



Fine Mortuary College

A Private Two Year College

Official Catalog

2019 – 2021



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Welcome Message

Dear Student,

Welcome to the Funeral Service Program and FINE Mortuary College, LLC: A Private Two Year College, LLC: A Private Two Year College (FMC).

We are delighted you have made the decision to continue your studies at our College. It is our hope that your education with us is rewarding, challenging, and enjoyable. Your choice in a College for your funeral service education will be one of the most important decisions you make. FMC has an outstanding tradition in funeral service education. Preparing students for a future in the funeral service profession has been its sole purpose for over 20 years.

FMC is committed to providing you with a quality education and learning environment that will prepare you to get a job and adapt to the many challenges of an ever-changing industry. As part of our commitment to your success, we have prepared this Catalog to help you understand FMC's policies and procedures. We ask that you view this Catalog as an essential part of your education. Everyone at FMC is committed to providing the support you need to excel in your courses, graduate, and successfully pass the National Board Exam (NBE) for funeral services. In turn, we ask that you view yourself as an equal partner in your education, holding yourself equally accountable for your success.

We want your experience at FMC to be exciting intellectually and an enjoyable time. As you embark on this chapter of your lives and careers, we believe you have unlimited potential to become outstanding funeral service professionals. To flourish as a funeral service professional, you will require exceptional personal and professional qualities. Important lessons will be learned in the classroom and in clinical settings. Also important are the values and interpersonal skills you will acquire outside the classroom.

FMC exists to provide an education system focused on relevant academic courses and practical work experience. All of us at FMC hope you will enjoy your time here and take full advantage of the many helpful resources that can be found at the College.

Again, welcome and enjoy the experience.

Sincerely,

FMC Administrative Staff

About FINE Mortuary College, LLC: A Private Two Year College

FINE Mortuary College, LLC: A Private Two Year College (FMC), was established with the intent to improve the stature of the funeral profession. FMC provides a rigorous academic education and a strong program in practical training.

Upon completion of their program, FMC's graduates will—

- have the foundation for high ethical standards;
- demonstrate sensitivity and compassion towards those experiencing grief;
- communicate professionally and clearly;
- accept leadership as role models within their communities;
- show evidence of pride in the funeral profession.

This official Catalog of FINE Mortuary College, LLC: A Private Two Year College, provides an overview and summary of the policies, procedures, and rules of the College. Catalog content is subject to change at the discretion of administration.

Additional detail about the policies, procedures, and rules of the College can be found in the Student Handbook, the FMC website, the Faculty and Staff Handbook, and the Safety Handbook.

The College makes every effort to inform students and interested parties about changes in its policies, procedures and rules. Changes are posted via the FMC website at www.fmc.edu and where those interested may find:

- the latest edition of the official Catalog;
- a news and information page containing updates to FMC policies, procedures, and rules;
- the official Student Handbook.

Students can also find copies of relevant documents on student computers on campus or in hard copy form upon request. For more information, please contact the College:

- in person, at the College's main office;
- by phone at (781) 762-1211;
- by email at info@fmc.edu

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Institutional Goals, Aims & Objectives of FINE Mortuary College, LLC: A Private Two Year College

FINE Mortuary College, A Private Two Year College (FMC), seeks:

- To instill a high level of caring, professional attitudes and ideals, and a commitment to ethical standards of conduct within each of FMC's students;
- To provide students with the knowledge and experience to prepare human remains in a sanitary, safe and acceptable manner for viewing and final disposition;
- To promote compliance with legal and regulatory frameworks and regulations impacting the funeral industry;
- To provide students with knowledge of and practical experience in funeral service sufficient to pass the National Board Examination and enter the funeral service profession;
- To provide students with tools to meet the emotional needs of the bereaved families and friends;
- To enable students to communicate effectively with professionals in the health, law and business fields;
- To prepare students to capably use funeral service-specific technology;
- To expose students to vendors serving the funeral service profession;
- To prepare students to take leadership roles in the communities they serve;
- To provide the skills necessary for completing research in the funeral Service field.

AIMS and OBJECTIVES:

AIMS:

The Funeral Service Program and FINE Mortuary College, LLC has at its central aims, the recognition of the importance of funeral service personnel as:

- Members of a human services profession;
- Members of the community in which they serve;
- Participants in the relationship between bereaved families and those engaged in the funeral service profession;
- Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice, as well as
- Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains

OBJECTIVES:

- To enlarge the background and knowledge of students about the funeral service profession;
- To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined in the Preamble at the beginning of this chapter
- To educate students concerning the responsibilities of the funeral service profession to the community at large
- To emphasize high standards of ethical conduct;
- To provide a curriculum at the post- secondary level of instruction; and
- To encourage student and faculty research in the field of funeral service

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;
- 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;
- 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;
- That I shall be faithful to those who place their trust in me.

While I continue to keep this oath, 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.

History of FINE Mortuary College, LLC: A Private Two Year College

FINE Mortuary College, LLC: A Private Two Year College, (FMC), began as the Funeral Institute of the North East in 1996. The school was founded with the backing of several funeral professionals and persons interested in promoting excellence in education in funeral service.

The founders were determined to emphasize comprehensive practical experience and excellent academic training, responsive to the needs of the fast-changing funeral profession.

FMC became authorized to grant an Associate Degree in Applied Science in Funeral Service in June 2001. The student body grew steadily from seven in 1996 to more than one hundred by 2017. In 1999, FMC became eligible for Federal Financial Aid for students who qualified.

In March 2014, FMC was purchased by GLC Solutions, LLC, an education management company. The college has had continued growth and enrollment under GLC and continues involvement in the funeral community.

Authorization, Accreditation, and Memberships of FINE Mortuary College, LLC: A Private Two Year College

Authorization

FINE Mortuary College, LLC: A Private Two Year College, (FMC), is authorized by the Massachusetts Board of Higher Education to award the following degree: Associate in Applied Science in Funeral Service.

Accreditation

The Funeral Service degree program and FINE Mortuary College, LLC: A Private Two Year College are accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233-3747. Web: www.abfse.org

Contact Information for ABFSE

992 Mantua Pike, Suite 108
Woodbury Heights, NJ 08097
Phone: (816) 233-3747
Web: www.abfse.org

Membership Affiliations

American Board of Funeral Service Education, Inc.

Cremation Association of North America

International Conference of Funeral Service Examining Boards

National Funeral Directors Association

Massachusetts Funeral Directors Association

National Association of Student Financial Aid Administrators

Campus of FINE Mortuary College, LLC: A Private Two Year College

The campus of FINE Mortuary College, LLC: A Private Two Year College (FMC), is located at 150 Kerry Place in Norwood, Massachusetts.

The facility contains four classrooms, and a multimedia area including a library, computer lab, Mock Embalming Room and Mock Arrangements Room.

A separate funeral service merchandise display and museum area highlights the many industry-related artifacts and pictures located throughout the school.

A kitchen and student lounge provide a break area for students and includes an information area for students.

A conference room is centrally located for faculty, staff, and student use.

The facility provides equal access for those with physical challenges.

Living Accommodations

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

Directions to FINE Mortuary College, LLC: A Private Two Year College

Location: 150 Kerry Place, in Norwood, MA, about 20 miles southwest of Boston, MA and about 30 miles north of Providence, RI.

From North and South: Exit 11B off I-95 toward Norwood onto Neponset Street. After approximately ½ a mile, exit left onto Dean Street. At the bottom of hill (still Dean St.), cross Route 1, and then take the 2nd right onto Kerry Place

From Cape Cod: Take Exit 15A off I-95 and from the North: Exit 15B off I-95 toward Norwood onto Route 1 South. After about a mile take the Dean Street exit to the right. 150 Kerry Place is on the left, almost at the end of the street. Look on the left for sign with the FMC logo.

Campus Leadership of FINE Mortuary College, LLC: A Private Two Year College

The Leadership of FINE Mortuary College, LLC: A Private Two Year College (FMC), is as follows:

- Kevin Koch, President and CEO
- Sherry Jones, MT (ASCP), PMST, Executive Vice President (EVP)
- Sarah Stopyra, LFD, M. Ed., Program Director
- Elizabeth Foss, MSM, Director of Student Services
- Lillie Cox, Administrative Assistant
- Connie Barry, Accountant

Admissions Requirements for FINE Mortuary College, LLC: A Private Two Year College

To be considered for admission to FINE Mortuary College, LLC: A Private Two Year College (FMC), potential students must submit:

- a complete, signed application form
- an official high school transcript or official evidence of earning a GED
- an official College transcript (if applicable)
- one complete, signed recommendation form and letter
- the application fee
- all applicable medical clearance forms

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

Skills Assessment

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

Enrolled students can also take advantage of the Peer Tutoring program.

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

Transfer Credit

Evaluation and acceptance of transfer credit require official transcripts from all postsecondary institutions attended by the applicant. Detailed information regarding transfer credit policies and procedures can be found in this Catalog, under Academic Policies.

Age Recommendation

Although FMC accepts qualified students of all ages, research and experience indicate that more mature students are better emotionally equipped to deal with the bereaved.

State Licensure Notice

It is the responsibility of the applicants to meet the legal and educational requirements prescribed by the laws of the state in which they intend to practice.

Admission Disclaimer

NOTE: 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 the safe learning environment for all students. FINE Mortuary College, LLC: A Private Two Year College, reserves the right to deny admission, revoke admission, limit enrollment, and/or restrict activities of a student.

Disclosure Requirement for Criminal Convictions

In order to provide a safe and stable learning community for all students, FINE Mortuary College, LLC: A Private Two Year College, 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, LLC: A Private Two Year College, reserves the right to verify or amplify the student's disclosure and to share the information for legitimate purposes.

Academic Programs at FINE Mortuary College, LLC: A Private Two Year College

FINE Mortuary College, LLC: A Private Two Year College, (FMC), offers a single academic degree program: the **Associate in Applied Science in Funeral Service**. The degree program consists of 20 in-class courses at three credit hours each, plus two five-credit hour hands-on practical application courses, for a total of 70 credit hours.

Course Listings:

SS101	Introduction to the Social Sciences
PS101	Anatomy for Funeral Professionals
BB101	Business Basics
CM101	Introduction to Chemistry and Microbiology
SE102	Issues and Concerns of a Modern Funeral Professional
NS201	Anatomy for Funeral Professionals 2
EC212	Embalming Chemistry
FP212	Funeral Profession
FM201	Funeral Service Management**
PS212	Psychology of Grief
FD221	Funeral Directing
EB221	Essentials of Accounting
EM221	Embalming
SP221	Microbiology/Sanitation/Public Health
LE230	Law and Ethics
RA230	Restorative Art
PA230	Pathology
MM230	Marketing and Merchandising
RF302	Applied Communications*
CC306	Clinical Cooperative 1*
CC307	Clinical Cooperative 2*
RV232	Comprehensive Review*
SK099	Study Skills Improvement (does not count toward GPA)
DS099	Directed Studies (does not count toward GPA)

**** Course required effective for new students Spring 2019**

*** IMPORTANT INFORMATION about final course sequence:**

- A minimum of 54 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed.
- All core classes must be completed before Clinical classes and Comprehensive Review is taken in the last term after all academic courses have been completed.

Financial Information for FINE Mortuary College, LLC: A Private Two Year College

Costs of attending FINE Mortuary College, LLC: A Private Two Year College (FMC), are as follows:

Tuition and Fees:

Course and Lab Tuition:

Academic Courses, per credit hour	\$760.00
Clinical Cooperative I (5 Credits)	\$2,775.00
Clinical Cooperative II (5 Credits)	\$2,775.00
Total Cost for 70 Credits*	\$51,150.00

Fees:

Application	\$75.00
Challenge Exam	\$200.00
Course Audit	\$800.00
Late Registration Fee	\$200.00
Late Payment	\$50.00 each week payment is late
Transcript	\$15.00 each
Transcript, Expedited	\$25.00 each
Orientation	\$500.00**
Returned check penalty	\$50.00
Tri-Payment Admin Fee	\$125.00
Book replacement Fee	\$150.00
Commencement Fee	\$100.00

* Final cost may vary based on transfer credit award.

** Non-refundable and will be applied to first term's tuition.

Academic Calendars for FINE Mortuary College, LLC: A Private Two Year College

Academic Year: Length

For Federal Student Aid purposes, FINE Mortuary College, LLC: A Private Two Year College, defines the academic year as a minimum of 30 weeks of training.

Winter 2018 Academic Calendar

Milestone	FMC Week Ref #	Winter 2018
Orientation Day	B2	Wednesday, November 7, 2018
First Day of Term / Classes Begin	1	Monday, November 12, 2018
Last Day to Drop/Add without penalty	1	Thursday, November 15, 2018
Thanksgiving Holidays Start	B	Monday, November 19, 2018
Classes Resume	2	Monday, November 26, 2018
Midterms (Week of)	5	Monday, December 17, 2018
Christmas Holiday Break (Week of)	B1	Monday, December 24, 2018
Christmas Holiday Break (Week of)	B2	Monday, December 31, 2018
Classes Resume	6	Monday, January 7, 2019
Registration week begins for next term	7	Monday, January 14, 2019
Finals (Week of)	10	Monday, February 4, 2019
Last Day of Term	10	Thursday, February 7, 2019
Grade Reports Posted	B1	Thursday, February 14, 2019
Break Week	B1	Monday, February 11, 2019
Break Week	B2	Monday, February 18, 2019

Spring 2019 Academic Calendar

Milestone	FMC Week Ref #	Spring 2019
Orientation Day	B2	Wednesday, February 20, 2019
First Day of Term / Classes Begin	1	Monday, February 25, 2019
Last Day to Drop/Add without penalty	1	Thursday, February 28, 2019
Midterms (Week of)	5	Monday, March 25, 2019
Registration week begins for next term	7	Monday, April 8, 2019
Finals (Week of)	10	Monday, April 29, 2019
Last Day of Term	10	Thursday, May 2, 2019
Grade Reports Posted	B1	Thursday, May 9, 2019
Break Week	B1	Monday, May 6, 2019
Break Week	B2	Monday, May 13, 2019

Summer 2019 Academic Calendar

Milestone	FMC Week Ref #	Summer 2019
Orientation Day	B2	Wednesday, May 15, 2019
First Day of Term / Classes Begin	1	Monday, May 20, 2019
Last Day to Drop/Add without penalty	1	Thursday, May 23, 2019
Memorial Day - Offices Closed	2	Monday, May 27, 2019
Midterms (Week of)	5	Monday, June 17, 2019
Registration week begins for next term	7	Monday, July 1, 2019
Independence Day - Offices Closed	7	Thursday, July 4, 2019
Finals (Week of)	10	Monday, July 22, 2019
Last Day of Term	10	Thursday, July 25, 2019
Grade Reports Posted	B1	Thursday, August 1, 2019
Break Week	B1	Monday, July 29, 2019
Break Week	B2	Monday, August 5, 2019
Break Week	B3	Monday, August 12, 2019

Fall 2019 Academic Calendar

Milestone	FMC Week Ref #	Fall 2019
Orientation Day	B3	Wednesday, August 14, 2019
First Day of Term / Classes Begin	1	Monday, August 19, 2019
Last Day to Drop/Add without penalty	1	Thursday, August 22, 2019
Labor Day - Offices Closed	3	Monday, September 2, 2019
Midterms (Week of)	5	Monday, September 16, 2019
Registration week begins for next term	7	Monday, September 30, 2019
Finals (Week of)	10	Monday, October 21, 2019
Last Day of Term	10	Thursday, October 24, 2019
Grade Reports Posted	B1	Thursday, October 31, 2019
Break Week	B1	Monday, October 28, 2019
Break Week	B2	Monday, November 4, 2019

Winter 2019 Academic Calendar

Milestone	FMC Week Ref #	Winter 2019
Orientation Day	B2	Wednesday, November 6, 2019
First Day of Term / Classes Begin	1	Monday, November 11, 2019
Last Day to Drop/Add without penalty	1	Thursday, November 14, 2019
Thanksgiving Holidays Start	B	Monday, November 25, 2019
Classes Resume	3	Monday, December 2, 2019
Midterms (Week of)	5	Monday, December 16, 2019
Christmas Holiday Break (Week of)	B1	Monday, December 23, 2019
Christmas Holiday Break (Week of)	B2	Monday, December 30, 2019
Classes Resume	6	Monday, January 6, 2020
Registration week begins for next term	7	Monday, January 13, 2020
Finals (Week of)	10	Monday, February 3, 2020
Last Day of Term	10	Thursday, February 6, 2020
Grade Reports Posted	B1	Thursday, February 13, 2020
Break Week	B1	Monday, February 10, 2020
Break Week	B2	Monday, February 17, 2020

Spring 2020 Academic Calendar

Milestone	FMC Week Ref #	Spring 2020
Orientation Day	B2	Wednesday, February 19, 2020
First Day of Term / Classes Begin	1	Monday, February 24, 2020
Last Day to Drop/Add without penalty	1	Thursday, February 27, 2020
Midterms (Week of)	5	Monday, March 23, 2020
Registration week begins for next term	7	Monday, April 6, 2020
Finals (Week of)	10	Monday, April 27, 2020
Last Day of Term	10	Thursday, April 30, 2020
Grade Reports Posted	B1	Thursday, May 7, 2020
Break Week	B1	Monday, May 4, 2020
Break Week	B2	Monday, May 11, 2020

Calendars are subject to change.

Additional Calendars for 2020 will be forthcoming.

Services at FINE Mortuary College, LLC: A Private Two Year College

FINE Mortuary College, LLC: A Private Two Year College, (FMC), 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, LLC: A Private Two Year College, does not promise employment.

Tutoring Services

To help students succeed academically, FMC offers a Peer Tutoring program. This free tutoring assistance is available to FMC students enrolled and regularly attending the course in which they require the tutoring. The Peer Tutoring program provides quality and course-specific academic support to FMC students at no cost. Tutoring sessions are tailored to meet students' individual questions and needs and foster independent learning. Students with an 80% or below in a course are strongly encouraged to request a tutor.

In addition, FMC encourages successful students to assist their colleagues by becoming Peer Tutors. Peer Tutors are fellow students who have successfully completed introductory and advanced coursework with a minimum of a 3.0 and are recommended by instructors in subject areas as eligible to become tutors for that course.

Academic Policies & Procedures

Academic Degree Program

FINE Mortuary College, LLC: A Private Two Year College, offers academic courses that lead to the Associate in Applied Science in Funeral Service degree.

Academic Good Standing

Students remain continuously enrolled at FINE Mortuary College, LLC: A Private Two Year College as long as they 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 record

Deficiencies to Academic Progress

Students with an academic deficiency may be:

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

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

Academic Probation

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

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

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

1. Placement on Academic Probation
2. Access tutoring as needed
3. May take no more than two (2) academic courses in the following term
4. May be prohibited from taking Distance Education courses

Leaving Academic Probation

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

Academic Dismissal

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

Students who are academically dismissed are eligible to re-apply to FMC at a later date. Re-application does not guarantee readmission.

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.

In a Distance Education (DE) course, student attendance is defined as active participation as outlined in the course syllabus. Students who fail to maintain active participation in a DE course as outlined in the course syllabus will be processed in accordance with the College's current attendance policy. As indicated in the FMC Catalog, you are required to attend 85% of the classes for each course unless you have notified the instructor and special written arrangements have been approved.

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.

Books and Supplies

Costs for necessary books for each course are included in the course cost. There are no other course textbook costs.

Books are provided on a "loaned" basis. Students are expected to return the books in good condition at or before the final exam of the course for which the book is used.

NOTE: Students who fail to return loaned textbooks to the College by the end of the term will be charged \$150 for textbook costs and administrative fees.

Supplemental, non-required books and supplies are available in the FMC bookstore.

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.

Catalog Addendum

This Catalog and various handbooks and other documents of FINE Mortuary College, LLC: A Private Two Year College (FMC), may be amended between formal publication dates for the purpose of updating or revising policies and procedures. These changes will be published as addenda to the pertinent publications as Catalog Addenda.

Class Size

The College seeks to maintain a student-teacher ratio which provides students with adequate individual attention.

The maximum class size for theory classes is 26 students.

Distance Education class size is limited to 20 students per section.

Exceptions may be made at the discretion of FMC administration.

Clinical Cooperative

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

Clinical Cooperative work activities are completed at a funeral home during fulfillment of study at the College.

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

Copyright Policy

FINE Mortuary College, LLC: A Private Two Year College, respects the intent and the letter of copyright and intellectual property law. All members of the FMC community are expected to abide by legal and ethical practices that honor copyright owners.

Violation of copyright for the purposes of plagiarism or cheating may be considered academic dishonesty and may result in the award of a failing grade for a course or dismissal from the College.

Course Audit

Individuals may join FMC courses on an audit basis, participating in course activities without earning academic credit.

A student can audit a course only with written permission of the Program Director or designee. No academic credits are awarded for an audited class.

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

Course Overload Policy

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

Course Registration

The new student's first course registration is completed on Orientation Day.

Students are automatically registered for subsequent terms. Students who wish to amend their workloads by adding or reducing courses must notify the College before the beginning of each term.

Students must settle outstanding financial balances in order to register for a new academic term.

Course Repeat Policy

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

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

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

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

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

Grade Reporting for Repeat Courses

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

Students who qualify may be eligible for financial aid for a repeated course. However, students are required to meet Satisfactory Academic Progress as outlined in this Catalog

(see Satisfactory Academic Progress) and are encouraged to consult with the Financial Aid Director before repeating a course.

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, WP, WF, NC, AW, N or X are counted as attempted but not as completed or earned.

Credit Hours

One credit hour normally represents approximately 15 hours of class time per quarter and at least 15 hours of home study.

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, and Registrar's Office.

Dean's List

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

There are two levels of distinction:

High Honors: term GPA between 4.0-3.8

Honors: term GPA between 3.79-3.0

Disability Accommodations Policy

FMC fully supports and makes every effort to provide equal access to its programs for students with disabilities. Students work with FMC staff to develop individualized study plans in accordance with guidelines published by the Association on Higher Education and Disability.

Distance Education Policy

Students interested in enrolling in distance education courses must maintain a cumulative 3.0/4.0 GPA and demonstrate they have the skills, competencies, and access to technology necessary to succeed prior to enrollment.

Drop/Add Period

Students may add or drop courses by the end of the first week of a new term. Students who drop courses are assessed a Drop Fee unless an equal number of courses is added.

Full-time vs. Part-time Status

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

Grade Point Average (GPA)

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

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

Grading Scale

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

Non-contributing Marks

The following are not used to calculate the GPA. (Therefore, these provide no grade points per credit.)

W	Withdrew without penalty	TC	Transfer credit
WP	Withdrew passing	R	Repeat course
WF	Withdrew failing	I	Incomplete
AW	Administrative withdrawal	P	Pass
F*	Failure for non-attendance	K	On initial lists but never came to class
NC	No credit	N	Audit

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, and
- SK099 and DS099, which carry no course credit.

To pass and earn credit for a course, a student must earn a minimum course average of 75% **AND** earn a minimum score of 75% on the comprehensive final exam.

For this reason, students should be aware that they could earn a grade lower than 75% on a final exam, have a course average of 75% or higher, and yet still not pass a course. In these cases, a grade of D+ (the highest non-passing grade) will be assigned to the course. At FMC, grades of D+, D, and F are failing/non-passing grades. In cases in which a student earns a D+, D, or F in a course, the student will have to repeat the course.

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

Graduation Ceremony

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

Participating in Commencement Early

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

Official FMC Diploma and Transcripts

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

Students may order official transcripts from the FMC Registrar's office.

Graduation Honors Designations

Summa Cum Laude 4.00-3.75 GPA

Magna Cum Laude 3.74-3.50 GPA

Cum Laude 3.49-3.25 GPA

Graduation Requirements

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

1. Complete all courses leading to the Associate Degree.
2. Earn a minimum average grade of 75% in all numerically graded courses

NOTE: To pass a course, student must earn a minimum course average of 75% **AND** earn a minimum score of 75% on the comprehensive final exam.

3. Earn the letter “P” in all non-numerically graded courses.
4. Take the National Board Examination (NBE) or appropriate State licensure exam.
5. Earn a minimum cumulative GPA of 2.0.
6. Compile a satisfactory attendance and conduct record.
7. Meet or make an approved plan to meet in full all financial obligations to the College.

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.

Honor Society

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

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

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

Library Resources

The FMC library includes a variety of printed reference, text, and general interest works. Computer terminals are available in the library for student use.

Make-up Work Policy

Students must make arrangements with their instructor regarding missed assignments, exams, or other work missed as a result of absence from class.

Matriculation

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

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

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In general, the requirements for matriculation are:

Requirements for Matriculation

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

Maximum Time to Degree Completion

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

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

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

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

National Board Exam Requirement

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

National Board Exam (NBE) Pass Rates

National Board Examination scores, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's scores and rates, go to the Business Office, FINE Mortuary College, 150 Kerry Place, Norwood, Massachusetts, or by e-mail at info@fmc.edu, or by telephone at 781-762-1211.

Test and Examination Policies

Final examinations are cumulative and comprehensive.

To pass and earn credit for a course, a student must earn a minimum course average of 75% AND earn a minimum score of 75% on the comprehensive final exam.

Midterm and final exams must be taken with the class at the scheduled date and time.

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Test and Examination Policies (continued)

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

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

Test and Examination Review Information

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

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

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

Transcript Request Process

FMC's goal is to provide prompt and efficient release of official student transcripts. They are normally processed, printed and sent within five business days of the receipt of a student's or graduate's request.

The transcript request form can be obtained from the FMC Registrar's office or downloaded from the FMC website (www.fmc.edu).

Transcript Release

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

Transcript Request Procedure:

- The Transcript Release Form should be completed and sent to FMC with the appropriate fee.
- Requests by phone, fax or email will not be honored.
- A transcript will not be released until all obligations, including financial, are resolved.

Transfer Credit Policy

Transfer credit is granted at the discretion of the College's Program Director, or designee, and Registrar.

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."

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;
6. those courses in which the student earned a minimum average course grade of the letter "C" or 75%.

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Transfer Credit Acceptance (continued)

The Admission Committee 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. The Admission Committee also may ask if the courses being considered as TC were taken as in-house or as DE unless it is clear on the official transcript. The Committee may specifically question the College more about their policies regarding the teaching, testing and quality of in-house versus DE courses. Additionally, the Admission Committee 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 Admission Committee 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 also may need to arrange for, take, and pass a Challenge Exam on the topic being considered for transfer credits.

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

Transfer Credit: Articulation Agreements

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

Challenge Exams for National Board Exam-Related Courses

In order to receive transfer credit for courses covering subjects included in the NBE, students may have to pass a FMC Challenge Exam with a score of 75% or higher.

Passing a challenge exam confirms student learning equivalent to a FMC course. Transfer students may petition the Program Director, or designee, for exceptions to this policy.

Students schedule FMC Challenge Exams in cooperation with the Program Director, or designee.

The FMC Challenge Exam fee is non-refundable.

FMC Challenge Exam Process

1. The student submits his/her official College transcript(s) to FMC.
2. The Program Director, or designee, reviews the transcript and advises the student about the Challenge Exam if required.
3. The Student petitions, using the Challenge Exam Request Form. A separate written request must be made for each Challenge Exam.
4. One week prior to the Exam, the student pays the Challenge Exam fee.
5. The student sits for the Exam as scheduled. Failure to take a 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.

Transferability of Credit

No school can guarantee that credits from courses at one school are transferable to another institution.

Transfer credit awards always at the discretion of the receiving school and transferable credits depend on comparability of curricula and institutional philosophy.

Week One Attendance

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

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

Withdrawal from a Course

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

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

To officially drop a course, students complete, sign and date the FMC Drop/Add form.

Withdrawal from the College

Students may withdraw from the College by providing a written statement of intent to withdraw and completing a Drop/Add form for all courses.

For students who withdraw in person at the FMC Academic Office, the date of submission of the form will be used to calculate the student's financial obligation to the College and for financial aid purposes. For mailed correspondence, the US postmark date will be used.

Students who withdraw from all courses within the first week of a term are not considered to be enrolled in the College for that term.

Policy of FINE Mortuary College, LLC: A Private Two Year College, (FMC)

FMC is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood-borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes the following elements:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

Financial Policies

At FINE Mortuary College, LLC: A Private Two Year College (FMC), all tuition is due and payable by a student's program start date, unless satisfactory arrangements have been made with the College, at the College's discretion.

Financial Options at FINE Mortuary College, LLC: A Private Two Year College (FMC)

FMC offers several options to help students finance their study programs, including:

1. Federal Student Aid: Title IV programs providing grants and loans for those who qualify.
2. Additional Loan Sources: Students may apply for loans from a variety of private and public sources.
3. Veteran's Benefits: FMC participates in federal Veteran's Benefits programs for those who qualify
4. Scholarships: FMC Financial Services coordinates scholarship applications from a variety of sources, which may include:
 - a. American Board of Funeral Service Education, Inc.
 - b. Keystone
 - c. International Conference of Funeral Service Examining Boards, Inc.
 - d. Some state funeral service associations
 - e. Local organizations in your town – student must identify and apply for these.
 - f. References in your Public Library for scholarships based on special requirements – student should check local library and online sources.
5. Credit card payments are accepted through PayPal.
6. A FMC-arranged payment plan is available.

Contact FMC Financial Services for more detail.

Financial Services

The Financial Services Department assists students in planning details of how to pay their educational costs. Each student is confidentially interviewed, his or her situation is considered, and the student is advised on possible payment arrangements. Financial Aid is available for those who qualify.

The Financial Services Department is available to assist students with the Federal Student Aid application process.

FINE Mortuary College, LLC: A Private Two Year College participates in the Subsidized Direct Stafford Loan, Unsubsidized Direct Stafford Loan, Direct PLUS Loan, Federal Pell Grant, and the Federal Supplemental Educational Opportunity Grant (SEOG) Programs.

Application Process for Financial Aid

1. **Complete your FAFSA at www.fafsa.ed.gov.** Please utilize the IRS Data retrieval tool if it is offered. Use FMC SCHOOL CODE 033164 (Funeral Institute of the Northeast-FINE Mortuary College, LLC: A Private Two Year College). Once completed, you will receive eligibility information and notice of completion via email. Although FMC will generally receive your information within two (2) to five (5) business days, please send an email confirming completion of the FAFSA to efoss@fmc.edu.
2. **Complete Master Promissory Note and Entrance Counseling at:** <https://studentloans.gov/myDirectLoan/index.action> All financial aid students interested in Federal Direct Student Loans must complete the Master Promissory Note and the Entrance Counseling. Both are located on left side of the above website page. Please send an email confirming these steps have been completed to financialaid@fmc.edu.
3. **Completion and Accuracy Review:** If your financial aid application is deemed incomplete or if additional information is required, you will receive an email regarding required information. This may include the requirement to complete a process called Verification. Please check email/voicemail regularly. All conflicts of data must be resolved prior to disbursement of aid. You may have to make corrections to your FAFSA/SAR and/or submit supporting data to the FAA.
4. **Eligibility Determination:** When your application is complete, the Financial Aid Office at FMC will contact you concerning your eligibility and to request you to verify the amount you wish to borrow throughout the year.
5. **Certification:** The FAA completes the necessary paperwork and submits the data to the Department of Education (ED) website.
6. **Award Letter/Disclosure Notification:** FAA sends you an award letter detailing your financial aid award along with your right to cancel the loan.
7. **Disbursement:** After your attendance in courses in the term is confirmed, the FAA will request a disbursement on your behalf. ED will send the financial aid disbursement to FMC electronically to FMC's financial aid accounts. Aid is applied first to your charges for the current term. If a balance remains due, you must arrange a payment plan with the Accounting department. If there is a balance due to you, you will be notified by the Accounting Department. A receipt will be provided to you along with an explanation of your rights and responsibilities as a borrower. This process could take up to 14 business days from receipt of the funds. Please do not contact FMC until after the 14 day grace period to see if it has arrived.
8. **Delivery:** Your refund check will be mailed to you at the address on file at FMC after you complete the Title IV Financial Aid Authorization form, per FMC policy.

Awarding Financial Aid

Award Process

Financial Aid is awarded based on two time periods: Federal Award Year and the FMC Academic Year. The Federal Academic Year is July 1-June 30 each year. The FMC Academic Year is three (3) terms based on your start date. The process begins with the completion of the Federal Application for Federal Student Aid (FAFSA), found at www.fafsa.ed.gov.

You can complete the FAFSA at any time after October 1st to receive funds for the following award year, but apply as early as possible since some grant funds are distributed on a first come, first served basis. You must complete a FAFSA each award year. You will be awarded Federal Direct Student Loans for the FMC Academic Year. Federal Pell Grant and FSEOG are awarded by Federal Award Year, therefore, terms that fall fully in the following Award Year may not receive the same funding as the terms that fall in the first Award Year.

NOTE: Students may also seek private lenders to finance their school expenses.

Applicants for financial aid are awarded Pell Grant first if eligible. There are limited SEOG funds available; they are awarded at the start of each academic year and again at the start of each award year for those with academic years crossing into the new award year. Federal Direct Subsidized Loans are awarded to those with remaining need. Federal Direct Unsubsidized Loans and Parental Loans for Dependent Students are awarded up to the amount of the cost of attendance less all other aid.

To receive federal student aid at FMC, you must:

- Demonstrate financial need.
- Have a high school diploma, a General Education Development (GED) certificate or complete a high school education in a home school setting that is treated as such under state law.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. Note you might be able to receive aid for distance education courses as long as they are part of a recognized certificate or degree program.
- Be a U.S. citizen or eligible noncitizen. <http://studentaid.ed.gov/eligibility/non-uscitizens>
- Have a valid Social Security Number.
- Register with the Selective Service if required. You can use the paper or electronic FAFSA to register, you can register at <http://www.sss.gov/>, or you can call at 1-847-688-6888.
- Maintain Satisfactory Academic Progress (SAP) once in school (view SAP policy at <http://www.fmc.edu/financial-aid/>).
- Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.

- Certify that you will use federal student aid only for education purposes.

Drug Convictions: Students completing the FAFSA are required to respond to Question 23 regarding drug-related convictions (possessing or selling illegal drugs) that occurred while receiving federal student aid (such as grants, loans or work study). Your response determines whether or not you are eligible for federal student aid for the award year.

Civil Commitment for Sexual Offenses: If you have been convicted of forcible or non-forcible sexual offense, and you are subject to involuntary civil commitment upon completion of a period of incarceration for that offense, you cannot receive a Federal Pell Grant. If you regain eligibility during the award year, notify the financial aid office immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

For more information about applying for Federal Student Aid, please go to <https://studentaid.ed.gov/sa/>.

Maintaining Financial Aid Eligibility

Financial aid eligibility for all programs is based on the number of credits you are enrolled in as of the financial aid census date. The census date, is typically the day after the last day that a class can be added for the term which is Thursday of Week One of the start of the term. If you are enrolled on this date, your financial aid award will be adjusted to reflect your actual enrollment and eligibility. ***You will not be eligible for financial aid for any class that you drop prior to the census date.***

Students at FMC are considered full-time students if they attend nine (9) or more credits in a term. Students attending at least six (6) credits but less than nine (9) are three-quarter time. Those attending at least 4.5 credits but less than six (6) are half time. Those attending less than 4.5 credits are less than half-time. Students must attend at least half-time to receive Federal Direct Students loans and FSEOG. Students attending less than half time may be eligible for Pell Grants.

If you drop a course in which you have been participating after the add/drop deadline (Week One) but remain enrolled at least half-time, in most cases, your aid for the current term will not be impacted. However, if you drop to less than 4.5 credits, and you have student loans that have not yet disbursed, some or all of your loan may be canceled. The revised enrollment status for students attending less than half time and those no longer attending will be reported to the Department of Education's NSLDS web site. The loans will enter a grace period or repayment. Upon resuming at least half time, an updated status will be reported as well.

Federal and state regulations require financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period for which assistance was awarded. If you withdraw, or are withdrawn, from all of your courses for any reason (including academic dismissal, suspension, or expulsion) prior to completing at least 60% of the term, you may no longer be eligible for the full amount of federal funds that you were originally awarded. Generally, withdrawing from all courses after the 60% point in the term (Week 6) will not result in a reduction of aid for the term. Withdrawing from all courses through the end of the sixth week *will* result in a proration of aid based on the percent of the term completed. Please refer to the refund policy in the FMC handbook.

FMC is required to recalculate your financial aid eligibility based on the percentage of the period that you completed and applicable federal and state regulations. A pro-rated schedule is used to determine the amount of federal funds that you have earned at the time of withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the fifth week. Once more that 60% of the term is completed, a student is considered to have earned all of his/her financial aid for that term, and his/her financial aid will not be prorated.

If you officially withdraw from FINE Mortuary College, LLC: A Private Two Year College, the withdrawal date used to determine your financial aid eligibility will be:

1. The date the Registrar Office received your withdrawal request, or
2. The date that you expressed an *intent* to withdraw to a FMC staff member acting in an official capacity, or
3. The date that you last attended a course, as reported by your professor(s) or
4. The date that you last participated in an academically related activity.

Withdrawal instruction can be found in the FMC handbook.

If you unofficially withdraw from FINE Mortuary College, LLC: A Private Two Year College by abandoning all of your classes, the withdrawal dated used to determine your financial aid eligibility will be:

- The date you last attended a course, as reported by your professor(s), or
- 14 days of non-attendance, or
- The midpoint of the period for which aid was awarded

Leave of Absence (LOA) and Financial Aid

A 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.

NOTE: Please refer to the section of this Catalog titled **Leave of Absence (LOA) Policy** for additional information about LOAs.

Verification of Financial Aid Application Data

The Department of Education (ED) selects approximately 30% of all applicants each year for a process called verification. They determine which data elements that were reported on the FAFSA that must be confirmed. FMC will notify you if you are selected for Verification by ED, or by the school, and which data elements must be verified.

There are various reasons why a FAFSA applicant may be selected for verification. Perhaps the FAFSA included estimates of federal income tax information and actual information now needs to be confirmed. Or maybe the FAFSA was submitted with data that appear inconsistent or unusual or includes the types of information that is frequently misreported. Finally, you may have been selected for verification through a random process used to get a sampling of how accurately families fill our FAFSA. Utilizing the IRS data retrieval tool during the FAFSA application or correction process will reduce the amount of information required to be verified.

If you are chosen to verify the information provided on your FAFSA, documentation will be required to complete your file before aid can be disbursed. Documentation may include, but is not limited to: Verification Form(s) from the College, Federal Tax Transcripts (Yours, your spouses, and or parents), W-2s, official statements from the source of all non-taxable income received, i.e. AFDC, Social Security, Veterans Benefits, Workmen's Compensation, Child Support, etc. You will receive an email from the FMC financial aid office detailing what documentation is required.

Due to changes in Federal Regulation, we do not accept copies of signed tax returns in the verification process. Students need to utilize the IRS Data Retrieval Tool while filling out their FAFSA to simplify and avoid federal verification. If utilized, no additional tax returns information is generally required. If not utilized, or you change the IRS data, you may be required to request a Tax Transcript from the IRS and submit it to the Financial Aid Office.

If you do not provide the verification documentation, you are not eligible for federal, state or intuitional financial aid. If you are selected, please submit the requested verification information promptly to avoid a delay in your financial aid application processing. It must be submitted no later than 30 days after notification by the FA office to ensure no delay in completion of the awarding process.

If you are selected, the steps below will help you to provide accurate and complete information:

- Carefully read the Verification Worksheet provided with the email from the FA office. When completing the worksheet respond to every question. Do not leave any lines blank. If the correct answer is zero, write in 0.
- Submit all documentation requested such as the Verification worksheet and student and or parent W-2 forms (if requested). Submit your tax data by using the IRS data

Retrieval Tool if you are eligible, or an IRS Tax transcript if you are not eligible to use the IRS data retrieval tool if requested to do so.

- Do not submit incomplete materials. Wait until you have all your verification materials before submitting your verification packet.
- Do not submit unrequested documents such as copies of tax returns, tax schedules, tax year comparison reports, or state tax returns.
- If W-2s are requested, make sure you keep your originals and only send us copies.
- If you are a dependent student make sure the Verification Worksheet is signed by the student and one of the parents whose information is reported on the FAFSA.
- Make sure that you provide all of the W-2 earning statements, you received from employers. The total earnings shown in box 1 of the student W-2's must match the Wages, Salaries and Tips line of the IRS tax transcript. The same goes for parents (if requested to do so).
- Provide all verification information promptly.

Financial Assistance for Veterans

FINE Mortuary College, LLC: A Private Two Year College, LLC is approved by Massachusetts Department of Higher Education Office of Veterans Education, which allows eligible veterans to apply for and receive a variety of veterans' educational benefits as defined by the Massachusetts Department of Veterans Affairs. This program is titled the Veteran Educational Assistance Program (VEAP).

The College's Veterans Coordinator assists students in applying for VA benefits, providing certification of attendance for VA benefits, and other issues relating to Veterans Affairs while enrolled at FMC.

Financial Aid and Satisfactory Academic Progress (SAP)

U. S. 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.

Every Quarter Review SAP Policy

At FMC, SAP is measured at the end of every Academic Year (3 terms). To be considered making satisfactory progress, a student must meet all of the following qualifications:

1. Have a minimum of 2.0 ("C" letter grade) cumulative grade point average
2. Have successfully completed a minimum of 67% of the courses attempted
3. Be on-track to complete the course within a timeframe not to exceed 150% of the normal time in which a student is expected to complete the course

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

The normal timeframe for a student attending full time (8 or more credits per term) to complete the course is eight terms. The 150% maximum time frame would be 12 terms for a full time student. If a student attends for some or all terms at a rate less than full time, the maximum time frame is pro-rated accordingly. For example, a student who always enrolls in 6 credits per term (3/4 time), would normally require 11 terms to complete the program, therefore 150% would be 16 terms.

The program requires 70 credits; therefore 150% would be 105 credits. A student must be on track at each evaluation point to complete the program with no more than 105 attempted credits. A student is ineligible at any evaluation point if it becomes mathematically impossible to complete the program within 105 attempted credits at the rate the student is progressing.

A course for which the student receives an incomplete grade or from which the student withdraws after the end of the drop/add period is considered an attempted, but not successfully completed course. A course that is repeated is counted as an attempted course each time it is taken. A student may be granted financial aid for a repeated course that had been previously successfully completed only once.

If, at the point of review, the student is not meeting the SAP requirements, the student is placed on SAP **FA Suspension** status and may not continue to receive financial aid unless an appeal is submitted and accepted.

A student who has been Suspended from financial aid eligibility may appeal to the Director of Financial Aid to be placed on SAP **Probation**. Students on SAP Probation status regain eligibility for financial aid on a term-by-term basis. An appeal should address the problems the student has had with maintaining academic progress and what changes are being made to insure success in the future.

Extenuating circumstances may require supporting documents to be submitted with the letter of appeal. The student will also meet with the Program Director, or designee, to

establish an Academic Plan that will enable the student to meet the SAP requirements and complete the program in a timely manner. A further appeal of this decision may be made to the FMC Director.

A student on ***FA Probation*** will be reviewed at the end of every term to determine if the student is meeting the terms of the Academic Plan. A student will continue to be eligible as long as the requirements of the Plan are met each term. Once a student has come back into compliance with the SAP policy, review will revert to the end of each academic year. This SAP policy applies to eligibility for financial aid. If the student who has lost eligibility for FA is allowed to continue to be enrolled at FMC, arrangements will have to be made with the Business Office to pay all outstanding and future charges.

If a student on ***FA Suspension*** chooses to continue without financial aid and subsequently comes back into compliance with the SAP policy, the student may request in writing to the Financial Aid Director to have eligibility reinstated at the time compliance is achieved. FA eligibility is not retroactive; students may become eligible for FA starting with the term following the term in which the student met the SAP requirements.

Students who re-enroll at FMC, resume under the same SAP status as when they left.

Financial Aid Academic Probation

Academic Probation status will be assigned to students who fail to make SAP at the end of a term.

Students on Academic Probation may be required to work with the Program Director, or designee, to develop an Academic Plan to enhance study skills and performance. At the end of the probationary period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds.

Termination Due to Failure to Progress

If a student fails to meet SAP requirements at the end of a probationary period, the student will be terminated for failure to progress.

Academic Appeal

Students may appeal an assignment to Financial Aid Academic Probation or Termination Due to Failure to Progress.

Students who can document extenuating circumstances that justify a reversal of Academic Probation or Termination may appeal in writing to the FMC Administration.

The Program Director, or designee, will convene a Review Panel to hear the appeal. Students who make successful appeals may be eligible to have enrollment or Federal Student Aid reinstated.

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

Records of student's grades, attendance and completion rate are maintained in the student's file and are available for the student's review upon request. These records are available to representatives of the State Approving Agency and other agencies for audit purposes.

In the event a student does not meet satisfactory progress or has other academic difficulties, assistance is available through the Student Services Office.

Special Appeals: A former student who lost eligibility to be awarded Federal Student Aid at FMC in the past should contact FMC about an appeal.

Financial Suspension or Dismissal

Failure to meet financial obligations or to arrange in writing to meet such obligations may result in administrative suspension or dismissal.

Unpaid financial obligations will result in a hold being placed on transcripts and other materials related to the delinquent student.

Timeliness for Payment Policy

- Payment arrangements must be made before registration each term.
- Late payment fees will be applied to unpaid balances after the first class meeting of a course.
- Students will not be permitted to attend classes the next week after a payment goes into arrears.
- Grades, transcripts, diploma or degree and certification to sit for the National Board Examination will be withheld for students with delinquent accounts.
- Without financial clearance, students will not be allowed to progress to the next term.

Tuition 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.

I. Application Fee: Non-refundable

II. Orientation Day Fee: Non-refundable

III. Tuition—

1. Refunds for students who withdraw after the tuition has been paid but prior to the beginning of classes will be 100%.
2. After the beginning of classes for the term, refunds will be calculated as follows:
 - during the first week, the refund is 90% of tuition;
 - during the second or third weeks, the refund is 60% of tuition;
 - during the fourth, fifth or sixth weeks, the refund is 30% of tuition;
 - after the sixth week of the term, the student will receive no refund.

IV. Distance Education Fee: non-refundable after the term has begun.

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

FMC is not responsible for letters or emails not received.

Withdrawal fees apply for courses dropped after the first week of class.

During the first week of class, withdrawal fees are waived if a course is simultaneously added when one is dropped.

Return of Title IV Refund Policy for Withdrawn Students

The formula for calculating the percentage of Title IV earned is based on the Federal Return of Title IV.

The Refund Policy is as follows:

For students who withdraw or are dismissed from the institution, the number of days from the start date to the last date of attendance in the payment period (Quarter) is divided by the total days in the payment period (Quarter) to determine the percentage of aid earned.

If the percentage attended is greater than 60%, 100% of the aid for the payment period is earned. If the percentage of aid earned is less than 60% then the total of the Title IV Aid disbursed or could have been disbursed during the payment period (Quarter) is multiplied by that percentage to determine the amount of aid the student actually earned for the payment period. All unearned portions of federal aid are returned to the appropriate programs in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans (Parents)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

A school must return any unearned funds within 45 days or offer any post-withdrawal disbursement within 30 days of the date of the institution's determination that the student withdrew. If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 30-day return deadline, the institution performs the Return calculation including the Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal. (*Volume 4—Processing Aid and Managing Federal Student Aid Funds, 34 CFR 668.164 (g)(2)*).

Student Life Policies

Student Rights and Responsibilities

As members of the College community at FINE Mortuary College, LLC: A Private Two Year College (FMC), 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.)

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 smoke in the permitted area outside the building. Use the provided receptacle for cigarettes and cigars.
10. 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.

Student Code of Conduct

FMC students are expected to conduct themselves as funeral service professionals in training, according respect and consideration to all persons.

Administrative action may be taken against a student who does not follow the rules and regulations while exhibiting common courtesy and civility while at the College.

Any violation of the FMC Code of Conduct, local, state or federal laws is subject to the discipline policies of the College, local, state or federal officials.

The right to determine appropriate conduct not otherwise covered by this code and to dictate penalties for misconduct shall be reserved for the administrators, staff and faculty of the College.

Students of the College are responsible for their own behavior and that of their guests.

General and Social Misconduct

Examples of general and social misconduct include, but are not limited to:

1. Making false bomb or fire threats or other false emergency reports. This is a felony and will be reported to the civil authorities.
2. Theft of goods or property of others.
3. Destruction or abuse of property.
4. Unauthorized entry into or use of College property or facilities.
5. Possession, use, sale, or distribution of illegal drugs, including marijuana or paraphernalia.
6. Possession, use, or distribution of dangerous weapons, firearms, explosives, knives, or other legal or illegal lethal devices.
7. Use of audio systems at an excessive decibel level.
8. Failure to comply with alcoholic beverage and smoking policies.

9. Assault or battery involving fighting, pushing, shoving or in any way touching another person inappropriately.
10. Any type of harassment.
11. Disorderly conduct.
12. Obstruction of entrances or exits.
13. Unauthorized sales or solicitations.
14. Refusal to present proper identification or provide current address or phone number to designated College officials.
15. Charging long distance phone calls to the College
16. Sending or receiving illegal e-mail at the College.
17. Using the College's computer facilities for any unauthorized or illegal purpose.
18. Failure to respect the rights or endangering the welfare of others.

Academic Misconduct

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.

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.

All College Meetings

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

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

All those associated with FMC are invited to submit discussion topics one week before the scheduled meeting. The agenda for and minutes of the meetings are distributed by the President or a designee.

Meeting dates are set and posted at the beginning of each term.

Announcements and Student Messages

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

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

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

Bookstore

The FMC Bookstore is located within the College facility. The store keeps an inventory of supplies and resources to support courses given at the College and the funeral industry.

School supplies and College-related items are also generally kept in stock.

Career Services

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

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.

Class Cancellations

Instructor Cancellations

All instructors are asked to establish and maintain a phone and email chain so students can be called or emailed in the event a class cancellation.

A copy of the phone or email chain for each course should be submitted to the Program Director, or designee, by the end of the second week of classes.

Weather and Emergency Cancellations

For weather or other issues requiring class cancellations, the President or a designee will determine a cancellation and notify students and staff via email, FaceBook and WBZ radio.

Students are advised to tune into 1030am, WBZ radio, or to access the WBZ website at www.WBZ.com for updates on FMC closure. An announcement also will be sent to your school email address.

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, LLC: A Private Two Year 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 below.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

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, LLC: A Private Two Year 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 DAILING 911 FROM ANY TELEPHONE ON CAMPUS.

All such events should be also reported as soon as possible to available FMC staff and the designated FMC Campus Security Officer, Kevin Koch, at the FMC office at 781-762-1211 ext. 22. A comprehensive campus security report regarding FMC security statistics is available on www.fmc.edu and posted on campus bulletin boards.

Records Collection and Retention

FINE Mortuary College, LLC: A Private Two Year College, is required to keep campus records of crimes reported on campus to law enforcement, and to make a reasonable 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 WBZ; 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

Campus Security Annual Report Crime Statistics 2014-2017

Arrests - On-Campus	2014	2015	2016	2017
Illegal weapons possession	0	0	0	0
Drug law violations	0	0	0	0
Liquor law violations	0	0	0	0
Criminal Offenses—On-Campus	2014	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
VAWA Offences-On-Campus	2014	2015	2016	2017
Sex offenses – Total	0	0	0	0
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
Sex offenses–Nonforcible (incest & statutory rape)	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Liquor, Drug and Weapons Statistics On-Campus	2014	2015	2016	2017
Arrest. Liquor Law Violation	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0
Arrest: Drug Law Violations	0	0	0	0
Arrest: Weapons: Carrying, Possessing, etc.	0	0	0	0
Disciplinary Referrals: Carrying, Possessing etc.	0	0	0	0
Reportable Hate Crimes-On-Campus	2014	2015	2016	2017
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Sexual Orientation	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0

Disability Accommodation Policy

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.

Disability Accommodation Procedure

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

- A recent 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);
- 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.

Dress Code

The appropriate dress and grooming for the funeral service professional is traditional business attire.

Students are expected to dress in a clean and neat manner befitting a human services professional. Students and employees are expected to select clothing and footwear appropriate for a business environment. Hair should be neatly groomed and worn in a businesslike style.

Drug Free Workplace Policy

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.

Drug and Alcohol Abuse Prevention Information

FINE Mortuary College, LLC: A Private Two Year College (FMC), 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, LLC: A Private Two Year College events, 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, LLC: A Private Two Year 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 who are experiencing problems with chemical dependency. Individuals can speak with their own physician or contact the College's insurance carrier to access those resources. Other community resources may be found online at Community Information and Referral (www.cir.org) or Alcoholics Anonymous (www.aa.org) or call (888)-784-4592. For more information about alcohol use prevention at College, please see <http://www.collegedrinkingprevention.gov/>.

Drug and Alcohol Testing

The use, possession, sale, transfer, manufacture, distribution or dispensation of alcohol and illegal drugs and, in certain circumstances, even the use of legal drugs in the workplace can pose unacceptable risks to employees, facilities, and property, and is strictly prohibited.

Employees are subject to Reasonable Suspicion Drug Testing while on duty or on the property of FMC.

“Illegal Drugs” means any drug that:

1. is not legally obtainable; or
2. 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 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 in order to conduct FMC activities and to provide safe and effective service to our constituents. Therefore, the College may require that employees provide urine, blood, breath, saliva and/or other samples for drug and alcohol testing for reasonable suspicion testing. Any employee 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.

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

- 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 by the use of 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 lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, 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.

Equality and Non-Discrimination Policies

FINE Mortuary College, LLC: A Private Two Year College (FMC), prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from

discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment.

Furthermore, FMC's policy prohibits harassment of students and employees—i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

FMC is committed to compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam-era Veterans Readjustment Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Family and Medical Leave Act of 1993.

Harassment and Bullying Policy

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, personal digital assistant (pda), 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 of 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 of 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 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, LLC: A Private Two Year College, LLC: A Private Two Year 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.

269:17 Hazing; Organizing or Participating; Hazing Defined.

Section 17. 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.

269:18 Failure to Report Hazing

Section 18. 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.

269:19 Copy of Sections 17-19 issuance to students and student groups, teams and organizations; Reporting

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen (17) and eighteen (18).

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen (17) and eighteen (18).

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Health, Counseling Services and Medical Insurance

FMC does not provide health or counseling services, but does keep a list of local physicians and counselors. FMC neither recommends nor endorses any of the persons or places listed.

Nearest Hospitals:

Norwood Caritas Hospital
800 Washington Street
Norwood, MA 02062
(781) 769-4000

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

Medical Insurance

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.

If no evidence is shown or the student is not otherwise covered by medical insurance, the student can enroll in eight semester credits per quarter.

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

A student without medical insurance must obtain it outside of FMC or participate in the College's medical insurance arrangement to maintain full time status or to enroll in and remain in the Clinical Cooperative courses.

Specific information about the College's medical insurance arrangement can be obtained from the FMC administrative office.

Housing

The College does not provide housing or arrange student accommodations.

Kitchen

The kitchen area is for the use of students at times not scheduled for other activities. During free time, students may use all facilities in the kitchen. The area is open during scheduled FMC class sessions.

Students are asked to extend courtesy to their colleagues and all members of the FMC community by helping to keep the kitchen and Student Lounge areas clean and safe.

Leave of Absence (LOA) Policy

Students may apply for a Leave of Absence (LOA) for a maximum of two consecutive terms. 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, and some may be granted for a single term only instead of the usual two consecutive terms. The reason the LOA is being requested and the supporting documentation will be taken into consideration. Approval will be at the College's discretion, based on the worthiness of the request.

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

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

NOTE: In no case may a student receive combined LOAS in excess of 180 days within a 12-month period.

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 will not be charged a re-application fee. Students who do not complete the term prior to the start of the approved LOA will be withdrawn for the balance of the term. In both of 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 re-apply for admission and re-pay the application fee to be considered for re-admission to FMC.

This policy applies if a student:

- a) does not hold an LOA;
- b) holds an expired LOA;
- c) was administratively dismissed from FMC;
- d) has not been a student in-residence for one term and does not hold an LOA.

Re-application does not guarantee re-admission.

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 of the materials, whether books, periodicals, audiovisual equipment, media, computers, software, models or charts, are carefully chosen to provide the best possible resources for student use.

Commercial databases and a funeral service-only database are available for the use in the Multimedia Center of all FMC associated persons.

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

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

Current Publications and Articles

Articles of interest are on the display counters or tables in the lounge. Students are encouraged to email or to bring in news articles related to funeral service to add to the collection.

Several databases for student use are available online in the Multimedia Center including an in-house database dedicated exclusively to funeral service.

Resource Loan Policies

Students may borrow books for a one-week period, and some videos, models, charts and software (including CD-ROMs and DVDs), for overnight use.

Reserve and reference materials cannot be removed from the library/office. They are obtained from the Main Office personnel.

Magazines and journals do not circulate until at least one month after the publication date, and then only if there is a duplicate copy available.

Study copies of non-circulating materials may be made at the copy machine at a cost to the student.

A fine of 25¢ per day per item will be charged for late return of borrowed materials. The maximum fine for overdue materials is \$10.00, or cost to replace the materials, if necessary.

A student will not be graduated from the College until all financial obligations are met.

Computer Policy

1. **Computers and Network Resources:** All computers, computer systems, other information systems (e.g., interactive video or voice networks), telecommunications equipment (e.g., routers, switches) or devices that are owned by or that connect to FMC are called computers or network resources.

These also include all institutional data, user data, programs or system software, or configuration files that are contained in or transmitted via FMC computers, networks or other information systems.

Use of these services to access or attempt to access information not intended for public display or use, or to circumvent or violate the responsibilities of system users, system administrators or information associates is prohibited.

System users are solely responsible for ensuring the content of files, programs or services that they operate, maintain, store or disseminate using FMC Computer and Network Resources (to include personally owned computers connected to such resources) and must be compliant with both law and FMC Policy.

FMC is not responsible for the content of users' personal web spaces, nor the content of servers, programs or files that users maintain either in their personally allocated file areas on FMC-owned Computer Resources or on personally owned computers connected to FMC's Computer and Network Resources.

However, FMC reserves the right to suspend network access or computer account(s), or to impose other sanctions if such user-maintained files, programs or services are believed to have been operating in violation of either law or FMC Policy.

Use of independently owned hardware in connection with any account shall not, in any manner, limit the enforcement rights of FMC under the computer and network policies

and guidelines then in place regarding inappropriate use of the FMC Computer and Network Resources

2. Downloading and uploading files: Only files that are required for academic purposes at FMC can be downloaded or uploaded. This refers, but is not limited to, the following: wallpaper, screen savers, jokes, games, music and copyrighted files are not permitted to be installed on FMC computers, downloaded or uploaded. All downloaded files must be scanned for viruses before use.
3. Computer Viruses: Faculty and students are responsible for scanning their materials for viruses before use in any FMC computers. No viruses are to be intentionally loaded in to any system.
4. E-Mail: Internal and external e-mail is for FMC academic business only and may be monitored by the Network Administrator as necessary.

There is no implied or expressed right to privacy with respect to the College e-mail system. Unapproved personal use of the College e-mail system is a violation of College policy.

5. Computer information: Any information or messages entered into the College's computer systems or e-mail system is FMC property and system users do not have a privacy right in their computer files or e-mail communications.
6. Social Networking Guidelines and Policy: All information posted on FMC's social networking or blog sites must be in compliance with and follow all other College policies, follow acceptable social behaviors and comply with federal and state regulations.

For more complete policy: See Policy Book and Desktop of FMC computers in library for link.

Students may use the computer facility, the Multimedia Center, and the classrooms during normal in-session operating hours, except when reserved by faculty or staff.

Parking

Parking is free in spaces designated for FMC. FMC is not responsible for damage or loss of vehicles or personal items occurring in the facility parking lot.

Students should take measures to secure their vehicles and contents.

Release of Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that regulates the maintenance and release of student records at educational institutions and related agencies. The purpose of the FERPA is to protect the privacy of student education records and affords students certain rights concerning their education records.

Under FERPA, the primary rights afforded to students include:

1. The right to review their educational records,

2. The right to seek to amend inaccurate information in their records, and
3. The right to provide consent for the disclosure of their records.

The College will disclose information contained in a student's educational record only with written consent of the student, with the following exceptions:

1. to school officials, including teachers, who have a legitimate educational interest in the record;
2. to officials of another school in which the student seeks or intends to enroll;
3. to federal, state and local agencies and authorities as provided under law;
4. to the parents of an eligible student if the student is claimed as a dependent for
5. income tax purposes;
6. to comply with a judicial order or lawfully issued subpoena; and
7. as otherwise permitted by FERPA.

The College annually informs students of their FERPA rights through a variety of methods such as the FMC website, Student Handbook, and on campus via the Program Director, or designee.

Some information in the directory may be made public without permission. This information may include name, last known address, last known email address, major field of study, participation in officially recognized activities, degrees and awards received.

This information will normally be released by the administration only after the requester has demonstrated in writing a legitimate need to have such information.

No information will be provided over the phone or the internet at any time for any reason. See the Student Handbook for FERPA (Privacy Act) guidelines.

Official transcripts of academic records are sent only on written request of the student and only to the student or to the academic institutions or employers designated by that student.

From time to time FMC publishes student achievements and/or special recognition. Students may choose to have their accomplishments published by signing FMC's Media Release Form at new student orientation or at any time after that.

Release of Student Records

Official transcripts of academic records are sent only on written request of the student, to the student or to the party designated by that student.

Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that is illegal under federal and state law. Sexual harassment includes, but is not limited to, the following: sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature which are made either explicitly or implicitly, which are used for academic or employment decisions,

which interfere with the individual's academic or work performance and/or which create an intimidating, hostile, offensive or demeaning employment, educational, or living environment.

Any sexual harassment is not acceptable to the administration of FMC. Persons accused of sexual harassment will be interviewed by the Executive Vice President, or his/her designee, and told of the accusation of offensive conduct. If deemed to be of substance by the interviewer's review of documented evidence of the offensive conduct, a summary of the interview and the evidence will be placed in the offender's file.

Occurrences of inappropriate behavior may be grounds for immediate dismissal.

Complete sexual harassment policy available upon request.

Student Activities

Student Participation in Governance

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

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

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

Student Complaint/Grievance Procedure

The primary objective of the Student Complaint/Grievance Procedure is to ensure that students have the opportunity to 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 conduct an investigation.

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 make a determination and submit a decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel's report.

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

Appeal Procedures

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

Within 15 calendar days of receipt of the request for review, the Campus 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.

If the student complaint cannot be resolved after exhausting the Institution's Student Complaint/Grievance Procedure, the student may file a complaint with the Governing Board.

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.

Student Lounge

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

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

There is no smoking or drinking of alcoholic beverages in the Student Lounge.

Students with Disabilities Policy

FINE Mortuary College, LLC: A Private Two Year College, LLC: A Private Two Year College, is committed to ensuring equal access to educational opportunities for students with disabilities.

The primary objective of the Students with Disabilities Policy is to provide an integrated and cohesive set of support accommodations and services for students with disabilities. All institutions of higher education must make reasonable accommodations in order to provide students with disabilities an equal opportunity to participate in the institution's courses, programs, and activities.

While self-identification is strictly voluntary, it is to the student's advantage to initiate or request services in this process before classes start. Records and information concerning students are confidential. To become eligible for services, documentation of the disability from a qualified professional must be provided upon request.

FMC will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments, and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, examination schedule and/or delivery modification, and task modification.

Admissions requirements for all students are the same, regardless of disability or lack thereof. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis by taking into account institutional obligations to provide equal access to educational opportunities; may not necessarily incorporate changes requested; and will only be made following provisions of proof of such disability.

Students seeking accommodations should notify FMC during their Admissions Process of any special needs, requirements or requests before enrolling. The school will require a written description of the extent and nature of the disability, and current medical certification stating the nature of the disability, and type of accommodation required.

Accommodations cannot be applied to circumstances of past failures or difficulties in courses, and are only for future course activities. However, information regarding a disability can be provided to assist in resolution of an academic dilemma that begs resolution.

Withdrawal Policy

Administrative Withdrawal

Students may be subject to administrative withdrawal based upon violation of academic, financial or social 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;
2. Complete, sign and date the FMC Drop/Add form.

The official, U.S. postmark 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 presence of a FMC Administrator.

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 four (4) weeks 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.

Course Descriptions for FINE Mortuary College, LLC: A Private Two Year College

At FINE Mortuary College, LLC: A Private Two Year College (FMC), all courses carry 3 credits except for the two Clinical Cooperative courses, which each carry 5 credits for a minimum of 400 clock hours of practical experience.

The total number of credits earned for a FMC degree is 70 credits. Study Skills courses (SK099 and DS099) carry no credits.

Some courses have prerequisite courses. A prerequisite course is one which must be passed with a minimum course average of the letter grade of “C-“, before the higher-level course can be taken.

A minimum of 54 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed.

The following two courses may be taken concurrently if Applied Communications has not already been completed in a prior term.

Clinical Cooperative 1 (CC306)
Applied Communications (RF302)

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.

Clinical Cooperative 2 (CC307)
Comprehensive Review (RV232)

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

SS101 Introduction to Social Science (Prerequisite for PS212)

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

PS101 Anatomy for Funeral Professionals (Prerequisite for NS201)

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

BB101 Business Basics (Prerequisite for EB221 and LE230)

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

**CM101 Introduction Chemistry and Microbiology
(Prerequisite for EC212 and SP221)**

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

SE102 Issues and Concerns of a Modern Professional

Funeral service personnel are often too busy to allow themselves time to experience funeral related seminars, museums, or other death care related institutions within a close distance from the firm at which they work. This course will allow the professional to experience a wider range of information and understanding than he/she would otherwise have. Often this information is not and cannot be provided by academic courses. Examples of course work include participation in field trips, conferences, exhibits, listening to in-house speakers such as allied health professionals, clergy, and grief caregivers, as well as funeral service professionals. In addition, this seminar course will require some readings and reports.

NS201 Understanding the Human Body (Prerequisite for EM221, PA230 and RA230)

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

EC212 Embalming Chemistry (Prerequisite for EM221)

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

FP212 Funeral Profession (Prerequisite for MM230 and LE230)

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

FM 201 Funeral Service Management (Prerequisites; Business Basics and **Business Essentials of Accounting)**

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

PS212 Psychology of Grief

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

FD221 Funeral Directing (Prerequisite for MM230 and LE230)

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

EB221 Essentials of Accounting

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

EM221 Embalming

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

SP221 Microbiology/Sanitation/Public Health (Prerequisite for PA230)

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

LE230 Law and Ethics

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

RA230 Restorative Art

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

PA230 Pathology

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

MM230 Marketing and Merchandising

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

RF302 Applied Communications

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

CC306 Clinical Cooperative 1 (Internship)

A minimum of 51 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed. Clinical Cooperative I (CC306) and Reflections (RF302) may be taken concurrently if Reflections has not already been completed in a prior term.

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

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

CC307 Clinical Cooperative 2 (Internship)

A minimum of 51 earned credits must be completed to be eligible to enroll in the Clinical Cooperative program. All prerequisites must be completed. Clinical Cooperative 2 (CC307) and Comprehensive Review (RV232) are taken in the last term and/or the Comprehensive Studies course may be taken on its own after completing CC307. In this course the student will continue to develop their practical embalming knowledge and skills through the completion 5 additional embalming cases, one of which will be a competency embalming. The competency embalming will take place in one of FINE's approved Certification Sites under the supervision of a Certifying Faculty Member. In addition, the student is expected to focus on the business and legal aspects of maintaining a success funeral business. The student will be expected to observe two arrangements, an at-need case as well as a pre-need case.

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

RV232 Comprehensive Review

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

SK099 Study Skills Improvement (Carries no course credits)

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

DS099 Directed Studies (Carries no course credits; taken with a selected basic academic course for credit)

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

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

**Faculty Members at FINE Mortuary College, LLC:
A Private Two Year College
Faculty and Credentials**

Sarah Stopyra

A.A.S. FINE Mortuary College
B.A. Framingham State University
M. Ed. Framingham State University
Licensed Funeral Director/Embalmer
Program Director

Scott Alconada

B.S. Framingham State College
M.S. Endicott College
Adjunct

Lance Benham

B.A. Framingham State University
M.S. Cambridge College
Adjunct

Laura S. Davis

B.S. University of Massachusetts
M.B.A. Suffolk University
Adjunct

Brian W. DiRamio

B.S. Western New England College
M.S. Western New England College
Adjunct

Marc Nascarella

B.S. Norwich University
M.S. University of Massachusetts – Amherst
PH.D. University of Massachusetts
Adjunct

Timothy O'Toole

A.S. Briarwood College
B.S. Bridgewater State University
Licensed Funeral Director/Embalmer
Adjunct

Heather Carr Reiter

A.A.S. Fine Mortuary College
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Licensed Funeral Director/Embalmer
Adjunct

Jerelyn R. Serra

A.A.S. FINE Mortuary College
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Julie Thibault

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Licensed Funeral Director/Embalmer
Adjunct

Linda Hirschberg

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Licensed Funeral Director/Embalmer
Adjunct

Ralph R. Kunkel, Jr.

B.A. University of North Dakota
M.S. Northeastern University
Ph.D. Candidate - Northeastern University
Adjunct

Lau Magner

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M.Ed. Cambridge College
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Peter Masuzzo

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B.S. Michigan State University
Licensed Funeral Director/Embalmer
Adjunct

Kevin M. Walsh

B.A., University of Notre Dame
J.D., Notre Dame Law School
Adjunct

William L. Werner

A.S. Mount Ida College
B.S. University of New Hampshire
M.B.A. Boston University
Licensed Funeral Director/Embalmer
Adjunct

FINE Mortuary College, LLC: A Private Two Year College

Governing Board of Directors

Executive Committee

Sherry Jones
Kevin Koch
Grainne McManus

Board of Directors

Sherry Jones, Chair
Ralph Kunkel
Alex Acher
David Robbins

Kevin Koch
Peter Stefan
Grainne McManus

FMC Advisory Committee

Kevin Koch
Yesenia Patrick
Jerelyn Serra
John Finlay

Sarah Stopyra
Glenn Burlamachi
Alyssa Croteau

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.

Environmental Policy

FINE Mortuary College, LLC: A Private Two Year College, LLC: A Private Two Year College (FMC), places great importance on the environment and aims to manage its activities, the building and its surrounds 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.

Supplements to This Catalog and the FMC Website

This Official Catalog is published every two years. Between publication dates, FMC may release information or alter forms or policies.

These items may include but are not limited to:

- Application for Admission and forms
- List of names and educational and professional credentials of FMC faculty
- List of names and funeral homes and/or businesses of Professional Associates of FINE Mortuary College, LLC: A Private Two Year College, LLC: A Private Two Year College
- List of names and educational and professional credentials of FMC Administration and Staff
- FMC Academic Calendar

Catalog Revised every two years commencing 2016.