



FINE Mortuary College

A Private Two-Year College

COLLEGE CATALOG | 2025 - 2027

Campus

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Table of Contents

Welcome Message	3
General Information	4
Academic Calendar	7
Admissions Information	8
Tuition and Financial Aid Information	14
Distance Education	22
Student Services	25
Professional Student Behavior	32
Student Code of Conduct	39
Computer Technology and the Internet	59
Academic Information	63
Academic Integrity	74
California Residents	88
Program of Study	91
Course Listings and Descriptions	93
Class Flow Chart	99
FINE Mortuary College Faculty	101

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.

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.

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 Accreditation Information:

FINE Mortuary College and the Funeral Service associate degree program offered by FINE are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: 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](#)
- [Maine Funeral Directors 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>

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](#)
[California Bureau for Private Postsecondary Education](#)
[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](#)

Academic Calendars

[Schedule & Calendar - FINE Mortuary College](#)

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

Admissions Requirements

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)
- application fee
- government issued identification

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.

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.

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.

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

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. Applicants will receive a letter from the Dean or designee, which confirms your acceptance and matriculation into the program.

Disclosure Requirement for Criminal Background Check

To provide a safe and stable learning community for all students, the college may require 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.

Application Process

[Apply Now - FINE Mortuary College](#)

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 term in which they wish to start and may need to reapply for the next available term.

Transferability of Credit

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

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 Credits

Evaluation and acceptance of transfer credit(s) require official transcripts from all post- secondary 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.

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%.

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.

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.

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.

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 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.

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).

International Student Information

International applicants must also provide:

- Age: Be at least 18 years old.
- Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated and evaluated by an approved foreign credential evaluator prior to

enrollment. FMC does not guarantee the transferability of credits from other educational institutions.

- All transcripts for studies outside the United States must be professionally translated (if not in English) and evaluated course-by-course through a [NACES](#) approved agency. A grade point average must be included in the completed evaluation.
- All documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are acceptable for evaluations towards an admission decision, but the Office of Admission must receive official documents prior to the start of the term.
- All students must meet our English proficiency requirements. All international applicants must be proficient in English (reading, writing, and speaking) appropriate to our academic environment and to your level of study.
 - If you're a citizen of an English-speaking country, proof of English proficiency isn't required.
 - If you aren't a citizen of an English-speaking country, you must provide proof of English proficiency.
 - Official TOEFL, IELTS, Duolingo, PTE Academic or Versant test scores if English is not the applicant's first language. Applicants with a minimum TOEFL score of 71 (Internet-based), IELTS score of 6.0, Duolingo score of 105, PTE Academic score of 50 or Versant score of 60 will be considered for admission. To register, contact [TOEFL](#), [IELTS](#), [Duolingo](#), [PTE](#) or [Versant](#).
- Submit applicable fees: Submit all applicable fees as noted on the Enrollment Agreement and the [Tuition and Fees Schedule](#).
- Proof of sufficient funds: submit bank statement(s), with balance(s) converted into U.S. dollars, indicating that you or your parent/guardian has sufficient funds to cover the costs of tuition, fees, will be paid in advance of each term in U.S. dollars.

Tuition and Financial Aid Information

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

Tuition and Fees

TUITION	PER CREDIT	TOTAL CREDITS
Academic Courses, Per Credit Hour	\$700	60 credits
Clinical Experience, Per Credit Hour	\$510	10 credits of clinical work
Total Tuition	\$47,100	
FEES	AMOUNT	DESCRIPTION
Application Fee	\$50	One-time fee, Non-Refundable
Enrollment Fee	\$100	Non-Refundable, due at signing of Enrollment Agreement
Technology Fee	\$600	One-time fee charged at the start of the Program to support technology including Learning Management System, Exam software and more.
Total Tuition and Fees	\$47,850	
ADDITIONAL EXPENSES THE STUDENT MAY INCUR WHILE ATTENDING FMC	AMOUNT	DESCRIPTION
Audit Course Fee	\$800	Per course
Late Payment Fee	\$50	Accessed 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.
CANA Crematory Exam Fee	\$150	Fee paid to CANA for Exam
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	\$150	One-time fee, charged at graduation

Note: All distance education students will be required to attend a 1-week, on campus intensive and 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.

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.

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 via check, Venmo or PayPal.

Payment arrangements must be made before registration each term. **Not Available for California residents**

- Late payment fees will be applied to unpaid balances after the seventh day of the 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 may not be permitted to attend classes if their financial obligations are delinquent to FMC
- Grades, 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.

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 may provide financing for unpaid balances at the discretion of the college. There may be an administrative fee added to the outstanding balance.

Delinquent accounts may also be sent to third-party collection agencies and reported to each credit bureau.

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 Financial Aid Office at FINE Mortuary College for your personalized College Financing Plan or email finaid@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/>

Available Financial Aid

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

- Federal Pell Grants
- Veterans & Military Benefits
- Federal Subsidized Loan
- Federal Unsubsidized Direct Loans
- Federal Parent PLUS Direct Loans
- In School Cash Payment Plans – **Not available for California residents**
- Sallie Mae
- Department of Defense Tuition Assistance Program

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

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.

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 the classes you are registered for, your financial aid may be adjusted as follows:

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

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.

Financial Assistance for Veterans

FINE Mortuary College, LLC: A Private Two-Year College, LLC is approved by the Massachusetts Department of Higher, Veterans Education office and the State Approving Agency, which allows eligible veterans to apply for and receive a variety of veterans' educational benefits.

A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post – 9/11 GI Bill® benefits. 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.

Private Loan through Sallie Mae

Students who are interested in a private education loan or unable to borrow or do not meet the [criteria](#) to receive U.S. Federal Loans can borrow from a private student loan.

Private (or alternative) education loans are credit-based loans that may be used to cover education-related expenses up to the Cost of Attendance for a given academic year. These loans often serve as a supplement to federal aid packages that include grants, scholarships, and/or federal loans. In cases where federal aid is not available, private loans may be the sole financing option.

[Sallie Mae Smart Options Loan](#)

Financial Aid Process

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.

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. A 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 for Cancellation of Enrollment:

A student in any ground or online program who provides written notice of cancellation of his or her enrollment by the later of within three business days (excluding federal and state holidays) of signing this enrollment agreement or within seven calendar days of the first scheduled day of class in the program will not be charged tuition and will receive a refund of all monies paid for tuition and other charges assessed by the institution. Fees paid to third party agencies for registration items such as entrance exams, immunizations, drug screenings, and background checks will not be refunded by FINE Mortuary College. In addition, to ensure proper cancellation, students must notify, as indicated in the Catalog, the Campus Administration Office in writing of the intent to cancel their enrollment.

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. Technology fees: Non-refundable
4. 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 cancellations, 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 61% 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 61% 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
 - Other federal financial aid
 - State grants per state rules
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 61% 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.

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

1. Working webcam for Zoom class with microphone built in or separate microphone capability
2. Please be sure to have access to a laptop, PC, or MacBook computer for your courses
3. Internet access (We recommend a minimum speed of 50 mbps)
4. Students cannot attend class on a cell phone
5. Google Chrome internet browser installed with extensions. [Details are here.](#)

Students CANNOT use an iPhone, iPad, Android phone or Windows-based phone to attend class or take Quizzes and Exams.

* Please note that while it is acceptable to set up and access FMC email and the Canvas app on a phone, it is not recommended to complete coursework via cell phone.*

Book Requirements

All of our books will be given to you in an e-version when you are registered for that class.

Obtaining Clinical Experience

Students who have completed the minimum number of credits may be eligible to begin their clinical experience. This consists of two courses, Clinical I and Clinical II. Each Clinical lasts a full term, or 10 weeks.

Clinical I

Clinical I experience must be completed in a local funeral home. Students who are not already working in a funeral home at the beginning of their clinical experience must reach out to funeral homes in their area to secure a clinical site. It is solely the responsibility of the FMC student to obtain a clinical site for their clinical experience.

Once a clinical site has been established, the FMC Clinical Coordinator, or an FMC representative, will conduct a virtual site inspection of the establishment. The inspection is required to ensure that the clinical site is safe and appropriate for student clinical instruction and experience. Students are provided with the Site Inspection Form that will be utilized during the visit. During the inspection, the Clinical Coordinator will briefly meet with each student's Preceptor to cover important expectations for the clinical experience.

Once the site inspection is completed, and all forms are completed, signed, and turned into the Clinical Coordinator, students may begin fulfilling their Clinical I requirements.

Clinical I Requirements

Before the term begins, a mandatory Clinical I Orientation will take place. Date and time to be determined by FMC.

Clinical I prerequisite requirements must be completed prior to the start of each student's clinical experience. Prerequisite requirements include Clinical Site Inspections and Agreement forms.

Clinical I requirements must be completed by the end of the term before advancement to Clinical II.

Student case reports and required forms must be submitted to the Clinical Coordinator via Canvas.

Clinical II

Students must complete the majority of their Clinical II experience in a local funeral home. Most students complete Clinical II in the same location as Clinical I. Clinical site changes require a new site inspection, and all agreement forms to be completed prior to the start of clinical experience at a new location.

During the final week of Clinical II, students are required to attend Capstone Week on campus in Norwood, Massachusetts. Students will complete a Capstone Project which includes a Restorative Art intensive, wax head project and various labs that are geared towards the developing skills of future embalmers. Live instructors will be on-site for guidance and to facilitate this process. During Capstone Week, students will also complete their Certified Embalming, which will be arranged by the school.

For Week 10 of Clinical II, all* FINE Mortuary College students are required to complete a mandatory one-week *Capstone Project* on-site at FMC's Norwood campus in accordance with our accrediting board's standards and policies. Live instructors will be on-site for guidance and to facilitate this process.

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. During this week, students will also complete their embalming certification at a time and location that has been pre-determined by the school.

Clinical II Requirements

In order to successfully complete the course, all Clinical II requirements must be completed by the end of the term.

Student case reports and required forms must be submitted to the Clinical Coordinator via Canvas.

Week 10: Capstone Week On-Campus Intensive Project

Please note: All FINE Mortuary College students are required to complete the mandatory one-week Capstone Project on-site at FMC's Norwood campus. This requirement is in accordance with the standards and policies of the ABFSE.

Additional Expenses and Information

Students are responsible for any travel and hotel accommodations incurred during their stay for the Week 10 Capstone Project. FMC students will receive a discounted rate when booking a room at The Courtyard by Marriott, Norwood. A discount code will be provided to students by the school. Local students may commute daily if they desire.

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

The college will provide the following transportation (if needed):

- To and from The Courtyard by Marriott, Norwood to the college campus
- To and from The Courtyard by Marriott, Norwood, or college campus to the clinical embalming site

Students participating in Capstone Week are required to be at the school on time each day. Unless otherwise communicated, students should plan to be on campus daily at 9AM. Students will be provided with a Capstone Week Schedule approximately one month in advance to assist with scheduling and coordinating for the week.

The college will provide the following meals:

- Monday – Friday: Continental breakfast provided by The Courtyard at Marriott
- Monday – Friday: Lunch, and refreshments provided by FMC. Students may contact the Program Director with any food allergies so FMC can provide the appropriate accommodations.

On Campus Intensive Schedule

- The schedule will be given to you prior to your arrival.
- You are required to be on campus by 9am each day.

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.

Tutoring Services

To help students succeed academically, FMC has an Academic Support Program. This free tutoring assistance is available to FMC students enrolled and regularly attending the course in which they require the tutoring. ADSP

Health, Counseling Services and Medical Insurance

FMC has partnered with BetterMynd Healthcare, who provides students with free in-the-moment support by providing students with access to licensed clinicians every day of the year.

Nearest Hospital:

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

Health Insurance for on Campus Only

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 to participate 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. 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.

The definition of Student per Massachusetts 956 CMR 8:

A Full-time or Part-time Student enrolled in a degree-granting program at a School who Is not enrolled exclusively in online courses and whose enrollment does not consist entirely of Short-term Courses.

FMC is an exclusively online program. All courses are online distance education. Therefore, this health insurance requirement does not apply.

Career Services

There is no formal placement service at FMC. However, job listings received from funeral service professionals are posted on Canvas and emailed to the students.

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

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.

Veterans Services

FINE Mortuary College (FMC) welcomes the opportunity to support Veterans, active duty Servicemembers, and military-connected students in achieving their educational and career goals. FMC is approved to enroll eligible Veterans, active duty Servicemembers, and qualified dependents using U.S. Department of Veterans Affairs (VA) education benefits, including the GI Bill®. A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post – 9/11 GI Bill® benefits.

FMC is committed to supporting military-affiliated students throughout the enrollment and certification process while maintaining transparency regarding benefit administration and student responsibilities.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

VA Education Benefit Programs Accepted

Depending on individual eligibility as determined by the U.S. Department of Veterans Affairs, students may use one or more of the following programs:

- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® – Active Duty (Chapter 30)
- Montgomery GI Bill® – Selected Reserve (Chapter 1606)
- Veteran Readiness and Employment (VR&E / Chapter 31)
- Survivors' and Dependents' Educational Assistance (DEA / Chapter 35)

Eligibility, payment amounts, and duration of benefits, and benefit usage are determined solely by the U.S. Department of Veterans Affairs.

How to Use VA Education Benefits at FINE Mortuary College

Step 1: Apply for VA Benefits

Apply directly through the VA website:

<https://www.va.gov/education/apply-for-education-benefits/>

Step 2: Submit Documentation to FMC

Provide the FMC Veterans Services contact with:

- A valid VA Certificate of Eligibility (COE) or VR&E authorization
- Any additional documentation required for enrollment or certification

Step 3: Enrollment Certification

Once registered, and documentation received, FMC will certify enrollment to the VA. Processing timelines and payment schedules are determined by the VA, not the College.

Important Information for Students Using VA Benefits

- VA education benefits are administered by the U.S. Department of Veterans Affairs.
- Approval to enroll students using VA education benefits does not imply endorsement of FINE Mortuary College by the VA.

- Students using VA education benefits are responsible for:
 - Maintaining satisfactory academic progress
 - Promptly reporting changes in enrollment status
 - Understanding benefit limitations, usage rules and expiration dates

Failure to report enrollment changes in a timely manner may result in overpayment and financial liability to the U.S. Department of Veterans Affairs.

Tuition, Fees & Financial Responsibility

VA education benefits may cover tuition, fees, and certain education-related costs depending on specific benefit program and individual eligibility. Students are encouraged to review FMC's tuition and fee schedules and to consult with both the Veterans Services contact and the official VA website for guidance regarding benefit coverage.

Compliance with Section 103 of the Veterans Benefits and Transition Act of 2018

In accordance with Section 103 of Public Law 115-407, FINE Mortuary College adopts the following provisions for any student using U.S. Department of Veterans Affairs (VA) education benefits under Chapter 31 (Veteran Readiness and Employment) or Chapter 33 (Post-9/11 GI Bill®) while payment to the institution is pending from the VA. These protections apply notwithstanding FMC's general tuition, late fee, or financial clearance policies.

FINE Mortuary College will not:

- Prevent the student from enrolling in courses
- Assess late penalty fees or interest on unpaid tuition and fees
- Require the student to secure alternative or additional funding
- Deny the student access to classes, libraries, learning management systems, or other institutional facilities available to other students who have satisfied their tuition and fee obligations
- Refer the student's account to a collection agency or initiate any debt collection actions while payment from the VA is pending

To qualify for these protections, the student must:

1. Provide a valid VA Certificate of Eligibility (or VR&E authorization)
2. Submit a written request to be certified (via email, institutional form, or other documented communication as designated by FMC Veterans Services)
3. Provide any additional information required to complete VA enrollment certification

These protections end on the earlier of:

- The date VA payment is made to the institution, or
- 90 days after the date the institution certifies tuition and fees to the VA

FINE Mortuary College complies with Section 103 of the Veterans Benefits and Transition Act of 2018. Covered students are permitted to enroll and participate in courses while VA payment is pending, provided required documentation is submitted in a timely manner.

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

Enrollment information will be submitted to the VA (via Enrollment Manager) 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 submitted to the VA (via Enrollment Manager) within 30 days of the start of the semester. Tuition and Fees will be reported after the conclusion of the official add/drop period for each semester.

Military Experience

Veterans are encouraged to submit their Joint Services Transcript (JST) (formerly AARTS, SMARTS or USCGI transcripts) if applicable, along with their DD214 to the Admissions Office. Military transcripts may be ordered through the Joint Services Transcript system.

Transfer Students

Students who have transferred from another institution or who have completed a prior degree and wish to pursue additional education using VA benefits must submit VA Form 22-1995 (Request for Change of Program or Place of Training).

For additional questions regarding your VA Education Benefits, enrollment certification or documentation requirements, 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](#)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

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 related to the college.

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 the Fall and Spring terms.

Announcements and Student Messages

General announcements are emailed and posted on Canvas.

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.

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.

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.

Bookstore

The FMC Bookstore is located within the College facility. The store keeps an inventory of school related items.

Student Lounge

The Student Lounge area is provided for student use while on campus for Capstone week.

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

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.

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/elevf/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. FMC also provides voter registration information to all present.

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).

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 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.

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 2022-2024

Arrests on Campus	2022	2023	2024
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses on campus	2022	2023	2024
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	2022	2023	2024
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	2022	2023	2024
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	2022	2023	2024
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

FINE Mortuary College is committed to fostering a learning environment that promotes academic excellence, personal integrity, and professional development. Students are expected to demonstrate professionalism and courtesy in their interactions with faculty, administrative staff, clinical, fieldwork or externship personnel, and fellow students.

Engagement in the classroom, clinical settings, and all academic activities is essential. As future professionals, students are being prepared to enter environments that demand high standards of conduct, skill, and disposition. Therefore, students must consistently exhibit behavior that reflects the expectations of clinical sites and prospective employers.

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. Violations of these standards may result in disciplinary action, including dismissal from the program. Professional behavior includes, but is not limited to, compliance with the following policies and standards:

Policy:

FINE Mortuary College, LLC requires all students to act as responsible individuals and members of a higher education academic community. Each student is responsible to know, observe, abide by, and adhere to FINE Mortuary College Student Code of Conduct, policies, rules, and regulations. Students must comply with all policies applicable to conduct in the classroom as well as any college sponsored events and activities. FINE Mortuary College, LLC has made this Code of Conduct, as well as its other policies and procedures, available to its students. Upon enrolling, students are automatically placed under the guidelines, rules and regulations established by FINE Mortuary College. Students are responsible for familiarizing themselves with all policies and procedures affecting them.

The purposes of the Code are to:

1. Establish standards of personal conduct for all students.
2. Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
3. Recognize that students are adults and, as such, their relationships with the college community should reflect adult behavior.

The types of prohibited conduct set forth in this Code are not intended to be all-inclusive or to limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action. Other rules and regulations of FINE Mortuary College may also apply. In addition, certain school policies may supplement or supersede this Code. These additional rules and policies may be communicated to students in publications and posted notices including, but not limited to, the Student Handbook, FMC Catalog, enrollment contracts, web portal, and school-specific publications.

This Code does not govern instances of sexual misconduct, and or harassment committed by a student, or FINE Mortuary College's process for reviewing and investigating such allegations. Those standards and processes are set forth in the Title IX Policy. This Code does not govern instances of discrimination or harassment as set forth in FINE Mortuary College Non-Discrimination and Equal Opportunity Policy, and Harassment Policy.

FINE Mortuary College, LLC reserves the right to amend, supplement, or modify this Code at any time.

Online Classroom

Students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. FINE Mortuary College, LLC is an institution of learning and teaching that strives to maintain a climate of respect, sensitivity, and courtesy.

Classroom misconduct is any behavior which disrupts or interferes with the learning experience or violates the expectations of any instructor. Students are required and expected to conduct themselves in a mature and considerate manner. Interruptions and disruptions of the classroom atmosphere inhibit and prevent learning and teaching. Students are expected to conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class as well as following specific guidelines provided by FINE Mortuary College instructors, or administrative staff.

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. Demonstrate respect and professionalism towards faculty, administration and all affiliated clinical, fieldwork, or externship sites. Do not engage in insubordination or conduct that reflects poorly on the College or its partners.
8. Dress appropriately and maintain proper personal hygiene while representing FINE Mortuary College or an affiliated clinical, fieldwork or externship site.
9. 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.

Consequences of Classroom and Field Experience Misconduct

Any student who commits an act of classroom or field experience misconduct will be subject to sanctions as determined by this Code and/or any policies established by FINE Mortuary College, LLC. If a faculty or instructor determines that a student has engaged in classroom or field experience misconduct, he/she may impose sanctions, including, but not limited to, the following:

1. Giving a warning — an oral explanation of the violation and the possible consequences if misconduct continues.
2. Dismissal from the remaining class time during which the infraction occurs.

3. Dismissal from the remaining class or field experience time during which the infraction occurs, with required meeting with the President, Program Director and/or Dean prior to returning to class.
4. Assignment of a reduced or failing grade on an assignment, paper, project, or exam.
5. Reduction in the final grade for the course.
6. Assignment of a failing grade for the course.
7. Required meeting with the faculty member and/or the President, Dean, Program Director if necessary.

Academic Honesty

FINE Mortuary College, LLC believes that each student can learn, notwithstanding his or her age, life history, current circumstances, or past academic experience. FINE Mortuary College is a learning community in which adult students experience educational practices that honor and empower them. FINE Mortuary College students are expected to meet high academic standards.

For students to take advantage of the educational opportunities at FINE Mortuary College, they must engage with and generate their own original papers, exams, and other assignments. Students may not reproduce the work of others and characterize it as their own. Not only is such a practice dishonest, but it does not result in the development of new skills and independent thinking.

Academic dishonesty is any form of academic conduct that is deceptive, dishonest, or fraudulent. Academic dishonesty includes, but is not limited to, cheating, falsification, plagiarism, and fabrications.

Cheating

Cheating includes, but is not limited to, the following:

1. Using resources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments.
2. Giving or receiving content information relating to assignments/quizzes/tests/examinations to/from others unless authorized by the instructor.
3. Using unauthorized electronic equipment.
4. Submitting academic work previously submitted in another course without authorization.
5. Altering or otherwise tampering with grades.

Falsification

Falsification is the act of deliberately lying about or misrepresenting something. People commit falsification whenever they present something that is forged or altered so that its information is false. Falsification includes, but is not limited to:

1. Forging signatures of authorization.
2. Falsifying information on an official academic record.

3. Falsifying information on an official document such as a grade report, letter of permission, drop/add form, I.D. card or other college document.
4. Artificially creating data when it should be collected from an actual experiment.
5. Unauthorized altering or falsification of data, documents, images, music, art or other work.
6. Unauthorized omission of data, information, or results in documents, reports, and presentations.
7. Making up data, information, or a citation for a research paper, exam, or other academic exercise and submitting said information as fact.

Plagiarism

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person, or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part) in one's own words, and for information that is not common knowledge. Plagiarism usually takes two main forms:

1. Stealing or passing off as one's own the ideas or words, images, or other creative works of another.
2. Using or relying upon another's work without crediting the source, even if only minimal information is available to identify it for citation.

Fabrication

Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise, without authorization. Therefore:

1. "Invented" information may not be used in any laboratory experiment or academic exercise.
2. One should acknowledge the actual source from which cited information is obtained.
3. Students must not change or resubmit previous academic work without prior permission of the instructor.

Other Examples of Academic Dishonesty

Other examples of academic dishonesty include, but are not limited to:

1. Copying during a test or allowing another student to copy during a test.
2. Giving homework, term papers, or other academic work to another student to plagiarize.
3. Submitting any work that is not one's own.
4. Falsifying information to a faculty member or college official.
5. Altering a graded work after it has been returned, then submitting the work for re- grading without the instructor's knowledge/approval.

6. Stealing or improperly obtaining tests or other assessment items.
7. Forging signatures on College documents.
8. Giving false or misleading information to a faculty member to receive a postponement or an extension on a test or other assignment.
9. Accessing computerized college records or systems without authorization.
10. Unauthorized recording, reproduction, retransmission, or redistribution of course materials (e.g., lectures, handouts, podcasts, exams, student projects, group work, online material, etc.).
11. Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

General Conduct

All students are expected to respect and value the rights of others and conduct themselves as responsible individuals. Choosing to join the FINE Mortuary College community obligates each student to abide by a code of respectful behavior. The following personal actions are prohibited. The following list contains specific conduct that is prohibited by FINE Mortuary College under this Code. The list is not intended to be exhaustive, and FINE Mortuary College reserves the right to impose sanctions on students for personal actions which may not be expressly identified.

FINE Mortuary College's other rules and policies set forth additional prohibited conduct.

1. Attempts to Defraud
Includes any activity intended to misrepresent any official document or identification used by or issued by FINE Mortuary College.

2. Bullying
Bullying is systematic intentional behavior that threatens, intimidates, or is intended to threaten or intimidate others. Bullying may take many forms, including but not limited to, repeated unwanted physical, verbal, or written acts, which are hostile or offensive; that target at an individual or group and create an intimidating and/or threatening environment or a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as behaviors such as ignoring or dismissing individuals or groups.
 - a. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, or insults.

 - b. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures or mocking.

3. **Copyright Infringement**
Students must respect copyright laws that protect publishers, software owners, artists, and writers. The use of FINE Mortuary College resources to infringe upon copyright laws (print, digital, and Internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopedias, image files, video files and sound files.
4. **Disruptive Behavior**
Includes the disruption of college activities and college business in classes, programs, meetings, and other student activities. Disruption may include: disorderly conduct, lewd or indecent behavior, breach of peace, or aiding, abetting or procuring another person to breach the peace on FINE Mortuary College premises or at functions sponsored by or participated in by FINE Mortuary College.
5. **Ethical and Acceptable Use of Technology**
The use of technology resources is subject to all federal, state, and local laws, and to FINE Mortuary College's applicable policies and guidelines.
6. **Gangs**
Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, for criminal purposes. Behavior on or about FINE Mortuary College premises or at College-sponsored events that creates conflict or an atmosphere of intimidation or creates a clear and present danger to life or property, or disrupts orderly operation, is prohibited.
7. **Illegal or Unauthorized Possession/Use of Alcohol and Drugs**
This includes the unauthorized use, possession, manufacturing, or distribution of illegal drugs (under federal or state law), controlled substances, narcotics, or alcoholic beverages or being under the unauthorized influence of the same. issued to the student and sniffing toxic vapors.
8. **Illegal or Unauthorized Possession/Use of Weapons**
FINE Mortuary College prohibits the possession, use, control, or distribution of any weapons, including but not limited to, firearms, pellet guns, air pistols/rifles, explosives, dangerous chemicals, knives, stilettos, dirks, brass knuckles, licensed weapons, or other objects or instruments possessed for use as a weapon.
9. **Indecent or Obscene Behavior**
Such behavior includes, but is not limited to, indecent exposure, urinating or defecating in public, voyeurism, etc.

10. Misrepresentation

Includes representing or acting on behalf of FINE Mortuary College or another individual when not authorized to do so.

11. Misuse or Unauthorized Possession or Use of Public or Private Property

Includes, but is not limited to:

- a. Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services.
- b. Destroying, damaging, or littering of any property.
- c. Conduct that defaces, destroys, damages, or litters any property of FINE Mortuary College or any property of an individual or group.

12. Obstruction/Abuse of Student Conduct Process Includes, but is not limited to:

- a. Failure to comply with any aspect of any student disciplinary process.
- b. Falsification, distortion, or misrepresentation of information in connection with any student disciplinary process.
- c. Disruption or interference with the orderly process of a discipline hearing.
- d. Attempting to discourage an individual's proper participation in or use of any student grievance or appeals process.
- e. Attempting to influence the impartiality of any student disciplinary process or grievance process, or any FINE Mortuary College individual involved in the process.
- f. Verbal or physical harassment and/or intimidation of any individual who participates in any student disciplinary process or grievance process.
- g. Influencing or attempting to influence another person to commit an abuse of any student disciplinary process or grievance process.
- h. Retaliating against any other FINE Mortuary College community member because of their participation in any student disciplinary process or grievance process.

13. Rioting

Rioting is defined as engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding, or impairing fire or other emergency services, or refusing the direction of authorized personnel.

14. Stalking

A course of conduct involving more than one instance of unwanted attention, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm that individual or place him/her in fear of harm or injury, including physical, emotional, or psychological harm.

15. Threatening Behavior

Includes, but is not limited to:

- a. Any written or oral communication, conduct or gesture that causes a reasonable apprehension of physical harm to a person or property.
- b. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment and/or participation in FINE Mortuary College-sponsored activities.

Note: A student can be responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

16. Threatening or Causing Physical or Other Harm to any Person

Includes any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault, or the threat to use physical violence; use or possession of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.

17. Unauthorized Access and Use of Facilities and Services

Includes, but is not limited to:

- a. Unauthorized access or entry to the FINE Mortuary College building, information systems, or obtaining or providing to another person the means of such unauthorized access.
- b. Unauthorized possession, duplication or use of keys for FINE Mortuary College property.
- c. Continued occupation of the FINE Mortuary College facility after being requested to leave by a College employee, official.

18. Violations of FINE Mortuary College Rules, Procedures, and Policies

Students are responsible for making themselves aware of and complying with FINE Mortuary College policies and guidelines, which can be found on <https://fmc.edu/>.

19. Violation of Local, State or Federal Laws

Includes engaging in conduct that violates any municipal or county ordinance, federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, arson, copyright, etc. The conduct process may be instituted without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution.

20. Complicity in Violating the Student Code of Conduct

FINE Mortuary College does not condone any complicit behavior that assists or results in a violation of this Code. Such behavior includes attempting, aiding, abetting, conspiring to commit, hiring someone to commit, or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual, or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the FINE Mortuary College.

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.

Student Conduct Process and Procedures

Any member of the FINE Mortuary College community (e.g., students, faculty, or staff) may file a complaint against a student for violations of the Student Code of Conduct. A complaint may be filed with the Dean or President. As noted above, however, this Student Conduct Process and Procedure may not govern all reports of student misconduct (e.g., violations of the College's Title IX/Sexual Misconduct Policy). In addition, certain school, or degree-specific rules, policies, or regulations (including any such rules and policies relating to licensing) may supplement or supersede this Student Conduct Process.

The Dean or President oversees alleged violations of the Student Code of Conduct. When a student has been charged with a violation of the Code, the student will be notified of the charges in writing. Following notification, the Dean or President will meet with the student charged. If there is more than one accused student in the case, it is within the discretion of the Dean or President to conduct the meeting(s) either separately or jointly. The Dean or President may also conduct meetings and interviews with the complaining student(s) and any witnesses and may collect and review any documentary materials that he/she believes to be relevant to the alleged violation.

If a student and/or group or organization is found responsible for a violation of the Student Code of Conduct, the Dean or President shall determine the sanction(s) to be imposed. The student and/or group or organization (and a complainant who believes s/he was the victim of another student's conduct) will receive the determination and sanction(s) imposed, if any, in writing.

Sanctions

The following sanctions may be imposed by FINE Mortuary College for a violation of the Student Code of Conduct.

1. Verbal warning
2. Written warning

3. Probation – A period of observation and review of conduct during which the student or organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.
4. Permanent or temporary removal from a course.
5. Permanent or temporary removal from a program.
6. Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed College property or the property of another. Amounts charged to students may include the cost to repair, replace, recover, clean, or otherwise account for the property affected.
7. Suspension – the student or organization has temporary loss of student status for a specified length of time.
8. Expulsion from the College - Expulsion is the most serious disciplinary action and means the permanent removal of the student from FINE Mortuary College, LLC. Expulsion includes forfeiture of all rights and degrees not actually awarded at the time of the expulsion, notification of expulsion to the student and/or permanent notation of the action on the student's record. A "W" grade will be recorded on the permanent record for each course on the student's schedule at the time of expulsion. The student may no longer participate for any purpose in any college activity or be on college property owned, operated, leased, or maintained for any purpose. FINE Mortuary College takes this sanction very seriously.
9. Other Sanction - Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or reenrollment; loss of access to FINE Mortuary College computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms for restitution of damages/ stolen property before enrollment is continued and/or records are release.
10. Revocation of Admission and/or Degree — Admission to or a degree awarded from FINE Mortuary College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
11. Withholding Degree — FINE Mortuary College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation. Sanctions of suspension, expulsion or revocation or withholding of a degree will become a permanent part of a student's record. The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above.
2. Loss of selected rights and privileges for a specified period of time.

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.

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.

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 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 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, administrators, 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 contribute to optimum morale as well as embellishing 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 virtual classroom, or campus area, 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. 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.

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 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 ensure 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 or 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 released 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.

Academic Information

Grading Scale

Grade Equivalent	Interpretation	Percentage/Numerical	Grade
A	Superior	100 – 97	4.0
A-	Excellent	96 – 92	3.7
B+	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	2.2
C-	Acceptable	77 – 75	2.0
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

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 additional help and make use of the many academic support resources FMC offers.

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 request an alternate exam time for mid-term and final exams at least one week prior to the scheduled exam. All requests must be submitted to the Chief Academic Officer or designee for approval. You may be requested to provide documentation prior to approval. FMC reserves the right to approve or deny all requests.

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 anyone 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. Accommodation 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.

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.

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.

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.

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

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

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

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

Federal Satisfactory Academic Progress (SAP)

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

As a condition of participating in the federal student aid program, FINE Mortuary College (FMC) is required to evaluate the academic progress of applicants for financial aid. Federal regulations (Sections 668.16(e), 668.32(f) and 668.34) outline that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. The effective date of this policy is July 16, 2025.

Introduction/Background

The information in this document applies to all undergraduate students (new and continuing students) who are requesting federal aid funds. Federal student aid programs for undergraduate students include Pell Grants, Direct Subsidized/Unsubsidized Loans, and Direct Parent PLUS Loans. For Direct Parent PLUS Loans, the parent borrower's eligibility to receive loan funds is dependent on the student's SAP Status.

FMC's federal student aid SAP policies for undergraduate students are similar, but not identical, to the college's academic policies for minimum academic progress. Students should review both sets of policies and ask for clarification as needed. Questions about federal student aid SAP policies should be directed to the [Financial Aid Department](#); questions about the college's minimum academic policies should be directed to the **Chief Academic Officer** at acollins@fmc.edu and/or **Student Advising** at studentadvising@fmc.edu.

Conditions for Making Satisfactory Academic Progress

In order to maintain full eligibility for federal student aid funds authorized under Title IV of the Higher Education Act, undergraduate students at FMC must meet the following six conditions for each quarter of enrollment (Fall, Winter, Spring, Summer):

Minimum Earned Credits Per Quarter (Term): 3

Students may enroll in a minimum of three (3) credits and must successfully earn all attempted credits hours per quarter (term) to obtain SAP. Successful completion means obtaining a passing grade (a C grade or higher). Students who are in Financial Aid

Warning Status or Financial Aid Probation status must meet with the Chief Academic Officer or Academic Designee and complete an academic plan.

Minimum Earned Credits Over Four Quarters (Term): 12

Students must successfully earn at least 12 credits hours over the most recent four quarters of enrollment. This requirement can be waived, at the discretion of the Financial Aid Department, in the following situations:

- The student's status under the College's academic progress framework is Academic Probation for one or more of the four quarters (terms), and the student has met the progress requirements associated with this status;
- The student has received a waiver of academic review by the Chief Academic Officer, Academic Designee, or Student Advising for one or more of the four quarters (terms) due to certain medical or personal circumstances;
- The student has completed an Academic Suspension and has been approved by the Chief Academic Officer, Academic Designee, or Student Advising to re-enroll.

Minimum Cumulative Pace of Progression: 66.67%

Pace of progression is defined as the total credit hours earned divided by total attempted credit hours during all quarters (terms) of enrollment at FMC. Transfer credit hours that count toward the FMC degree program are included as both attempted and earned units in the pace calculation.

Example: Student A has earned at least 6 credit hours a term, has 3 transfer credits hours, and has attempted 9 credit hours. For purposes of the pace calculation, Student A's total earned credit hours would be $6 + 3 = 9$ and the total attempted credit hours would be $9 + 3 = 12$. Student A's cumulative pace of progression would be $9/12 = 75\%$. Since Student A's pace is at or above 66.67%, Student A meets the cumulative pace of progression condition for SAP.

However, Student B has earned at least 3 credit hours, has 0 transfer credit hours, and attempted 6 credit hours a term. Student B's cumulative pace of progression would be $3/6 = 50\%$. Since Student B's pace is less than 66.67%, Student B does not meet the cumulative pace of progression condition for SAP. All students must successfully complete 66.67% of all (cumulative) attempted credit hours to stay on pace with the maximum time frame requirements.

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 or earned. Credits from a course with a pass/fail grade are considered attempted but are not factored into a student's GPA for SAP purposes.

Pace of Progression Chart

Cumulative Attempted Credits	Cumulative Earned Credits	Pace (Completion Rate)	Pace/Completion Requirement Met?
24 Credits	24 Credits	100%	Yes
48 Credits	12 Credits	25%	No
72 Credits	48 Credits	66.67%	Yes
10 Credits	5 Credits	50%	No

*This table is meant to show how the Pace calculation is completed. Individual Pace calculations will be based on courses attempted and earned (successfully completed) by the student.

Maximum Quarters (Terms) of Enrollment for the Program: 34

Undergraduate students cannot receive federal student aid funds after the equivalent of 34 total quarters (terms) of enrollment at FMC. Partially completed quarters (terms) are included in the total number of quarters (terms). Quarters (terms) are counted even if a student earns zero credits. **Note:** A student who has earned the equivalent of 34 quarters (terms) is assigned an SAP Status of Financial Aid Ineligible, with no appeal possible.

Maximum Time Frame of Enrollment: 150%

All students are expected to finish their degree program within a maximum time frame, no longer than 150% of the published length of the program. For undergraduate students, the Maximum Time Frame is measured in credit hours.

Example: if a degree requires 70 credits, a student may not attempt more than 105 credit hours to achieve the degree; 70×1.5 (or 150%) = 105 credits. Additionally, because Maximum Timeframe is evaluated at the end of each payment period, any student determined to be mathematically unable to complete the program of study within the Maximum Time Frame will be ineligible for aid from the point at which the determination is made. Please see the section on Financial Aid Suspension below.

Minimum Cumulative Grade Point Average (GPA): 2.0

Transfer credits are not included in the GPA calculation.

Successfully completed courses are considered attempted and earned in the GPA, Pace of progression and Maximum Time Frame standards. All coursework attempted, including repeated and withdrawn coursework recorded on the student academic record is considered when calculating Pace and Maximum Time Frame.

Grade Inclusion Chart for purposes of calculating GPA and Pace of Progression:

Course/Grade	Included in GPA	Included Earned Credits	Included Attempted Credits
Grades: A, A-, B+, B, B-, C+, C, C-	X	X	X
Grades: F, D+, D, D-	X		X
Grades: W			X
Grades: TC (transfer credit)		X	X
Grades: R*			X
Grades: I*			X
Grades: P	X	X	X

*Successful completion of repeated or incomplete coursework will result in grade quality points included in the GPA as completed/earned and credit hours included in pace as completed/earned.

Consequences of Failure to Make Satisfactory Academic Progress

The Financial Aid Department measures SAP at the end of each quarter (term). If the student meets all six of the conditions listed above, they remain eligible to receive federal student aid funds in the next quarter (term) of enrollment. Otherwise, one of the following SAP Status designations will be assigned to the student.

1. Financial Aid Warning

If a student without an existing SAP Status fails to meet any or all of the six SAP conditions, the student will enter Financial Aid Warning status for their next quarter (term) of enrollment. The student will be notified of this status by email from the Financial Aid Department after the end of the quarter (term). The student will continue to be eligible to receive federal student aid funds while in Financial Aid Warning status. No action is required on the part of the student to continue to receive federal student aid funds while in Financial Aid Warning status if it is determined by the Financial Aid Department that the student can mathematically obtain SAP requirements without an academic plan in one (1) quarter (term).

If it is mathematically impossible for the student to obtain SAP during their Financial Aid Warning quarter (term), the student will be required to meet with the Chief Academic Officer or Academic Designee to review their progress and complete an **FMC Satisfactory Academic Progress (SAP) Academic Plan** outlining the number of terms needed to successfully regain SAP eligibility without exceeding two quarters (terms). Students in Financial Aid Warning status are subject to an increased Minimum Earned Credits Per Quarter (term) condition: if it is mathematically impossible for the student to meet SAP requirements by earning fewer than 9 credits, they must successfully complete a maximum of 9 credits per quarter (term) to restore good standing.

Students in Financial Aid Warning status must also meet a minimum cumulative grade point average (GPA) of 2.0 to restore good standing. Students who fail to make satisfactory progress after the warning period will lose their aid eligibility unless they successfully appeal and are placed on financial aid probation.

Financial Aid Warning is a one-time status and cannot be provided to a student consecutively. If a student has been in Financial Aid Warning status in the past and fails to meet any or all of the six SAP conditions for the current quarter, the student's status will be changed to Financial Aid Ineligible, bypassing Financial Aid Warning. However, because there are multiple components included in SAP, it is possible for a student to be placed in financial aid warning status multiple times, for the same or different reasons but not consecutively.

2. Financial Aid Ineligible

If a student in Financial Aid Warning status fails to meet any or all of the six standard SAP conditions at the end of the Financial Aid Warning quarter (term), their status will change to Financial Aid Ineligible. A student in this status is ineligible for federal student aid funds. The student will be notified of their Financial Aid Ineligible status by email from the Financial Aid Department after the end of the quarter (term).

Financial Aid Appeal Process

Extenuating circumstances may occur during a quarter (term) that may impact a student's ability to meet SAP standards including, but not limited to:

- Personal injury or illness
- Death of an immediate family member
- Military deployment
- Active-duty deployment
- Other unexpected extenuating circumstances beyond a student's control

In all cases, the circumstances must be sufficiently documented.

If extenuating circumstances occur and a student wishes to appeal his/her status, the **FMC Satisfactory Academic Progress Appeal Form** must be submitted to the Financial Aid Department. The student must meet with the Chief Academic Officer or Academic Designee to discuss and document the appeal. The Chief Academic Officer or Academic Designee will recommend whether the student's eligibility should be reinstated.

- The appeal must include appropriate documentation of the circumstances that led to the student not meeting all SAP requirements and how a student will demonstrate successful academic progress at the next evaluation.
- If a student is able to meet the SAP policy standards within one quarter (term), the **FMC Satisfactory Academic Progress Appeal Form** and its documentation will be submitted to the Financial Aid Department. The SAP Appeals Committee will review the appeal

and make a final determination. *An academic plan will not be needed in this scenario.*

- If the student requires more than one quarter (term) to become compliant with SAP requirements, an academic plan must be developed by the Chief Academic Officer, specifying the coursework and grades necessary to become compliant with each quarter (term) outlining the number of terms needed to successfully regain SAP eligibility without exceeding two quarters (terms).
- The SAP Appeals Committee will review progress at the end of each quarter (term). If the student does not meet the terms outlined in their academic plan, financial aid eligibility will be suspended until the student regains SAP.
- An academic plan to meet SAP policy standards must not exceed two additional quarters (terms).
- Students will be granted up to two appeals during their entire academic program.
- Incomplete appeal forms will not be reviewed.

Final decisions will be made by the SAP Appeals Committee. Evaluations and decisions are based on the documented information provided, the circumstances leading to the appeal, and the academic plan, if required. Students will be notified of the committee's decision by email, and the decision of the SAP Appeals Committee is final.

If an appeal is denied, a student is no longer eligible to receive financial aid from FINE Mortuary College until the student becomes compliant with SAP policy standards.

Appeals must be submitted to the Financial Aid Department no later than 5 business days after notification of SAP status is received from the College.

3. Financial Aid Probation

A student who has failed to meet SAP standards at the end of a Financial Aid Warning quarter (term) will be suspended from Financial Aid eligibility. Suspended students can appeal for reinstatement of eligibility. If the appeal is submitted timely and successful, the student is considered to be on Financial Aid Probation. Students whose appeals are approved are granted two additional quarters (terms) of aid and must complete and follow the Academic Plan as defined by the College. If the student in Financial Aid Probation status fails to meet one or more of these conditions outlined in their academic plan, the student returns to Financial Aid Ineligible status for the subsequent quarter (term) and must appeal again in order to return to Financial Aid Probation status.

An evaluation of SAP will be conducted at the end of the Probationary quarter (term). Students are expected to meet the standards of academic progress upon completion of the probationary term. The institution allows only two appeals during their entire academic program. Appeals must be submitted to the Financial Aid Department no later than 5 business days after notification of SAP status is received from the College.

4. Financial Aid Suspension

Students who fail to meet the conditions of the appeal approved and financial aid probation conditions will be placed on financial aid suspension. Students who also fail to submit an appeal to reinstate Financial Aid eligibility are considered Financial Aid Suspended. However, they may continue in the program by utilizing their own non-Federal Financial Aid resources to pay program costs.

Special Circumstances

- **Drops and Withdrawals**

If a student drops a course or reduces their number of enrolled credits during the add/drop period, the dropped credits are not included as attempted units in the SAP Status calculation. If a student withdraws from a course, they will receive a notation of "W" for the course, and the units for the course will be included as attempted units in the SAP Status calculation.

- **Repeated Courses**

A student may repeat a course in order to earn a higher grade. When a student repeats a course for the first time ("first repeat"), the credits for this course count as attempted credits in the SAP status calculation, and count as earned credits if a passing grade is obtained. In certain circumstances a student may be given permission by Student Advising or the Chief Academic Officer to repeat a course for a second time ("second repeat"). "Second repeat" credits are also included as attempted and is considered earned credits if a passing grade is obtained in the SAP status calculation.

- **Special Note Regarding Repeated Coursework:**

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 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 Academic Designee. For Federal Student Aid purposes, a student may receive aid for a previously passed course only once. A student may receive aid repeatedly for retaking previously failed coursework. However, it is important to note that SAP Pace conditions may not be met (repeated coursework is counted as attempted but not earned until a passing grade is received).

- **Incompletes**

The units for a course in which the student has received a grade of Incomplete are included in the SAP Status calculation as attempted units but not as earned units.

Student Notification

A student whose financial aid package does not include federal aid funds at the time that the SAP status is calculated may not receive notification of their status under the SAP policy unless and until the student requests additional aid funds. SAP status will be calculated retroactively when the request for additional funds is being considered. Non-receipt of status notification is not a sufficient basis for appealing a student's current status.

However, a student who does not meet the standards at the end of each quarter (term) will be notified via email of their Financial Aid status. Students may also check their SAP status at any time with the Financial Aid Department. Official notification is given within five (5) days after all grades have been posted. The notification will include an explanation of the standards evaluated and instructions on how to proceed based on the students' status (Satisfactory, Financial Aid Warning, Financial Aid Probation, Financial Aid Suspensions, etc.).

Special Considerations

FINE Mortuary College may elect to disregard courses taken during the COVID 19 pandemic for purposes of future determinations of cumulative GPA, Pace and Maximum Timeframe. Students must notify the Financial Aid Department if such a review is requested and all decisions made by the SAP Committee are final and cannot be appealed.

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

Academic Dismissal

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

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 all quizzes and exams are proctored for each 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 the 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>.

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 to the school official responsible for the record, clearly identify the part of the record the student wants to change 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 post-secondary 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-restrictions 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.

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.

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.

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.

Drop/Add Period

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

Withdrawal from a Course

Students may voluntarily withdraw from a course (drop a course) any time within the first week without financial consequences. Not attending class does not constitute withdrawal. Students must drop courses using the withdrawal process. 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.

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.

Course Audit

Active students 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 from 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. Students are required to have a minimum of a 3.0 GPA to be eligible.

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)

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 the Academic Success Program.

Comprehensive Review

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.

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

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.

Please see the Student Handbook for policy and appeal procedure.

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.

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.

Make-up Work Policy

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

Leave of Absence Policy

Students may apply for a Leave of Absence (LOA) for a maximum of one term. Students apply for an LOA by petitioning the Program Director, or designee, in writing. Requests for an LOA are decided on an individual basis; thus, not all requests for an LOA will be granted. 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 who request an LOA for an incomplete term will not be granted an LOA; however, those who request reinstatement at the start of a future term may 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 the 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 an 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 admission 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.

Returning Students

Students in good standing who withdraw from the college may return to continue their education at any time. The following policies apply:

1. Students who have been inactive for one year or longer will be required to re-apply to the college.
 - a. Application and enrollment fees may be waived upon written request at the college's discretion.
 - b. All other fees and current tuition fees will be applicable.
 - c. All other required information must be updated.
2. Previously earned credits within 5 years of readmittance may be valid and applied to the required credits for graduation.
3. Any previous unpaid financial obligations must be paid in full.

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.

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.

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, a 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. Earn a minimum cumulative GPA of 2.0.

5. Compile a satisfactory attendance and conduct record.
6. Meet or make an approved plan to meet in full all financial obligations to the College.

Maximum Time to Degree Completion

To be eligible to be awarded the Associate Degree from FMC a student must complete all course work within 150% of credits needed to complete the degree.

Students may petition the Program Director, or designee, for an extension to the 150% limit.

Students not eligible for graduation within the 150% of credits earned policy and not granted an extension of time to complete the degree:

- may be dismissed from FMC after the attempt of 105 credits or
- may be offered the option to retake all or some courses.

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

Honor Society

The top 10% of each graduating class is eligible for membership in the National Society of Leadership and Success (www.NSLS.org).

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.

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.

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 an 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 are resolved.

National Board Exam (NBE) Pass Rates

National Board Examination pass rates, graduation/retention rates, and job/placement/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, please send an e-mail to info@fmc.edu, or by telephone at 781-762-1211.

Retention of Student Records

FINE Mortuary College, LLC (FMC) complies with all federal and state requirements for record retention of student files and related information.

FMC stores all records for 7 years at 150 Kerry Place, Norwood, MA 02062 in secure storage units and/or secured electronically with access limited to administrative personnel who need access to the files for their job responsibilities.

Retention and Maintenance of Student Records Policy

FINE Mortuary College is committed to preserving the academic and professional legacies of its students. FMC complies with all state and federal law requirements, and with the Family Educational Rights and Privacy Act (FERPA), for record retention of student files and related information.

FMC maintains all student records for seven (7) years. Records are kept either in secure filing cabinets on campus or secured electronically through the College's database. Electronic student records are encrypted and kept in secure electronic systems that use multi-factor authentication and strict access controls. Files are only available to FMC administrators whose job specifically requires access to such

records. Physical records are scanned and kept in the same manner as electronic student records. Additionally, any physical paper records are maintained in secure storage units on campus in Norwood, MA, and are stored in an environment designed to protect files against fire, theft, alteration and damage.

Academic transcripts and degrees conferred are maintained indefinitely by the College. All other student information is destroyed after seven (7) years. When retention periods expire and no legal, regulatory, audit, or accreditation holds apply, records are destroyed in a secure and documented manner. Paper records may be shredded or incinerated, and electronic records are securely erased using accepted methods that ensure proper destruction of electronic data.

Stewardship of Student Records in the Event of Institutional Changes

FINE Mortuary College is committed to protecting the integrity and accessibility of student records at all times, including during major organizational changes. If the College were ever to undergo institutional restructuring, merge with another institution, or cease operations, the College will ensure that all permanent student records are securely transferred to an approved custodian. This may include a successor institution, the Massachusetts Department of Higher Education, or another authorized record holding entity.

During any transition, the College will:

- Maintain uninterrupted access for students and alumni to request transcripts or verification of credentials
- Ensure that permanent records remain complete, accurate, and protected under applicable privacy laws
- Communicate clear instructions for obtaining records moving forward

FINE Mortuary College's priority is to safeguard the academic achievements of every student so that professional licensure, employment, and educational progress are never disrupted.

California Residents

FINE is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

The transferability of credits you earn at FINE Mortuary College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate Degree in Applied Science you earn in Funeral Service is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending FINE Mortuary College to determine if your degree will transfer.

Currently FINE Mortuary College does not have any articulation agreements in place.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

P.O. Box 980818,

West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Website Address: <https://www.bppe.ca.gov/>

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options.

The office may be reached by calling Toll-free telephone #: (888) 370-7589 or by visiting Website Address: <https://www.bppe.ca.gov/>

California Student Tuition Recovery Fund (STRF) Disclosure (For California Residents Only)

The following information regarding the Student Tuition Recovery Fund (STRF) is disclosed to students in accordance with the regulations of the California Bureau for Private Postsecondary Education (BPPE) - www.bppe.ca.gov:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento,

CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

Program of Study

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. The United States Department of Labor Standard Occupational Classification 6-digit code is 39-4031.

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. 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.
4. 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 2, and Restorative Art.
5. 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)**
6. 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.

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.

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.

Clinical Cooperative

The Clinical Cooperative is made up of two courses, Clinical Cooperative I (CC306) and Clinical Cooperative II (CC307). Both courses are designed to conclude the student's educational experience by providing an opportunity to apply knowledge and skills learned in the classroom to professional situations in the field. Essential job duties of a licensed funeral director and embalmer are practiced.

The Clinical Cooperative courses offer students active, hands-on training and experience under the direction of their Preceptor, a dually licensed funeral director and embalmer. Clinical requirements take place at an approved off-campus Clinical Site, which is a licensed funeral establishment located in the student's area of residence. Students are encouraged to review their state's funeral directing and embalming regulations prior to the start of Clinicals.

During Week 10 of Clinical II, students are required to attend a one-week Capstone Project on campus in Norwood, Massachusetts. This project is required for distance education students to complete the funeral service program. The Capstone Project includes the Certified Embalming and the Restorative Art enrichment project.

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

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.

Level 1 Course Listings and Descriptions

Anatomy for Funeral Professionals PS101 (3 credit hours)

This foundational course introduces anatomical terminology and basic structural concepts essential to funeral service. Students will develop fluency in scientific language and gain familiarity with key anatomical structures to support advanced coursework and professional practice in the funeral industry.

Introduction Chemistry and Microbiology CM101 (3 credit hours)

This course introduces core principles of chemistry and microbiology with direct application to funeral service. Topics include atomic theory, organic compounds, disinfection, and sterilization. Students will also study pathogens, disease transmission, and infection control strategies essential to protecting public health in funeral care settings.

Small Business and Accounting EB221 (3 credit hours)

This introductory course covers essential principles of small business operations and accounting, with a focus on funeral service management. Students learn key financial concepts including cash flow, record-keeping, and financial analysis, while exploring the use of technology and management strategies to support effective business practices and client relations.

Funeral Directing FD221 (3 credit hours)

This course provides an overview of the practical duties and professional standards of funeral directing. Students learn about family interactions, arrangement conferences, merchandise selection, and documentation procedures. Emphasis is placed on communication, cultural sensitivity, and conflict resolution. Role-playing exercises and small business management concepts prepare students to serve diverse communities effectively.

Funeral Profession FP212 (3 credit hours)

This course provides an overview of the historical, cultural, and professional development of funeral service. Students examine early mortuary behavior, the rise of American funeral undertaking, and the organization of modern funeral service. Emphasis is placed on the evolution of funeral customs, terminology, merchandise, professional associations, mortuary education, and regulatory frameworks that shape contemporary practice and future trends within the funeral profession.

Introduction to Social Science SS101 (3 credit hours)

This course introduces foundational sociological concepts to support understanding of human behavior, social structures, and cultural diversity. Students develop critical thinking, reading, and writing skills while exploring cultural norms and practices. The course prepares students to serve families from diverse backgrounds with empathy and professionalism, laying the groundwork for future study in grief psychology.

Applied Communications RF302 (3 credit hours)

This course develops essential written and oral communication skills for academic and professional success in funeral service. Students refine grammar, composition, and public speaking abilities through structured assignments and presentations. Emphasis is placed on professional etiquette and career-focused communication relevant to the funeral profession.

Level 2 Course Listings and Descriptions**Anatomy for Funeral Professionals 2 NS201 (3 credit hours)**

This advanced course provides a detailed study of human anatomy and physiology with direct relevance to funeral service. Students examine major body systems, anatomical terminology, and structural relationships to support practical application in embalming and restorative art. The course builds on foundational knowledge and prepares students for advanced funeral science coursework.

Microbiology/Sanitation/Public Health SP221 (3 credit hours)

This course examines the principles of microbiology and immunology as they relate to funeral service. Students study microorganisms involved in disease and decomposition, along with methods of disinfection, disease prevention, and sanitation. Emphasis is placed on infection control, preparation room safety, and the funeral director's role in public health.

Chemistry for Embalming EC212 (3 credit hours)

This course introduces the foundational principles of inorganic, organic, and biochemical chemistry as they apply to funeral service. Emphasis is placed on the chemistry of disinfection, embalming, and cosmetology, including the formulation and function of embalming chemicals and disinfectants. Students will explore the chemical processes involved in decomposition, disease prevention, and body preservation, with a focus on terminology and reactions essential to safe and effective embalming practices.

Marketing and Merchandising MM230 (3 credit hours)

This course explores the evolving role of the funeral director as a provider of goods and services, with emphasis on the Federal Trade Commission Funeral Rule. Topics include the construction and materials of caskets and outer burial containers, merchandising strategies, pricing models, and display techniques. Students will also learn how to guide families through service and merchandise selection during arrangement conferences.

Business and Funeral Law LE230 (3 credit hours)

This course examines key legal and ethical principles relevant to funeral service. Students explore federal, state, and local business laws, with a focus on mortuary law, consumer rights, and funeral arrangements. Topics include pre-need and at-need contracts, trust funding, insurance, employment law, and the legal responsibilities of funeral directors. Emphasis is placed on regulatory compliance and ethical practice in funeral home operations.

Funeral Dispositions and Ethics SE102 (3 credit hours)

This course explores contemporary and emerging funeral disposition practices, including cremation, green burials, donor programs, and alternative services. Students will examine ethical considerations and cultural sensitivities in serving diverse families. Guest speakers and industry insights enhance understanding of trends and innovations. The course includes completion of the CANA Cremation Certification Program. Successful completion of this certification fulfills the testing requirement for most states.

Note: Most states will additionally require onsite crematory training as well.

Psychology of Grief PS212 (3 credit hours)

This course explores the psychological and sociological dimensions of grief, with a focus on the role of the funeral director in supporting bereaved families. Students will examine the phases of grief, cultural and religious influences, and the sociological environment's impact on the grieving process. Key distinctions between grief counseling and grief therapy are discussed, along with guidelines for referring individuals experiencing complicated grief to qualified professionals. The course also addresses the effects of occupational stress and the risk of burnout within the funeral service profession.

Embalming 1 EM221 (3 credit hours)

This course introduces the scientific and practical foundations of embalming, emphasizing the chemistry of decomposition and the necessity of chemical treatment to inhibit microbial growth and delay organic breakdown. Students will study the physiological changes following death, applicable government regulations, safety standards, embalming analysis, and proper use of instruments and equipment. The course covers procedures for routine and complex cases, including those involving disease, trauma, autopsy, and organ or tissue donation. Foundational knowledge in anatomy, microbiology, pathology, embalming chemistry, and restorative art is integrated to support effective embalming techniques and achieve acceptable physical restoration.

Level 3 Course Listings and Descriptions

Funeral Service Management FM 201 (3 credit hours)

This course explores management principles and practices specific to the operation and ownership of a funeral establishment. Students will examine internal policies, staffing strategies, and the use of external consultants. Emphasis is placed on regulatory compliance, with a detailed review of the Federal Trade Commission (FTC) Funeral Rule and its implications for funeral service operations.

Embalming 2 EM321 (3 credit hours)

This advanced course builds on foundational embalming principles, offering deeper exploration into the chemistry of decomposition and the application of chemical treatments to delay organic breakdown and control microbial activity. Students will study complex case scenarios, including age-related variations, pathological conditions, autopsied and procurement cases, and organ and tissue donation. Emphasis is placed on regulatory compliance, embalming analysis, and the use of specialized instruments and equipment. Integrated review of anatomy, microbiology, pathology, embalming chemistry, and restorative art supports the development of effective embalming protocols and restoration techniques.

Restorative Art RA230 (3 credit hours)

This course introduces students to the principles, terminology, and techniques of restorative art used in funeral service. Emphasis is placed on anatomical structures of the face and hands, and the practical application of mortuary cosmetics, waxes, and chemical agents to restore natural appearance. Students will learn methods for reconstructing features affected by trauma or disease, explore color theory in relation to presentation and lighting, and review the composition and use of mortuary cosmetics to achieve lifelike restoration.

Pathology PA230 (3 credit hours)

This course introduces students to the fundamentals of pathology, beginning with its historical development and essential terminology. Emphasis is placed on major diseases affecting body systems and their implications for embalming and restorative art. Students will learn to identify contagious conditions present at or after death and apply appropriate safety measures during transfer and embalming procedures.

Clinical Cooperative 1 CC306 (5 credit hours)

This introductory clinical course provides hands-on experience in embalming and funeral service procedures. Students will apply foundational knowledge in a supervised setting, performing tasks such as pre- and post-embalming treatments, restorative operations, cosmeticizing, dressing, and casketing. Emphasis is placed on safety protocols, including the use of personal protective equipment and adherence to OSHA, state, and federal regulations. Students will also engage in funeral service operations, including first calls, service attendance, and documentation. Preceptor site approval by faculty ensures readiness and compliance with professional standards.

Clinical Cooperative 2 CC307 (5 credit hours)

This advanced clinical course builds on skills developed in Clinical Cooperative I, requiring completion of five additional embalming cases, including one competency case. Students continue to refine embalming techniques, documentation, and funeral service procedures in a supervised setting. The course culminates in a mandatory on-campus Capstone Week, featuring intensive instruction in restorative art, embalming certification, and a mock arrangement presentation evaluated by licensed professionals. Emphasis is placed on professional standards, regulatory compliance, and readiness for entry into funeral service practice.

Comprehensive Review RV232 (3 credit hours)

Designed for students in their final academic term, this course reinforces key concepts covered throughout the funeral service curriculum, with a primary focus on topics included in the National Board Exam (NBE). Students will complete weekly assignments and take final exams on each NBE subject area to assess readiness and ensure mastery of essential knowledge.

Changes in Course Modality Policy

FINE Mortuary College is committed to providing a high-quality, accessible learning experience that meets student needs and maintains compliance with accreditation and regulatory requirements. Because the College delivers most instruction online with certain required in-person elements, flexibility in instructional delivery is sometimes necessary to support continuity of learning and ensure a safe and effective academic environment.

FINE Mortuary College may adjust the modality of specific courses or instructional components when necessary to support student learning, regulatory requirements, or operational needs. Changes may include shifting between delivery formats (i.e. Zoom, LMS), incorporating hybrid elements, and altering faculty.

If a change in course modality occurs, the College will:

- Provide timely notification to enrolled students regarding the change and its expected duration
- Ensure availability of required learning materials and academic support services in the revised format
- Preserve the quality, rigor, and integrity of the curriculum and achievement of course learning outcomes
- Comply with all federal, state, and accreditation requirements governing distance education and instructional delivery

Permanent or significant changes to course or program modality will be reviewed and approved through the College's formal academic governance processes and communicated to students in advance whenever reasonable.

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. Small Business & Accounting	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. Chemistry for Embalming	3	Intro to Chemistry & Microbiology
11. Marketing & Merchandising	3	Funeral Directing
12. Business and Funeral Law	3	Small Business & Accounting and Funeral Directing
13. Funeral Dispositions and Ethics	3	Funeral Directing
14. Psychology of Grief	3	Intro to Social Science
15. Embalming 1	3	Anatomy for Funeral Professionals 2 and Chemistry for Embalming

Level 3 Classes - Available Once Credits for All Prerequisite Classes Are Completed		
Classes	Credits	Prerequisites
16. Funeral Service Management	3	Business and Funeral Law
17. Embalming 2	3	Embalming 1
18. Restorative Art	3	Embalming 1
19. Pathology	3	Anatomy for Funeral Professionals 2 and Microbiology/Sanitation/Public Health
20. Clinical Cooperative 1	5	Must have earned 54 credit hours and completed Embalming 2 and 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

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

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

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 in order 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 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.

Faculty and Staff

[About - FINE Mortuary College](#)

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.

FINE was authorized to offer distance education in October 2022.

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.