (SAP) have been met, the student will return to normal active status.

Students who make SAP during the probationary period after re-admission will be eligible for Federal Student Aid. Students who fail to make SAP during the probationary period after re-admission may be subject to Termination Due to Failure to Progress.

Termination for Behavior or Conduct Issues

Students who wish to return after termination for behavior or conduct issues should contact the Program Director or designee.

Re-admission will require the student to document social improvement and may require a Behavioral Contract for a probationary period.

For All Students Desiring Re-Admission

All students desiring re-admission after termination must meet the terms and policies set forth in the current school enrollment agreement, Catalog, and attachments. Students will be responsible for any applicable increase in tuition.

Previously paid tuition will be credited to the student's current account. All students requesting re-entry must be current on any financial balance or student loan received during prior attendance. Students wishing to re-enter school after a Leave of Absence, withdrawal, extended approved absence, or for any other reason are subject to space availability and the institution's discretion.

Clery Overview

The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act. The Clery Act, signed in 1990 was originally known as the Crime Awareness and Campus Security Act. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assaults certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, “whistleblowers”, and others against retaliation. It was most recently amended by the Violence Against Women Reauthorization Act of 2013 (VAWA) enacted March 7, 2013.

The Clery Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. To ensure compliance with the Clery Act, FINE Mortuary College, LLC: A Private Two-Year College must meet certain obligations required by federal law. These obligations include: 1. Policy disclosure; 2. Records collection and retention; 3. Information dissemination.

Policy Disclosure

FINE Mortuary College must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities.

It is FMC’s policy that students, faculty, and staff are prohibited from engaging in, and are urged to report, any activities at the FMC campus or learning sites that threaten the safety and security of the FMC community, including: arson; assault; hate crimes; injury or illness; suspicious persons, abandoned vehicles or parcels; possession or sale of illegal drugs and other controlled substances; theft; robbery; threats; vandalism; and, any other violence or illegal activity.

ALL URGENT OR EMERGENCY EVENTS SHOULD BE IMMEDIATELY REPORTED TO THE POLICE DEPARTMENT SERVICING THE LOCAL AREA. ALL URGENT OR EMERGENCY EVENTS IN NORWOOD, MA CAN BE REPORTED BY DIALING 911 FROM ANY TELEPHONE ON CAMPUS.

All such events should be also reported as soon as possible to available FMC staff and the designated FMC Campus Security Officer, Kevin Koch, at the FMC office at 781-762- 1211 ext.

22. A comprehensive campus security report regarding FMC security statistics is available on www.fmc.edu and posted on campus bulletin boards.

Records Collection and Retention

FINE Mortuary College is required to keep campus records of crimes reported on campus to law enforcement, and to make a reasonably good faith effort to obtain certain crime statistics from appropriate law enforcement agencies.

Information Dissemination

To provide members of the campus community with information needed to make informed personal safety decisions, FINE Mortuary College, LLC: A Private Two-Year College, must provide:

1. A “timely warning” of any Clery Act crime that represents an ongoing threat to the safety of students and employees by texting, emailing, and posting on the website.
2. Collect, classify, and count crime reports and crime statistics and,
3. Publish an annual security and fire safety report, make the report available to all current students and employees, and ensure the annual security and fire safety report is made available to prospective students and employees.

All questions regarding campus security and security incident reports (any personal, property or hate crime) should be directed to info@fmc.edu

Crime Awareness and Campus Security Act

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st each year. This report provides statistics of crimes that occurred on campus for the last three years, as well as a description of our school's policies concerning campus security. FINE Mortuary College distributes this report annually to all currently enrolled students and all faculty and staff.

More detailed information on the College’s policies on campus security can be found in the section on the following page.

**Jeanne Clery Disclosure of Campus Security Policy/
Campus Crime Statistics**

Campus Security Annual Report Crime Statistics 2019-2021

Arrests on Campus	2019	2020	2021
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses on campus	2019	2020	2021
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
VAWA Offences on campus	2019	2020	2021
Sex offenses - Total	0	0	0
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault with an Object	0	0	0
Forcible Fondling	0	0	0
Sex offenses-Non forcible (incest & statutory rape)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Liquor, Drug & Weapon Statistics on Campus	2019	2020	2021
Arrest, Liquor Law Violation	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Arrest: Drug Law Violations	0	0	0
Arrest: Weapons, Carrying, Possessing, etc.	0	0	0
Disciplinary Referrals: Carrying, Possessing, etc.	0	0	0
Reportable Hate Crimes on Campus	2019	2020	2021
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0

Student Code of Conduct

Students are expected to show professionalism and courtesy in their behavior toward the faculty and administrative staff, clinical, fieldwork or externship staff and fellow students. Students are also expected to be engaged in the dynamics of the classroom or clinical always. Students are being prepared to enter a professional environment with all the necessary skills and dispositions to demonstrate the behavior expected by clinical sites and by prospective employers. Students who are in violation of these standards may be dismissed from the program. Professional behavior includes but is not limited to compliance with the following policies and standards.

FINE Mortuary College strives to create an environment that facilitates learning and academic growth. Students are expected to always act in a professional and courteous manner. Students shall not engage in unacceptable behaviors that are prohibited by FINE Mortuary College. These behaviors or allegations include, but are not limited to, sexual assault, harassment, stalking, domestic violence, bias related incidents, campus disturbances, threatening behavior, use and/or possession of weapons and fireworks, record falsification, physical assault, operating under the influence, drug and/or alcohol possession or distribution, town or state violations, and matters resulting in a student's arrest or citations by any law enforcement entity.

The Code applies to behavior that occurs online, via email, and through any other electronic or social media. Students should be aware that online postings, such as blogs, web postings, chats, and information on social networking sites are in the public sphere and can subject a student to allegations of Code violations. The College may act when such information is brought to its attention.

Students must:

1. Access FINE Mortuary College online courses and other learning materials only for lawful purposes.
2. Respect the privacy of other members of the class and other students.
3. Demonstrate integrity by completing all course work, tests, discussion responses and other assignments with your own work.
4. Respect the integrity of the College computer systems, software, and applications.
5. Respect the diversity of opinions among the faculty and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
6. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the staff, faculty, and members of the class. This includes but is not limited to demeaning written or oral comments of an ethnic, religious, sexist, sexual orientation, gender, or racist, and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.

7. Abide by all rules and regulations published by FINE Mortuary College and agree to be subject to disciplinary actions as described in the Student Catalog.

Engaging in any of these activities can lead to disciplinary action up to and including expulsion from FINE Mortuary College:

1. Insubordination to faculty or administration or conduct contrary to the best interests of the College or that reflects poorly on the College or affiliated clinical, fieldwork or extern site.
2. Illegal possession of weapons or explosive materials at FINE Mortuary College or affiliated clinical, fieldwork, or externship premises.
3. Use, possession, sale, transfer, or being under the influence of illegal drugs or alcohol on FINE Mortuary College or clinical, fieldwork or externship premises.
4. Cheating or intentionally assisting another student or employee in utilizing unauthorized materials.
5. Stealing or willfully damaging FINE's property, another student's or an employee's equipment or personal property.
6. Using abusive, foul, or threatening language toward students, faculty, or administration.
7. Inappropriate use of FMC's or clinical, fieldwork or externship experience sites' electronic or computer equipment including but not limited to sending, accessing, or storing discriminatory, harassing, defamatory or pornographic material, duplicating or distributing copyrighted material without permission, or transmitting confidential information.
8. Engaging in sexual or any other form of harassment, whether verbal, virtual, written, or physical.
9. Violating safety requirements or regulations.
10. Violating building regulations.
11. Performing any type of immoral or indecent act on FINE Mortuary College or clinical, fieldwork or externship premises.
12. Refusal to comply with a directive from faculty or administration.
13. Dressing inappropriately or not using proper personal hygiene while representing FINE Mortuary College or an affiliated clinical, fieldwork or externship site.
14. Use of electronic devices while in class for texting, games, or any other non-course related activity.
15. Breach of confidentiality or privacy whether intentional or inadvertent.
16. Inappropriate use of public communication, including social media.

The above list should be considered illustrative, and not comprehensive. Other actions and violations of a similar nature may also result in disciplinary action, up to and including expulsion. FINE Mortuary College reserves the right to amend the Student Code of Conduct at any time with or without notice.

Harassment

FINE Mortuary College, LLC: A Private Two-Year College (FMC), prohibits acts of harassment or bullying. FMC has determined that a safe and civil environment in the College is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a college's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of administrators, faculty, and staff to provide positive examples for student behavior.

Harassment or bullying is any gesture or written verbal, graphic, or physical act (including electronically-transmitted acts—i.e., internet, cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off college property or at any College-sponsored function.

"Harassment" is conduct that meets all the following criteria:

- is directed at one or more students, teachers, staff, or administration.
- substantially interferes with educational opportunities, benefits, or programs of one or more students, teachers, staff, or administration.
- adversely affects the ability of a student, to participate in or benefit from the College educational program or activities because the conduct, as reasonably perceived by the students, staff, teachers or administration, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based is based on a student's, staff's, teacher's, or administration's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all the following criteria:

- is directed at one or more students, teachers, staff, or administration.
- substantially interferes with educational opportunities, benefits, or programs of one or more students, teachers, staff, or administration.
- substantially interferes with the ability of a students, staff, teachers, or

administration to participate in or benefit from the College's educational programs or activities by placing the students, staff, teachers, or administration in reasonable fear of physical harm or by causing emotional distress; and is based on a student's, staff's, teacher's, or administration's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

FMC expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, College staff, teachers, administrators, and contractors.

FMC believes that standards for student behavior must be set cooperatively through interaction among the students, staff, teachers, and the administration producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for college property on the part of students, staff, teachers, and administration.

FMC believes that the best discipline is self-imposed, and that it is the responsibility of staff, teachers, and administrators to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Since bystander support of harassment or bullying can support these behaviors, FMC prohibits both active and passive support for acts of harassment or bullying.

Consequences and appropriate remedial actions for a student or FMC employee who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee.

FMC requires a Presidential Committee and/or the Presidential Committee's designee, to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Presidential Committee and/or the Presidential Committee's designee shall conduct a prompt, thorough and complete investigation of each alleged incident. The investigation is to be completed within three College days after a report or complaint has been made.

FMC prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administration after consideration of the nature, severity, and circumstances of the act.

FMC prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions

up to and including suspension or expulsion. Consequences and appropriate remedial action for a College employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with college policies, procedures, and agreements.

Hazing Policy

FINE Mortuary College, operating under Massachusetts law, is subject to and is guided by Commonwealth of Massachusetts General Laws 269, Sections 17, 18 and 19, commonly known as "Massachusetts Hazing Law." FINE Mortuary College, LLC: A Private Two-Year College hazing policy applies under this statute.

Hazing; Organizing or Participating; Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

http://s-p.mit.edu/government/house_docs/docs/MA_Hazing_Law.pdf

Non-Discrimination and Equal Opportunity Policy

It is the policy of FINE Mortuary College, LLC: A Private Two-Year College, LLC: A Private Two-Year College (FMC), to assure equal employment opportunity to all qualified persons, and admissions, financial aid and education services policies for students assuring equal consideration for admission, without regard to race, color, sex, national origin, age, disability, marital status, or veteran status.

FINE Mortuary College (FMC) is committed to the principles and practices of diversity throughout the college community. Women, members of minority groups and individuals with disabilities are encouraged to consider and apply for admission. FMC does not discriminate based on race, color, creed, gender identity or expression, age, sexual orientation, national and ethnic origin, or disability status in the administration of its educational and admissions policies, employment policies, scholarship and loan programs, or other college-administered programs.

FMC follows Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and inquiries should be directed to the school President. FMC complies with the Student Right to Know, and Campus Security Act (PL 103-542) and those reports are available with the Program Director and Enrollment Services. FMC maintains all federal and state requirements for a drug-free campus and workplace; information on student drug and alcohol programs is published in the Student Catalog and employee information is distributed at periodically. Graduation reports are available upon request from the Enrollment Services Office.

Title IX Policy

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state laws, FMC College has developed policies that prohibit discrimination and misconduct based on gender, such as sexual misconduct, sexual violence, sexual harassment, intimate partner violence, stalking and any other gender-based harassment or misconduct.

FMC College is committed to providing an environment free from all forms of gender or sex discrimination and sexual misconduct. Members of the college community, guests and visitors have a right to be free from sexual harassment, violence and of gender-based discrimination and harassment. The policy is intended to define community standards and to outline the investigation and grievance process when those standards are violated.

These policies apply regardless of the complainant's or respondent's sexual orientation, sex, gender identity or expression, age, race, nationality, religion, or ability. Harassment or discrimination based upon an individual's sexual orientation may be considered gender-based and be subject to the policy. Also, prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to the classroom or academic course of study.

Title IX inquiries may be referred to the Title IX coordinator, Laura Hewey at lhewey@fmc.edu

TITLE IX Complaints

FMC's Title IX Coordinator oversees compliance with all aspects of this policy and is designated by FMC to intake reports and Formal Complaints of Sexual Harassment, provide supportive measures, and investigate alleged Sexual Harassment. The contact information for FMC's Title IX Coordinator is as follows:

Title IX Coordinator

Laura Hewey
Dean of Administration/Title IX Coordinator
150 Kerry Place, Norwood MA 02062
(781) 762-1211
LHewey@fmc.edu

Any person can report sex discrimination, including Sexual Harassment (whether the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

Social Media Conduct

Students are expected to adhere to the highest ethics and standards. Public remarks deemed inappropriate by the college administration regarding educational experience, clients, classmates, colleagues, clinical, fieldwork and externship sites, or other college matters may result in disciplinary action. This includes remarks made via social media whether on or off campus, during or outside of college hours.

Dress and Personal Appearance Policy

No dress code can cover all contingencies so individuals must exert a certain amount of judgment in their personal appearance choices. If you experience uncertainty about acceptable attire, please ask the administration. The college reserves the right to decide what is or is not appropriate regarding the dress code. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to professional dress, specific occasions, and college activities are critical factors in the total educational process. It is important for all students to understand and employ these behaviors, which contributes to optimum morale as well as embellishes the overall campus image.

Examples of unprofessional business attire include, but are not limited to ripped jeans, exercise clothing, overalls, offensive and/or inappropriate language, logos or imaging on clothing, halter tops, short dresses, skirts, shorts and plunging necklines. Head coverings may only be worn for religious purposes.

Conclusion

If clothing fails to meet these standards, as determined by the administration, the person will be asked not to wear the inappropriate item again. If the problem persists, the FMC disciplinary action procedure will begin and could lead to administrative withdrawal

Children in the Classroom

Children are not allowed in any campus area or classroom; including on screen during virtual class sessions. If an enrolled student must bring their child on campus for non-instructional-related activities (e.g., financial aid counseling, to make a payment, meeting with a faculty or staff member) the child must always be closely supervised by the student.

Authorities will be notified if a child(ren) is left unattended in a car or in the parking lot. Parents or legal guardians are responsible for their children's behavior and safety while on college property and will be held responsible for damage to college property caused by their children. FMC is not responsible for any unsupervised children on campus at any time.

Use of Tobacco, Alcohol, and Illegal Drugs

FMC has a Drug Free Workplace Policy and Statement. All applicants and students are encouraged to understand these requirements.

Federal law mandates adherence to drug free workplace provisions for both students and staff. Please refer to FMC bulletin boards or ask for a copy of this policy to assure compliance.

All students and staff are subject to random drug testing at the school. Employers of graduates may demand both technical proficiency and clean drug tests. Refer to the official FMC Drug and Alcohol Abuse Prevention Policy for more information.

Drug and Alcohol Abuse Prevention Information

FINE Mortuary College is committed to providing a drug-free environment for all College students and employees. Under the Drug-free Workplace Act and the Drug-Free Communities Act, FMC must maintain a drug-free campus and workplace or risk the loss of financial aid under the federal Title IV programs. The Drug-free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling services that may be available.

All faculty and staff are expected and required to report to work on time and in an appropriate physical and mental condition for work. FMC is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession, and/or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on FMC's premises including parking lots, cafeterias, and other non-work areas. Employees who report to

work impaired by illegal drugs (or their metabolites), marijuana (including for medical use), or alcohol are in violation of this policy.

Impairment means symptoms that include diminished capacity for: speech, walking, standing, physical dexterity, agility, coordination, actions, or movement. In addition, an employee's demeanor, appearance, clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others, or other symptoms causing a reasonable suspicion of the use of drugs or alcohol also constitutes impairment.

Employees who use over the counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in FINE Mortuary College, or present on FMC premises (including parking lots, and other non-work areas) unless pre- authorized by administration.

Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five (5) calendar days of the conviction. FMC will take appropriate action within 30 days of notification. Failure to inform the College subjects the employee to disciplinary action, up to and including termination.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or subtler and long-term consequences such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use, and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

Drug and Alcohol Counseling

Pursuant to the Higher Education Opportunity Act, FINE Mortuary College, offers a variety of drug-and alcohol abuse education programs for students and employees. More information about alcohol and drugs and the risks they pose to health is available in the FMC handbook.

Outside counseling services and support groups are available. Services are available through FMC’s benefits program to assist employees or students who are experiencing problems with chemical dependency. Individuals can speak with their own physician or contact the College’s insurance carrier to access those resources. Other community resources may be found online at Community Information and Referral (www.cir.org) or Alcoholics Anonymous (www.aa.org) or call (888)-784-4592. For more information about alcohol use prevention at college, please see <http://www.collegedrinkingprevention.gov/>.

Drug and Alcohol Testing

The use, possession, sale, transfer, manufacture, distribution or dispensation of alcohol and illegal drugs and, in certain circumstances, even the use of legal drugs in the workplace can pose unacceptable risks to employees, students, facilities, and property, and is strictly prohibited. Employees and students are subject to Reasonable Suspicion Drug Testing while on duty or on the property of FMC.

“Illegal Drugs” means any drug that:

- is not legally obtainable; or
- is legally obtainable but is not legally obtained.

The term includes all controlled substances as defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C § 812, and as further defined by regulation at 21C.F.R. §§ 1308.11 through 1308.15.

The term also includes prescription drugs that are not being used for prescribed purposes, or in prescribed amounts, or by the person to whom it is prescribed. While state law may allow the use of marijuana for medicinal purposes, marijuana use remains illegal under federal law and its use resulting in impairment while on duty is prohibited by FMC’s policy.

For the purposes of this policy, the following is a non-exhaustive list of illegal drugs that are prohibited:

Amphetamines	Barbiturates	Benzodiazepines
Cannabinoid	Cocaine	Methadone
Opiates	Phencyclidine (PCP)	Propoxyphene

“Legal Drugs” means prescribed or over-the-counter drugs that are legally obtained by the employee or student and being used for the purpose(s) for which the manufacturer intended them, in prescribed amounts.

When an employee intends to use a legal drug while working whose instructions for use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner, the employee must first consult his or her health care provider, describe the duties of his or her job, and report to work only if the health care provider certifies that it is safe to do so while using the drug. If the health care provider indicates the legal drug use may adversely affect the employee’s ability to work safely, the employee must notify Human Resources before working while using the legal drug so that FMC may take appropriate action, which may include modified duty or a leave of absence.

A legal drug is a “prohibited legal drug” when the instructions for its use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner and the employee has failed to take the steps described in this provision, a written certification from the health care provider may be required.

FMC may enforce Reasonable Suspicion Drug Testing as outlined in this policy to conduct FMC activities and to provide safe and effective service to our constituents. Therefore, the College may require that employees and students provide urine, blood, breath, saliva and/or other samples for drug and alcohol testing for reasonable suspicion testing. Any employee or student who violates this policy by refusing to be tested, falsifying, or tampering with samples, or testing positive for drug or alcohol use, will be subject to disciplinary action, up to and including immediate termination or expulsion.

The College may require any employee or student to undergo drug and alcohol testing if management has a reasonable suspicion that the employee or student:

- Has violated FMC’s policy prohibiting the use of alcohol, illegal drugs or prohibited legal drugs while on duty, while working, while on FMC property, or while operating FMC equipment, or any type of machinery.
- Is under the influence of or impaired by alcohol and/or illegal drugs or prohibited legal drugs while on duty, while working, while on FMC’s property, or while operating College equipment, machinery, or vehicles.
- Has had or has contributed to an accident in the workplace or while on duty.
- May be affected using alcohol and/or illegal drugs or prohibited legal drugs and the use of same may adversely affect job performance, safety, or the work environment.

Should a drug test be required for reasonable suspicion, such as following an accident or inappropriate conduct, the employee may be suspended until the results of a drug test are made available to FMC by the testing facility. This suspension may be with or without pay at management's discretion. An employee whose drug or alcohol test is reported positive may contact Human Resources and obtain the written test result.

All information regarding testing for alcohol or illegal drug use or controlled substances abuse, and the results of such testing are to be held in strict confidence by all parties involved. Entering FMC property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy; he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of wallets, purses, briefcases and lunchboxes, desks and workstations, vehicles, and equipment.

Sanctions

Student and College employees need to understand that FINE Mortuary College, LLC: A Private Two-Year College, is subject to various state and federal laws that deal with the abusive use of alcohol, drugs, and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding.

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, or assigned community service. Additionally, sanctions will be imposed on students or employees who violate FMC's drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including immediate discharge.

Service animals in the classroom

Animals other than those defined by the Americans with Disabilities Act (ADA) as service animals are not allowed in college classroom. Students with questions or concerns related to service animals at the College should contact the Program Director.

Academic Integrity

Academic integrity is highly valued at FINE Mortuary College. Students are expected to adhere to the highest possible academic standards while attending FMC. The following are minimal guidelines that students are required to follow. These guidelines should be considered illustrative, and not comprehensive.

Examples of academic misconduct include, but are not limited to:

1. Disruption of classroom and teaching activities.
2. Plagiarism, stealing another student's work, unauthorized collaboration on projects including homework, or cheating in any way on quizzes, tests, or examinations.
3. Lying to an instructor regarding work done or not done.
4. Using any communication devices, such as phone, scanners, photographic equipment during testing.
5. Copying of tests, quizzes, exams, or any other documents without authorization.
6. Utilizing notes or other resources during online exams.

All students should keep in mind that they will take a proctored final exam for each course, along with a proctored final exam as part of the Comprehensive Review course. Students must earn a minimum 75% on the exam to pass the course, regardless of the course average. Cheating will only give a temporary artificial gain, this will not enhance your learning experience or set you up for success on the National Board Examination.

Any student found in violation of this policy is subject to consequences that could include failing the assignment, failing the entire course or dismissal from the program.

Behavior Contracts

If a rule of the College is broken by a student or group of students, sanctions may be levied for the infraction. When necessary, a Behavior Contract may be required of the student or students.

The Behavior Contract will outline terms of acceptable behavior and restitution, or punitive actions required of the student or students.

Failure to comply with the guidelines stated in the contract may be deemed a serious offense. Serious offenses of any type may result in probation, suspension, or permanent dismissal from the College.

Students may appeal such suspensions by arrangement with the office of the President.

Copyright Policy

FINE Mortuary College is devoted to creating, discovering, and sharing knowledge and information. FINE Mortuary College is also committed to taking reasonable steps to avoid misuse of its computer network, including use of the computer network to violate the Copyright Law of the United States. All students, faculty, and staff should have a basic understanding of the Copyright Law and appropriate use of FMC's technology resources.

When FINE Mortuary College receives a complaint from a copyright holder, we notify the individual involved and pass along any information received from the copyright holder to that individual. We do not supply any information to the copyright holder about the individual involved unless a valid subpoena is presented.

Activities that are Probable Violations of the Copyright Law

Any of the following activities, if done without permission of the copyright owner:

- Copying and sharing images, music, movies, television shows or other copyrighted material using P2P technology.
- Making copies for others.
- Posting or plagiarizing copyrighted material on your personal Web space.
- Downloading anything of which you don't already own a copy (software, MP3s, movies, television shows, etc.).

Copyright law applies to a wide variety of works and covers much more than is listed above. If you're in doubt about a particular work, assume that it is copyrighted!

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

Computer Technology and the Internet

Access to information technology is essential to the college mission of providing the students, faculty, and staff of FINE Mortuary College with educational services of the highest quality. The Acceptable Use of Information Technology Resources policy of FINE Mortuary College provides for access to information technology resources and communications networks within a culture of openness, trust, and integrity. In addition, FINE Mortuary College is committed to protecting itself and its students, faculty, and staff from unethical, illegal, or damaging actions by individuals using these systems.

These rules exist to protect and preserve the privilege of use for students, faculty, and staff and to ensure that members of the college community have access to reliable and robust IT resources that are safe from unauthorized or malicious use.

General Principles

- 1.** Use of the computing and network resources of FINE Mortuary College shall be consistent with the education, research, and public service mission of the college and consistent with this policy.
- 2.** Eligible individuals are provided access to support their studies, instruction, duties as employees, official business with the college, and other college-sanctioned activities. Individuals shall not share with or transfer to others their college accounts, including but not limited to user IDs, passwords, or other mechanisms that allow them to gain access to college information technology resources.
- 3.** This policy applies to all the College's computing and network resources, and external computing and networking resources accessed via the College's computing and networking resources.
- 4.** The College reserves the right to limit access to its networks when applicable system or college policies or codes, contractual obligations, or state or federal laws are violated.
- 5.** The College reserves the right to remove or limit access to material posted on college -owned computers when applicable system or college policies or codes, contractual obligations, or state or federal laws are violated.
- 6.** Non-College-owned computers that house material which violates the college 's policies are subject to network disconnection without notice.
- 7.** Although the College does not generally monitor or restrict the content of material transported across networks, it reserves the right to access and review all aspects of its computing systems and networks, including individual login sessions and account files, to investigate performance or system problems, investigate information security incidents, or upon reasonable cause to determine if a user is violating this policy or state or federal laws.

8. College, departments, and other administrative units are free to supplement this policy with additional guidelines, provided such guidelines are consistent with college policy.

Unacceptable Use

1. Unauthorized use of intellectual property: Intellectual property rights such as patents and copyright exist to help promote the progress of science and the arts. Users must refrain from activities that violate intellectual property rights such as but not limited to:

- a.** Except as provided by the principle of Fair Use, copying, distributing, displaying, or publishing copyrighted material.
- b.** Failure to respect and abide by the terms and conditions of software use and redistribution agreements.

2. Excessive non-priority use of information technology resources: Priority for the use of information technology resources is given to those activities related to the college 's missions of teaching, learning and research. These resources are limited, and demand is high. Individuals should exercise restraint and may be asked to abstain from using resources for purposes that fall outside the mission. Such activities may include but are not limited to:

- a.** Activities which degrade the performance of a computer system or network, use a system or network for which the user is not authorized, or deprive authorized users of resources or access to computers or networks is prohibited.
- b.** Extensive and/or disruptive use of computing or network resources for recreational gaming or other entertainment purposes. Recreational game players occupying a seat in a public computing facility must give up the use of the device when others who need to use the facility for academic or research purposes are waiting.
- c.** Generating excessive network traffic, including spamming, certain file-sharing applications, and denial-of-service, is prohibited.

3. Unacceptable system and network activities: Users are prohibited from engaging in any activity that violates system or college policies or codes, contractual obligations, or state or federal laws.

Unacceptable activities include but are not limited to:

- a.** Using the information technology resources of FINE Mortuary College for private commercial purposes or for financial gain.
- b.** Using the information technology resources of FINE Mortuary College to engage in illegal activity.

- c. Accessing, viewing, copying, altering, or destroying data for which authorization has not been granted.
- d. Engaging in activities intended to obscure or hide a user's identity.
- e. Sharing with, or transferring to others, a user's college accounts, user IDs, passwords, or other mechanisms that allow them to gain access to college information technology resources.
- f. Running or otherwise configuring software or hardware to intentionally allow access by unauthorized users or acquire unauthorized data. Individuals must configure hardware or software in a way that reasonably prevents access by unauthorized users.
- g. Using facilities, accounts, access codes, privileges, or information for which they are not authorized in their current circumstances. When a user ceases to be a member of the college community or is assigned a new position and/or responsibility within the college system, the user's access and authorization must be reviewed.
- h. Attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

4. Misuse of electronic communications: Electronic communications are essential to carrying out the college mission and for communication among faculty, staff, students, and their correspondents. Users must refrain from activities that abuse these tools such as:

- a. Using the college 's information technology resources to libel, harass, or slander any other person.
- b. Propagating chain letters or spam.
- c. Masquerading as or impersonating someone else by using their email address
- d. Monitoring the electronic communications of others.

Rights and Responsibilities

1. The issuance of a password or other means of access is intended to assure appropriate confidentiality of the College 's files and resources and does not guarantee privacy for use of college equipment or facilities.
2. The College provides reasonable security against intrusion and damage to files stored on the central facilities and provides for some archiving of files based upon the operational needs of the College.

However, the College is not responsible for the loss of users' files or data. Users should take their own steps to backup and protect important information.

3. Users should be aware that the College 's computer systems and networks might be vulnerable to unauthorized access or tampering. In addition, computer files, including e-mail, may be considered "records" which may be accessible to the public under State or federal provisions of Information Law.

4. E-mail messages are not personal and private. The college as a practice does not monitor or restrict content of material transmitted on the college network or posted on college -owned computers but reserves the right to limit or remove access to its networks and to material posted on its computers, when applicable college policies or codes, contractual obligations, or state or federal laws are violated. Program managers and technical staff may access a student or employee's e-mail:

- For a legitimate business purpose (e.g., the need to access information when an employee is absent),
- To diagnose and resolve technical problems involving the system, and/or
- To investigate possible misuse of e-mail when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.

5. E-mail messages sent/received in conjunction with college business may:

- Be considered state records under applicable state regulations.
- Be releasable to the public under the Freedom of Information Law.
- Require special measures to comply with the Personal Privacy Protection Law.

6. All E-mail messages including personal communications may be subject to discovery proceedings in legal actions.

Sanctions

Violators of this policy may be subject to immediate suspension of services by Information Technology Services and to the existing student or employee disciplinary procedures of FINE Mortuary College. Sanctions may include the loss of network access and computing privileges. Illegal acts involving The College's computing resources may also subject users to subpoena and prosecution by commercial enterprises, local, state and/or federal authorities.

Student Services

FINE Mortuary College provides a variety of services to assist students while attending the institution.

Services include, but are not limited to:

- Academic Advising
- Assistance with application for financial aid
- Career assistance
- Referral assistance for housing, transportation, and other services available upon request

NOTE: FINE Mortuary College does not guarantee employment.

All College Meetings

The FMC Community gathers in an All-College Meeting routinely. All members of the FMC community including students, faculty, staff, and administration are invited to attend.

The meetings provide a forum for a general discussion of all topics of interest or concern to any attendee.

All those associated with FMC are invited to submit discussion topics one week before the scheduled meeting. A recording of the meeting is uploaded on Canvas. Meeting dates are set and posted at the beginning of each term.

Announcements and Student Messages

General announcements are posted on the information boards in the Student Lounge, emailed and often placed on the FMC website.

Confidential and privacy-sensitive documents will be sent directly to the student via email and USPS mail.

Students should check their school email daily for any FMC announcements.

Bookstore

The FMC Bookstore is located within the College facility. The store keeps an inventory of supplies and resources to support courses given at the College and the funeral industry. School supplies and College-related items are also generally kept in stock.

Career Services

There is no formal placement service at FMC. However, job listings received from funeral service professionals are posted on the campus information boards and, with permission from the employer, on the FMC website.

Health, Counseling Services and Medical Insurance

FMC has partnered with Curalinc Healthcare who provides students with free in-the-moment support by providing students with access to licensed clinicians every day of the year. Students can setup a free account at [Studentlinc Student Assistance](#) and using the FMC group code: finemortuarycollege.

Nearest Hospital:

Newton-Wellesley Hospital
2014 Washington Street
Newton, MA 02161
(617) 243-6000

Health Insurance

In accordance with M.G.L. c. 15A, § 18, Massachusetts Independent and Public Institutions of Higher Education must ensure that all students participate in a Student Health Insurance Program. Massachusetts state law requires students enrolled in 75% of the full-time curriculum in any Student Health Plan or an alternate health plan with comparable coverage.

You must enroll in a Student Health Insurance Plan or provide proof of insurance apply for a waiver at the start of every academic year. All full-time students (taking more than eight credits per term) are required by the Commonwealth of Massachusetts to show evidence of medical insurance before beginning classes.

Students taking the Clinical Cooperative courses must show evidence of and carry medical insurance.

Specific information about the College's health insurance requirements and waiver forms can be obtained from the FMC administrative office.

Library and Multimedia Center

The Library Media Center houses print and non-print materials in support of the curriculum and relevant to topics such as death and dying, life's changes, and the celebration of life.

All the materials, whether books, periodicals, audiovisual equipment, media, computers, software, models, or charts, are carefully chosen to provide the best possible resources for student use. Commercial databases and a funeral service-only database are available for the use in the Multimedia Center of all FMC associated persons.

The student is responsible for all items left in the library. Any items turned in will be available in the main office.

An acting librarian is on duty while the College is in session and is there to help the students find and access information to guide them in their reference and research projects, and to provide instruction and support in the use of the available resources.

Student Participation in Governance

Students will be apprised of all meetings and activities conducted by the College.

An appointed time during the meeting will be allotted for the student presentation. These include meetings of the faculty, the staff, the Governing Board of Directors, and the Advisory Board.

Any student may attend open meetings to present material. Student materials must be approved by the Office of the President at least one week in advance of the meeting.

Student Lounge

The Student Lounge area is provided for student use before and after classes. This area will be open during regular school hours.

Magazines, funeral service news articles, announcements, and other items of interest to students and personnel are also found in the Student Lounge.

Tutoring Services

To help students succeed academically, FMC has partnered with Brainfuse. This free tutoring assistance is available to FMC students enrolled and regularly attending the course in which they require the tutoring. Brainfuse provides tutoring in specific subjects with live on-demand tutors available 24/7.

Veterans Services

We welcome the opportunity to support all our veterans and military connected students in achieving their educational and career goals. [Apply here for benefits using Va.gov](#)

The Enrollment Services Office certifies students for Veteran's educational benefits at FINE Mortuary College as follows:

Certifying Enrollment Information (Chapter 30, 31, 35, 1606, 1607)

Enrollment information will begin being sent to the VA once billing for the semester is complete (usually within 45 days of the start of the semester)

Certifying Enrollment CH 33 (Post 9/11)

Enrollment information will be sent to the VA within 30 days of the start of the semester. Tuition and Fees will be reported after the drop/add period for each semester.

Military Experience

As a veteran, please submit your AARTS, SMARTS or USCGI transcripts (as applicable), and DD214 to the Admissions Office. [You can order your military transcripts](#) here.

Transfer Students

If you have recently transferred from another Institution or have completed your undergraduate degree and wish to pursue a graduate degree: [complete the VA Form 22-1995](#).

For additional questions regarding your VA Education Benefits, contact Enrollment Services at 781.762.1211 or email kkoch@fmc.edu

Helpful Numbers & Resources

VA GI Bill® Hotline **1 (888) 442-4551**

[GI Bill Website](#)

[FAFSA Website](#)

[Military.com](#)

Voting in Massachusetts

You must be a registered voter in Massachusetts to cast your ballot.

To register or update your voter information click on this link:

<https://www.sec.state.ma.us/ovr/>

For information on registering and voting in Massachusetts's primary elections click on this link:

<https://www.sec.state.ma.us/ele/eleifv/howreg.htm>

NOTE: To register online to vote, your address must match the address on file with the Driver License Division.

If your driver license address is not current, please update your address with the Driver License Division. This must be done before submitting your online voter registration.

Update Your Driver License

After updating your address, please allow 24 hours before returning to register to vote online.

If your address is not current with DLD you may still use the online voter registration system, but you will be required to print the voter form with the correct address, sign it and mail it in.

Voting in a Different State

If you are registered to vote in different state, please visit the [U.S. Vote Foundation website](#) for assistance.

Constitution Day

Constitution Day commemorates the formation and signing of the U.S. Constitution on September 17, 1787. It is a national initiative to increase awareness of the U.S. Constitution, celebrated on September 17.

Each year, FMC celebrates Constitution Day with an event and promotes awareness of the U.S. Constitution. Students, faculty, staff, and members of the community read the Constitution and then are asked if they would sign the Constitution today. FMC also provides voter registration information to all present.

This year's Constitution Day celebration will take place on Thursday, September 15, 2022.

Note: All institutions receiving federal funding are required to hold an education program pertaining to the United States Constitution on September 17 of each year (or in the preceding or following week if the date falls on a Saturday, Sunday, or holiday).

Course Listings and Descriptions

IMPORTANT: A minimum of 54 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. A Comprehensive Review is taken in the last term after all academic courses have been completed.

Anatomy for Funeral Professionals PS101

Prerequisite for NS201 Anatomy for Funeral Professions 2

The basic language of the sciences will be the focus of this course. Study and use of word parts— prefix, word root and suffix-- will be stressed. While scientific words used in all areas of science will be studied, elementary anatomy mainly will be considered to reinforce the language used in the advanced courses. In addition, improvement of study skills especially needed for learning and remembering the words and concepts in a science course will be reviewed.

Anatomy for Funeral Professions 2 NS201

Prerequisite for Embalming EM221, Pathology PA230 and Restorative Art RA230

This course is in the realm of natural science based on anatomy and physiology. It is introductory in nature, covers general information of practical use to any student interested in knowing about the structure and function of the human body. The course is systems oriented with emphasis on osteology, muscles, circulation, and the respiratory, urinary, endocrine, reproductive, digestive, and nervous systems. Topics also will include anatomical and physiological terms, planes of reference and body cavities and their content

Applied Communications RF302

This course emphasizes understanding and appreciation of communication skills as they relate to selection, organization, and expression of ideas. In written presentations, grammar and spelling as well as content will be evaluated. Reading and speaking skills plus writing assignments, including documented papers will develop the student's ability to communicate more clearly and effectively. Students will be expected to use computer databases to research information for papers and oral presentations. Two Major objectives of this course are: 1. To aid the student in reflecting on his/her FMC educational experience. 2. To help him/her begin to think about continuing to apply the education and practical experiences encountered at FMC following graduation

Business Basics BB101

Prerequisite for Essentials of Accounting EB221 and Law and Ethics LE230

A survey of elementary Accounting, Computing Skills, Small Business Management and Law will be covered. Fundamental math skills are reviewed. Business terms and concepts that are introduced will be followed up in the subsequent business-related courses.

Clinical Cooperative 1 CC306

A minimum of 54 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed. Clinical Cooperative I (CC306) and Applied Communications (RF302) may be taken concurrently if Applied Communications has not already been completed in a prior term.

The purpose of CC306, Clinical Cooperative 1, is to provide the student with introductory practical instruction and active participation in the embalming of human remains, including but not limited to: personal protective equipment and “Universal Precautions”, cleaning and disinfection of remains, pre-embalming treatments, the embalming, post-embalming treatments and restorative operations, cosmeticizing, dressing, and casketing of the remains. Students will learn and apply all applicable OSHA requirements, state, local and federal regulations related to the care of the dead and the operation and maintenance of a funeral home establishment.

Additionally, an FMC Clinical Coordinator or Faculty Member will visit the Preceptor Site BEFORE the start of the student’s clinical experience to ensure the facility is properly equipped and he/she will verify that the student is properly versed in the use, location and protocols associated with preparation facility.

Clinical Cooperative 2 CC307

A minimum of 54 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed. Clinical Cooperative 2 (CC307) and Comprehensive Review (RV232) are taken in the last term and/or the Comprehensive Studies course may be taken on its own after completing CC307. In this course the student will continue to develop their practical embalming knowledge and skills through the completion 5 additional embalming cases, one of which will be a competency embalming. The competency embalming will take place in one of FMC’s approved Certification Sites under the supervision of a Certifying Faculty Member. In addition, the student is expected to focus on the business and legal aspects of maintaining a success funeral business. The student will be expected to observe two arrangements, an at-need case as well as a pre-need case.

The student will then have an opportunity to demonstrate their arrangement abilities by conducting a Mock Arrangement while being observed by an FMC licensed funeral service professional. Throughout this course the student is also expected to gain experience under the watchful eye of the Preceptor in displaying and marketing merchandise, become aware of and dealing with the relationship between costs and income when running a successful firm and the necessity and ways of promoting the funeral home in the community. Only by repeated practice under the guidance of the Preceptor can the student hope to gain confidence and skills not only to complete a funeral on his/her own, but also to maintain a successful funeral business.

Comprehensive Review RV232

Students will take this course during their last academic term to review and re-enforce the information, which was covered and learned in their FMC coursework. Only those topics tested on the National Board Exam (NBE) will be reviewed. Students will be required to complete weekly homework assignments and pass final exams on each weekly topic from the National Board Exam (NBE).

Directed Studies DS099

Carries no course credits; taken with a selected basic academic course for credit

Since most material on quizzes and exams at FMC are covered in classroom lectures, this course will focus on the techniques of listening, observation, note taking, and testing to assist students in making better use of the classroom lecture as a fundamental learning tool and to suggest strategies for reading and answering test questions. Students enrolled in Directed Studies must be simultaneously enrolled in the same selected FMC introductory course such as: *Introduction to the Social Science, Business Basics*, etc. The course content of the Directed Studies course will be drawn from the selected introductory course. For example, a discussion on note taking might include an analysis of a tape-recorded segment of an actual lecture from the introductory course.

Embalming EM221

Initially the history and the reasons for the development of embalming will be reviewed. The changes which occur from immediately before the death to shortly following the death and how these changes impact the embalming procedure will be examined. The various pieces of equipment used for the embalming procedure and the way in which they work will be discussed. A review of the chemistry of decomposition and of embalming plus the anatomy of the circulatory system including the triangles, vessels used, and the anatomical guides and lines will be emphasized. The OSHA hazard communication standard and the Medical Waste Tracking Act also will be examined.

Embalming Chemistry EC212

Prerequisite for Embalming EM221

An introduction to the basic principles of inorganic chemistry, organic chemistry, and biochemistry, will be followed by the chemistry of disinfection, embalming and cosmetology. The nature of decomposition, formulation of embalming chemicals and disinfectants and their functions are stressed. Emphasis is placed on chemical terms and reactions which are necessary to appreciate the need to retard decomposition, prevent the spread of disease and aid in making the remains presentable to the bereaved.

Essentials of Accounting EB221

Basic accounting practices will be reviewed and those concepts pertaining to funeral service will be emphasized. This course also will review the practical use of computers in funeral service. Lastly, management principles as they affect funeral service and the interaction with families and the community will be reviewed.

Funeral Directing FD221**Prerequisite for Marketing and Merchandising MM230 and Law and EthicsLE230**

The practical aspects of funeral directing and operations of the funeral home as a small business are the emphasis of this course. Family interactions during home removal of the body and discussions at the home of the deceased, meetings with the family at the funeral home, merchandise selection, crisis counseling, the role of the funeral director at the wake or calling hours, and at the place of the service will be examined. How to handle difficult families or situations will be discussed. Role playing is an important part of these aspects of the course. Filling out of death certificates, various government benefit forms, filing death notices and arrangement conferences will be covered. Additional considerations of the management of the funeral home as a small business and the religious and cultural variations across the population are considered.

Funeral Profession FP212**Prerequisite for Marketing and Merchandising MM230 and Law and Ethics LE230**

This course begins with a brief history of funeral service. It covers topics from the ancient civilizations' death and burial customs through the Middle Ages and the renaissance to the rise of medical embalmers and the English undertaker. It examines the rise of North American funeral customs from early colonial times to the development of the contemporary funeral practices. Important differences and similarities between the various religious traditions prevalent in modern American society will be discussed. The psychological, sociological, and religious purposes of the funeral service are discussed. Lastly, the sociologic implications of funeralization are given. This includes a discussion of the changes in symbolism and customs of funeral service resulting from changes in the family structure in this country. Woven throughout this course is an emphasis of helping the student to communicate information learned, through verbal and written means, to their classmates. Each student will observe and report on 5 funeral services.

Funeral Service Management FM 201

Prerequisite: Essentials of Accounting

This course will cover management technique and theory as they apply specifically to funeral service and ownership of a funeral establishment. Students will examine the scope of operational policies and procedures within a funeral home and will discuss the process of handling situations within house management versus outside consultants. The importance of regulatory compliance from a management perspective will be discussed in detail, with a focus on Federal FTC regulations. The FTC Funeral Rule will be fully reviewed and covered in full.

Introduction Chemistry and Microbiology CM101

Prerequisite for Embalming Chemistry EC212 and Microbiology/Sanitation/Public Health SP221

The basic principles of each of these disciplines will be discussed. Students will study aspects of basic inorganic chemistry including modern atomic theory and organic chemistry including the 12 basic molecular types. The chemistry of disinfection and sterilization will be reviewed. Pathogens and the diseases they cause, prevention of disease, some of the mechanisms for disease communication and how to protect the population from transmission of infections will be covered.

Introduction to Social Science SS101

Prerequisite for Psychology of Grief PS212

In this basic course the students will gain a broad general introduction to the social sciences, primarily psychology and sociology, to understand the more advanced courses such as Grief Psychology, Sociology, History and Funeral Directing. This course also will aid students in improving their reading and writing abilities. It also will review study skills and how successfully to apply them as they study. Skills such as note taking, time allotment, determination of the most relevant course information and the best environmental conditions for study are reviewed using the course data and concepts as an example.

Issues and Concerns of a Modern Funeral Professional SE102

Funeral service personnel are faced with a wide variety of families with a variety of ideas, needs, and wants. This course focuses on the cremation process, the industry terms, along with other trendy disposition topics. Often times funeral directors are too busy to allow themselves time to experience funeral related seminars, workshops, or other related funeral industry events keeping that in mind this course will host exclusive guest speakers to discuss the casket industry, the technology that is making waves, donor service programs, green burials and other alternatives and death doulas. This course will allow the professional to experience a wider range of information and understanding than he/she would otherwise have. Often this information is not and cannot be provided by academic courses. Examples of course work include participation in discussion regarding current topics, interaction with the content, a book

study, listening to in-house speakers such as allied health professionals, clergy, and grief caregivers, as well as funeral service professionals. In addition, this seminar course will require some readings and reports.

Law and Ethics LE230

The purpose of this course is to examine the areas of law and ethics. The course will begin with a study of Business Law. During this phase, students will examine federal, state, and local legal requirements for conducting business. Since Mortuary Law is of major importance to students studying to be funeral service professionals, much of the course will examine those local, state, and federal laws which involve consumers arranging for funerals, both at-need and pre-need. Discussion of funeral funding plans such as trust funds and life insurance will also be included. The legal aspects of employer/employee relations in the funeral home, and the law governing actions of funeral directors as agents are also considered. Last, students will consider the major role that ethics plays in the funeral business and life of the funeral director/embalmer.

Marketing and Merchandising MM230

Merchandising and pricing techniques plus methods of display within casket/vault/ clothing selection area and The Federal Trade Commission Funeral Rule will be discussed in detail. This course also will examine the evolution of the funeral director's role as a provider of funeral goods and services. Construction of caskets, coffins, and outer burial containers and the material of which they are made will be examined. Several theories of casket display and mark-up and pricing strategies will be considered in depth.

Microbiology/Sanitation/Public Health SP221

Prerequisite for *Pathology PA230*)

With special application to funeral service, this course examines the basic principles of microbial physiology and immunology. The significant areas covered are disinfection, control, prevention, pathology, and epidemiology of bacterial, viral, fungal, and protozoan diseases. The role of these organisms in decomposition, the position of the funeral director in public health, the basic concepts of disinfection and sanitary consideration of other health measures such as waste safeguards in the preparation room and the purification and chemical disposal will be examined.

Pathology PA230

This course introduces the student to the basics of pathology beginning with the history of pathology followed by terms necessary to discuss diseases and their implications. Later discussions of the major diseases affecting the body systems and their impact on embalming and restorative art are discussed. Importance is placed on the recognition and descriptions of diseases which are contagious at or shortly following the death. Safety measures involving removals and embalming are discussed.

Psychology of Grief PS212

In this advanced psychology course students will gain an understanding of the phases of grief, and what the funeral director can expect from client families in grief. The influence of the bereaved person's culture and religion and of the psychological and sociological environment in which the bereaved lives on grief and mourning will be considered. The differences between grief counseling and grief therapy are discussed. The process for making referrals to competent professionals of persons experiencing complicated mourning is considered. The role of the funeral director as a crisis intervention counselor who guides client families through arranging a meaningful funeral is developed. Finally, the effect of stress and possible burn out of the funeral director will be covered.

Restorative Art RA230

The purpose for this course is to provide the student with the techniques, terminology, and basic principles of restorative art. The anatomy of the facial area and the hands will be reinforced. Practical experience using mortuary cosmetics, waxes, and heads to produce facial features and a complete head and face is an important feature of this course. The course will prepare the student for the reconstruction of body parts distorted by traumatic injury and disease. The theory of color and its relation to displays of the deceased, chapel and casket display room lighting and various restorative art techniques and concepts is emphasized. An overview of cosmetics, a review of the composition of mortuary cosmetics and their use also will be included in this course.

Study Skills Improvement SK099**Carries no course credits**

This course will help students who come to FMC deficient in study and reading skills gain the ability to read, comprehend course materials and organize their course work to study efficiently and remember the necessary information. Memorizing skills, highlighting, making, and using flash cards, selecting important concepts from large bodies of material and other techniques to aid student learning will be reviewed. Using the Multimedia Center as a tool for research, learning critical evaluation and thinking, and gaining the benefits of beginning on the path of learning will be emphasized. This course is recommended to academically weak students and those on academic probation.

NOTE: SK099 and DS099 are Pass-Fail courses with no academic credits earned

Class Flow Chart

Level 1 Classes - Available to All Students		
Classes	Credits	Prerequisites
1. Anatomy for Funeral Professionals	3	N/A
2. Introduction to Chemistry and Microbiology	3	N/A
3. Business Basics	3	N/A
4. Funeral Directing	3	N/A
5. Funeral Profession	3	N/A
6. Introduction to the Social Sciences	3	N/A
7. Applied Communications	3	N/A

Level 2 Classes - Available Once Credit for All Prerequisite Classes Are Completed		
Classes	Credits	Prerequisites
8. Anatomy for Funeral Professionals 2	3	Anatomy for Funeral Professionals
9. Microbiology/Sanitation/Public Health	3	Intro to Chemistry & Microbiology
10. Embalming Chemistry	3	Intro to Chemistry & Microbiology
11. Essentials of Accounting	3	Business Basics
12. Marketing & Merchandising	3	Funeral Directing & Funeral Profession
13. Law & Ethics	3	Business Basics and Funeral Directing
14. Issues and Concerns of a Modern Funeral Professional	3	Funeral Directing
15. Psychology of Grief	3	Intro to Social Science

Level 3 Classes - Available Once Credits for All Prerequisite Classes Are Completed		
Classes	Credits	Prerequisites
16. Funeral Service Management	3	Business Basics & Essentials of Accounting
17. Embalming	3	Anatomy for Funeral Professionals 2 and Embalming Chemistry
18. Restorative Art	3	Anatomy for Funeral Professionals 2
19. Pathology	3	Anatomy for Funeral Professionals 2 & Microbiology/Sanitation/Public Health
20. Clinical Cooperative 1	5	Must have earned 54 credit hours and completed Embalming & Restorative Art
21. Clinical Cooperative 2	5	Must have successfully completed Clinical Cooperative 1
22. Comprehensive Review	3	Must have completed all academic courses. Can be taken with Clinical Cooperative 2 or Applied Communications or Issues and Concerns of a Modern Professional

*Taking 9 credit hours per term is considered full-time.

** Associates of Applied Science Degree in Funeral Service is 70 Credit hours

Tuition and Fees

TUITION	PER CREDIT	TOTAL CREDITS
Academic Courses, Per Credit Hour	\$760	60 credits
Cost for Clinical Cooperative I	\$555	5 credits of clinical work
Cost for Clinical Cooperative II	\$555	5 credits of clinical work
Total Tuition	\$51,150	
BOOKS & SUPPLIES	AMOUNT	DESCRIPTION
Technology Fee	\$150	One-time fee charged at the start of the Program to support technology including Learning Management System, Exam software and electronic books.
Fees	AMOUNT	DESCRIPTION
Application Fee	\$100	One-time fee
Enrollment Fee	\$200	Non-Refundable, due at signing of Enrollment Agreement
Background Check Fee	\$75	Paid to third party provider
Total Tuition	\$51,675	
ADDITIONAL EXPENSES THE STUDENT MAY INCUR WHILE ATTENDING FMC	AMOUNT	DESCRIPTION
Audit Course Fee	\$800	Per course
Lost Book Administrative Fee	\$25	Per book (Plus cost of textbook published price)
Late Payment Fee	\$50	Assessed every 7 days a payment is late, for a maximum of \$400.
Late Registration Fee	\$100	Applies to continuing students who register for courses after the registration deadline for each term.
Challenge Exam	\$200	Per course
Non-Sufficient Funds/Returned Check	\$35	Per instance
Transcript Request	\$15	Per instance (processed within 7-10 business days)
Graduation Fee	\$100	One-time fee, charged at graduation

Note: All distance education students will be required to attend a 1-week on campus intensive during Clinical II. This will include the completion of a certified embalming and a Restorative Art project. This stay will be an additional expense not included in tuition and the responsibility of the student.

Academic Calendars

2022/2023

2023/2024

2024/2025

FINE Mortuary College | 2022-2023 CALENDAR

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Fall Term Begins

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

9 Winter Term Ends
13 – 26 Break
27 Spring Term Begins

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
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5 Labor Day Offices Closed

MARCH '23						
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OCTOBER '22						
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23	24	25	26	27	28	29
30	31					

27 Fall Term Ends
Break: October 31 – November 13

APRIL '23						
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30						

NOVEMBER '22						
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20	21	22	23	24	25	26
27	28	29	30			

14 Winter Term Begins
21 – 27 Thanksgiving Break
28 Classes Resume for Winter Term

MAY '23						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Spring Term Ends
8 – 21 Break
22 Summer Term Begins
29 Memorial Day Offices Closed

DECEMBER '22						
S	M	T	W	Th	F	S
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Holiday Break – December 23 – January 8

JUNE '23						
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JANUARY '23						
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29	30	31				

9 Classes Resume for Winter Term

JULY '23						
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23	24	25	26	27	28	29
30	31					

4 Independence Day - Offices Closed
27 Summer Term Ends
FMC Graduation August 4

FINE Mortuary College | 2023-2024 CALENDAR

AUGUST '23 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>FMC Graduation August 4</p> <p>28 Fall Term Begins</p>	FEBRUARY '24 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<p>08 Winter Term Ends</p> <p>12 – 25 Break</p> <p>26 Spring Term Begins</p>														
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FINE Mortuary College | 2024-2025 CALENDAR

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FINE Mortuary College Faculty

<p>Glenn Burlamachi, CFSP A.A.A. FINE Mortuary College B.S. Green Mountain College Licensed Funeral Director/Embalmer Adjunct</p>	<p>Kari E. Northey B.S. Cincinnati College of Mortuary Science Licensed Funeral Director/Embalmer B.A. Albion College Adjunct</p>
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<p>Whitney D. Greene Ed.D & Ed.S Appalachian State University M.S. & B.S North Carolina State University Adjunct</p>	<p>Tabitha Stephens M.S. Clemson University M.A. Mercer University B.S. University of Georgia Adjunct</p>
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<p>Peter Masuzzo A.A.S. FINE Mortuary College B.S. Michigan State University Licensed Funeral Director/Embalmer Adjunct</p>	<p>Kevin M. Walsh B.A. University of Notre Dame J.D. Notre Dame Law School Adjunct</p>
<p>Grainne M. McManus A.A.S. FINE Mortuary College B.A. Assumption College Licensed Funeral Director/Embalmer Clinical Coordinator Adjunct</p>	<p>Lisa M. Zablonki B.S. Eastern Connecticut State University M.S. Eastern Connecticut State University Adjunct</p>
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